

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF ROADS AND PUBLIC WORKS**

*The provincial administration of the Northern Cape is an equal opportunity, affirmative action employer.  
persons with a disability are encouraged to apply.*

- APPLICATIONS** : Forward your application to the Department of Roads and Public Works, P. O. Box 3132, Kimberley, 8300 or 9-11 Stokroos Street, Squirehill Park, Kimberley for Attention: Ms S. Kruger/Ms. T. Nyati/Mr. N. Ngoetjana/Mr. L. Pharasi and Ms. M. Maphate for the posts at the Northern Cape Fleet Management Trading Entity.  
**Applications may also be forwarded/hand delivered to the following addresses:**  
Private Bag X 133, De Aar 7000, Hand Delivered: Cnr Station and Main Roads, John Dube Building, De Aar, Tel: 053 6311355.  
Private Bag X 8, Springbok 8420, Hand Delivered: NDM Building. No.8 Airport Road, Springbok, Tel: 027 7122170/75/79.  
Private Bag X 5024, Kimberley 8300, Hand Delivered: 45 Schmidtsdrift Road, Kimberley, Tel: 053 8619600.  
P.O Box 436, Upington 8800, Hand Delivered: 187 Rondon Street, Flora Park, Upington, Tel: 054 3324473.  
Private Bag X 148, Mothibistad 8474, Hand Delivered: T.M. Plhabane Road, Mothibistad, Kuruman, Tel: 053 7739400. (Northern Cape Fleet Management Trading Entity), Corner Phakamile Mabija and 7 Orpen Street, Old Government Garage Kimberley 8300
- CLOSING DATE** : 23 February 2018.
- NOTE** : Applications must be submitted on forms Z.83 obtainable from any Public Service Department which must be originally signed and be accompanied by certified copies (dated not later than three (3) months) of qualifications as well as a comprehensive curriculum vitae. Any Z83 form that is not signed or that is scanned will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not been considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. All applications must reach the Department of Roads and Public Work before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications and applications received after the closing date will be disqualified. Note that all suitable candidates will be subjected to a satisfactory personnel suitability checks (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Non-RSA citizens/permanent residents permit holders must attach a copy of their permanent residents permit to the application. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Work reserves the right not to make appointments to the advertised posts.

**MANAGEMENT ECHELON**

- POST 06/139** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: DRPW/HCM001/2018**
- SALARY** : R948 174 per annum (cost to employer package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Kimberley
- REQUIREMENTS** : The successful candidate should be in possession of a recognized degree/diploma in Behavioral Sciences/Human Resources Management/Human Resource Development/Public Management with five years' experience at a middle/senior managerial level. A deep understanding of human resource management, human resource utilization and capacity development, employee health and wellness, employee relations and people

management. Applicants must have the ability to interact at both a strategic and operational level as well as the ability to conceptualize and drive strategic planning processes. Applicants should have extensive knowledge of legislation and policies governing human resource management, development and labour relations. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity, Skills Development and Labour Relations Act, computer literacy and possess a valid code EB driver's license. Competencies: Strategic capability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.

**DUTIES** : Responsible for the strategic repositioning of Human Resources within the Department, overall strategic management of the Directorate Human Resource Management & Development, Ensure that HR becomes a strategic business partner and plays a greater strategic role in leveraging service delivery within the Department, managing human resource utilization and capacity development, human resource practices & administration, employee wellness programme and labour relations. Manage and provide strategic leadership to Senior Management of the department and all components reporting to the incumbent. Manage, co-ordinate and initiate programmes and processes which promote organizational development and job evaluation. Monitor and exercise control over the budget and expenditure for the Directorate and ensure effective utilization of financial resources and management of staff.

**ENQUIRIES** : Ms. A.L. Mpotsang Tel. No.: (053) 8392113  
**NOTE** : All short listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.

**POST 06/140** : **DIRECTOR: LEGAL SERVICES REF NO: DRPW/HCM002/2018**

**SALARY** : R948 174 per annum (cost to employer package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

**CENTRE** : Kimberley  
**REQUIREMENTS** : The successful candidate should be in possession of a B Juris/LLB and/or a Bachelor's degree with five years' experience at a middle/senior managerial level. Advanced knowledge of the labour law, Public Service Act and Regulations, the functioning of the PSCBC and GPSSBC is essential. Proven skills in research, negotiation and presentation will serve as a strong recommendation. Preference will be given to candidates who have practiced in the field of law. Valid code EB driver's license is a further requirement. Competencies: Strategic capability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.

**DUTIES** : Ensuring that the necessary legislation is in place to enable good governance, the studying of legal literature for example legislation, law reports, text books and legal opinions, ensuring that the Department acts within the ambit of the law, the furnishing of verbal and written legal advice in connection with the interpretation and implications of legal directions relating to specific legal questions and proposed legislation, the ensuring of good governance through compliance with prescribed and approved legislation, the drafting and editing of agreements, contracts and related documentation, the ensuring that contracts that the Department enters into are valid and legally implementable, ensure compliance with constitutional obligations on development and human rights, e.g., gender, youth, disability and children rights, train, mentor and supervise staff, monitor the budget and assume overall managerial responsibility of the unit.

**ENQUIRIES** : Ms. A.L. Mpotsang Tel. No.: (053) 8392113

<b><u>NOTE</u></b>	:	All short listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.
<b><u>POST 06/141</u></b>	:	<b><u>DIRECTOR: AUXILIARY, SECURITY, ICT AND COMMUNICATION MANAGEMENT REF NO: DRPW/HCM003/2018</u></b>
<b><u>SALARY</u></b>	:	R948 174 per annum (cost to employer package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kimberley The successful candidate should be in possession of a recognized degree in Public Administration with five years' experience at a middle/senior managerial level. Applicants must have the ability to interact at both a strategic and operational level as well as the ability to conceptualize and drive strategic planning processes. Applicants should have extensive knowledge of legislation and policies governing human resource management, development and labour relations, Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity, Skills Development and Labour Relations Act, computer literacy and possess a valid code EB driver's license. Competencies: Strategic capability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.
<b><u>DUTIES</u></b>	:	Responsible for providing general administrative services including the rendering of an auxiliary support service, render transport administration services, management of the departmental records in the Department, manage the security function within the department, ensure the management and the provision of communication and events management services which includes rendering communication and marketing services, provide effective web development and manage support services to the department, manage and facilitate the provision of information communication and technology management services including the development and monitoring the implementation of ICT policies, processes and procedures, provide and facilitate infrastructure and operational support services, provide and maintain ICT administrative systems and ensure data integrity, conduct ICT research and advise the department on ICT needs and requirements.
<b><u>ENQUIRIES NOTE</u></b>	:	Mrs. A.L. Mpotsang Tel. No.: (053) 8392113 All short listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>POST 06/142</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER (DIRECTOR) REF NO: DRPW/HCM 055/2018</u></b>
<b><u>SALARY</u></b>	:	R948 174 per annum (Level 13) (all inclusive). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kimberley The successful candidate should be in possession of a B. Comm/Hons degree with accounting as one of the majors with five years' experience at a middle/senior managerial level. Extensive experience in financial control and financial administration, knowledge of risk management, internal control and budgeting will also be required, knowledge of the Public Sector and in particular public sector financing will be an added advantage, Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Regulations and relevant statutory provisions, ability to communicate at all levels with Senior Management and private sector Competencies: Strategic capability

		and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.
<b><u>DUTIES</u></b>	:	Responsible for developing strategies and systems to integrate the strategic planning cycle and financial planning in a sound manner that will enable the Entity to improve service delivery, provide strategic direction, control and management of the finance unit of the entity, provide advice and assist the Accounting Officer/Chief Executive Officer and other Senior Managers with regard to the implementation of and compliance with the PFMA and related Treasury Regulations as well as DORA (Division of Revenue Act), provide timely and accurate reports, provide advice with regard to financial and other operational information necessary for strategic decision making, responsible for the smooth operation of Supply Chain Management and maintain policies and procedures, be responsible for the preparation of annual financial statements in accordance with generally recognized accounting practices and liaise with the office of the Auditor-General, comply with the reporting requirements of the PFMA and Treasury Regulations and internal reporting requirements, ensure that revenue and expenditure of the department is in accordance with internal controls and prescripts governing finance and Supply Chain Management within the public service, oversee the budgetary process within the department and provide in year monitoring arrangements, follow-up on implementation of actions arising from the SCOPA resolutions and the Auditor-Generals report, liaise with Provincial Treasury, National Treasury and Auditor General's Office and manage the entire staff that falls under the directorate including the management of the Employee Performance Management and Development Systems.
<b><u>ENQUIRIES</u></b>	:	Mr. M.N Bosch Tel. No: (053) 8392223
<b><u>NOTE</u></b>	:	All short listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.
<b><u>POST 06/143</u></b>	:	<b><u>DIRECTOR: TECHNICAL SERVICES REF NO: DRPW/HCM056/2018</u></b>
<b><u>SALARY</u></b>	:	R948 174 per annum. (Level 13) (The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests).
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Bachelor degree in Mechanical Engineering or equivalent qualification with at least 5 – 7 years' experience in mechanical engineering and or fleet management, 5-7 years' experience in Road Building Equipment, with five years' experience at a middle/senior managerial level. Valid driver's license, Computer literacy, Good interpersonal skills and Problem solving skills Competencies: Strategic capability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.
<b><u>DUTIES</u></b>	:	To manage the provision and utilization of the road building equipment and provincial motor transport fleet, to manage the provision and maintenance of the road building equipment fleet, to manage the provision and maintenance of the provincial motor transport fleet, to manage and render frontline technical assistance to clients and oversee repair and maintenance activities to road building equipment and provincial motor transport fleet, to ensure that technical specifications and analysis of the road building equipment and provincial motor transport fleet are correctly compiled and understood, to monitor the overall budget pertaining to general fleet management and advise accordingly. To manage the entire staff that falls under the directorate including the management of the Employee Performance Management and Development Systems.
<b><u>ENQUIRIES</u></b>	:	Mr. M.N. Bosch Telephone. No: (053) 8366023

**NOTE** : All short listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.

#### **OTHER POSTS**

**POST 06/144** : **DEPUTY DIRECTOR: INTEGRATED MONITORING EVALUATION REF NO: DRPW/HCM004/2018**

**SALARY REQUIREMENTS** : R657 558 per annum (All inclusive)  
: Relevant Degree in Public/ Business Administration/ Management. A post-graduate degree will be an added advantage, 3-5 years' experience in strategic, Management, and monitoring of business processes in alignment with operation requirements, Sound Knowledge and experience of Monitoring and Evaluation research methodologies and consolidation of Departmental Strategic and Quarterly Performance Reporting, Knowledge and experience of the Governments Strategic Planning and Performance Reporting Policy Framework, Knowledge and experience of programme evaluation, Knowledge of strategic management and policy analysis, Ability to evaluate and analyse information for policy development and application of policies.

**DUTIES** : Reporting to the Director Strategic Management, Co-ordinate the development, implementation and integration of all existing monitoring and evaluation systems within the department, Manage, monitor and evaluate departmental programmes in alignment with Government and departmental programme of action, Manage and coordinate reporting instruments and tools on monitoring & evaluation, Establish early warning systems which will detect performance risk areas on reporting performance of the department, Monitor and evaluate and analyse departmental performance against its mandate, Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans, Provide inputs to systems and tools for the utilisation in the monitoring and evaluation of the Department's performance and operations management framework, Monitor the reporting framework and measure the Department's performance in compliance with the relevant regulatory requirements, Coordinate the Departmental evaluation mechanism for strategic and operational programmes, Monitor progress against strategic and annual performance plans of business units and performance assessment action plans, Assist in the development and implementation of best practices on monitoring and reporting systems and mechanisms, Assist in the development, implementation and review of a governance framework for quality assurance, oversight and performance standards, Monitor the implementation of performance guidelines and frameworks and advice stakeholders accordingly, Coordinate the implementation of annual outcomes and impact reporting, Engage internal and external stakeholders to facilitate and coordinate the implementation of results pertaining to monitor evaluation, Engage with stakeholders in the coordination of the implementation of developmental and processes enhancements, Engage with strategic partners for support of the implementation process pertaining to monitoring, evaluation and reporting on outcomes, Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, for a streamlined process, Coordinate performance information for oversight bodies and ministerial enquiries.

**ENQUIRIES** : Ms. B. Bekebeke (053) 839 2126 Tel no: (053) 839 2126

**POST 06/145** : **DEPUTY DIRECTOR: INVESTIGATIONS AND RISK MANAGEMENT REF NUMBER: DRPW/HCM057/2018**

**SALARY CENTRE REQUIREMENTS** : R657 558 per annum. (Level 11) (All Inclusive)  
: Kimberley  
: An appropriate Degree/Diploma in Fleet Management. The candidate for this post must have at least 3 -5 years appropriate experience, Criminology and specializing in Investigations or detective work will be an added advantage,

		Knowledge of Public Sector Risk Management Framework, Public Finance Management Act, South African Police Act, Treasury Regulations, Labour Relations legislation, policies and procedures, Basic Conditions of Employment Act, Public Service Act. Competencies/Skills: Ability to communicate ideas and issues in a tactful manner, Ability to communicate effectively both verbally and in writing, Good Human Relations Skills, the ability to manage conflict situations effectively, Analytical Skills, Financial Management, Computer literacy (Excel, PowerPoint, MS Word), Policy formulation, Customer relationship, Facilitation and presentation
<b><u>DUTIES</u></b>	:	Knowledge in the reconstruction of accidents scenes, Expertise in mitigating against all risks within a fleet management environment e.g. fuel fraud, abuse of vehicles, the optional and economic usage of the fleet, the candidate of the post will have regular contact with the following role-players: Legal services of the Department of Roads and Public Works, State Attorney, Chief State Law Advisor, Client Departments, Workshop Managers, Transport Officers and District Directors, Ensure submission of accurate and timeous investigation reports, Management and the conducting of Investigations on issues such as: Fuel Fraud, General theft, Accidents, Abuse and Misuse of vehicles including damages of the fleet, Management of the contingent liabilities of all third party claims, Management and reconstruction of accidents scenes, Work with Auditor General's Office and Internal Auditors on issues affecting the sub-directorate, Management of the Generation of Monthly reports and submission to the Director: Technical Services, manage the Promotion of risk awareness culture and conduct risk assessment throughout the provincial departments, management of the Sub-directorate including the ensuring that the management of the Employee Performance Management and Development System.
<b><u>ENQUIRIES</u></b>	:	Mr. B. Cloete Telephone no: 053 – 8366023
<b><u>POST 06/146</u></b>	:	<b><u>DEPUTY DIRECTOR: BUDGET, REVENUE AND EXPENDITURE MANAGEMENT REF NO: DRPW/HCM058/2018</u></b>
<b><u>SALARY</u></b>	:	R657 558 per annum (Level 11) (all inclusive) (The successful candidate will be required to sign a performance agreement).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kimberley
	:	The successful candidate should be in possession of a Degree/Diploma in Financial or Business management/administration with at least 5 years extensive experience in the public service at management level, possess management skills and proven track record in preparation and management of strategic and annual performance plans, business plans and budgeting. The candidate must have Knowledge of the Public Finance Management Act, Treasury Regulations, Basic Conditions of Employment Act and Public Service Act. The candidate must also have the following competencies: analytical, interpersonal, presentation and communication skills, strategic, financial, people and time management, facilitation and investigation, interviewing, computer skills, planning & organizing. Experience in Government Procedures and applicable legislations will be an added advantage. The role requires an individual with good Verbal and Written Communication, analytic thinker and Interactive Skills.
<b><u>DUTIES</u></b>	:	The successful applicant will be expected to render budget, revenue, debt and expenditure management and control support services which will include the rendering of budget management, control and monitoring activities, render debt management and control support services and ensure effective revenue collection, ensure effective expenditure management and monitor and evaluate the performance of the entity. Ensure effective utilization of financial resources and management of staff. Supervise and mentor sub-ordinates including management of the Employee Performance Management and Development systems.
<b><u>ENQUIRIES</u></b>	:	Mr. M.N. Bosch Tel. No: (053) 8366023
<b><u>POST 06/147</u></b>	:	<b><u>PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A - B REF NO: DRPW/HCM053/2018</u></b>
<b><u>SALARY</u></b>	:	R637 875 – 782 175 (all inclusive) (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Kuruman
	:	Applicants must be in possession of a National higher diploma (built environment field) with a minimum of 4 years and six months certified experience, or a BTech (built environment field) with a minimum of 4 years certified managerial experience or a Hons degree in any built environment field with a minimum of 3 years' experience. Must be registered with the South African Council for Project and Construction Management Professions as a professional construction project manager (SACPCMP). Must have a valid code EB (08) Driver's license. Technical competencies: Must have programme and project management skills, apply knowledge of project principles and methodologies, have experience in research and development tasks, apply computer aided engineering, must be able to comply legal policies, must be able to create a high performance culture and give a written technical report, must have the ability to implement professional judgement and take responsibility as a technical consultant. Generic Competencies: Have knowledge and understanding of the Public Finance management Act and Occupational Health & Safety Act and Government Procurement System. Must have leadership and decision making qualities. Must have good communication skills (verbal & writing). Must be innovative, be able to work under pressure and be able to handle conflict.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the management of construction, renovation and refurbishment projects within the constraints of set time, cost, quality and socio- economic objectives under the supervision of a Senior Project Manager. Contribute to project initiation, scope definition and scope change control for envisaged projects. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of project documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to government policies. Provide assistance in implementing and assuring project execution is in accordance with the approved project norms and time schedules. Support the project environment and the activities to ensure that project objectives are delivered timeously. Manage and engage in multi- disciplinary construction teams regarding the construction/ maintenance of facilities.
<b><u>ENQUIRIES</u></b>	:	Ms. E. Modise Tel. No: (053) 7739400
<b><u>POST 06/148</u></b>	:	<b><u>PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A - B REF NO: DRPW/HCM037/2018</u></b>
<b><u>SALARY</u></b>	:	R637 875 – 782 175 (all inclusive) (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)
<b><u>CENTRE REQUIREMENTS</u></b>	:	De Aar
	:	Applicants must be in possession of a National higher diploma (built environment field) with a minimum of 4 years and six months certified experience, or a BTech (built environment field) with a minimum of 4 years certified managerial experience or a Hons degree in any built environment field with a minimum of 3 years' experience. Must be registered with the South African Council for Project and Construction Management Professions as a professional construction project manager (SACPCMP). Must have a valid code EB (08) Driver's license. Technical competencies: Must have programme and project management skills, apply knowledge of project principles and methodologies, have experience in research and development tasks, apply computer aided engineering, must be able to comply legal policies, must be able to create a high performance culture and give a written technical report, must have the ability to implement professional judgement and take responsibility as a technical consultant. Generic Competencies: Have knowledge and understanding of the Public Finance management Act and Occupational Health & Safety Act and Government Procurement System. Must have leadership and decision making qualities. Must have good communication skills (verbal & writing). Must be innovative, be able to work under pressure and be able to handle conflict.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the management of construction, renovation and refurbishment projects within the constraints of set time, cost, quality and socio- economic objectives under the supervision of a Senior

Project Manager. Contribute to project initiation, scope definition and scope change control for envisaged projects. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of project documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to government policies. Provide assistance in implementing and assuring project execution is in accordance with the approved project norms and time schedules. Support the project environment and the activities to ensure that project objectives are delivered timeously. Manage and engage in multi- disciplinary construction teams regarding the construction/ maintenance of facilities.

- ENQUIRIES** : Mr. B.K. Markman Tel. No: 053) 6311355
- POST 06/149** : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A - B REF NO: DRPW/HCM047/2018**
- SALARY** : R637 875 – 782 175 (all inclusive) (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)
- CENTRE REQUIREMENTS** : Springbok  
 Applicants must be in possession of a National higher diploma (built environment field) with a minimum of 4 years and six months certified experience, or a BTech (built environment field) with a minimum of 4 years certified managerial experience or a Hons degree in any built environment field with a minimum of 3 years' experience. Must be registered with the South African Council for Project and Construction Management Professions as a professional construction project manager (SACPCMP). Must have a valid code EB (08) Driver's license. Technical competencies: Must have programme and project management skills, apply knowledge of project principles and methodologies, have experience in research and development tasks, apply computer aided engineering, must be able to comply legal policies, must be able to create a high performance culture and give a written technical report, must have the ability to implement professional judgement and take responsibility as a technical consultant. Generic Competencies: Have knowledge and understanding of the Public Finance management Act and Occupational Health & Safety Act and Government Procurement System. Must have leadership and decision making qualities. Must have good communication skills (verbal & writing). Must be innovative, be able to work under pressure and be able to handle conflict.
- DUTIES** : The incumbent will be responsible for the management of construction, renovation and refurbishment projects within the constraints of set time, cost, quality and socio- economic objectives under the supervision of a Senior Project Manager. Contribute to project initiation, scope definition and scope change control for envisaged projects. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of project documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to government policies. Provide assistance in implementing and assuring project execution is in accordance with the approved project norms and time schedules. Support the project environment and the activities to ensure that project objectives are delivered timeously. Manage and engage in multi- disciplinary construction teams regarding the construction/ maintenance of facilities.
- ENQUIRIES** : Mr. H. Roberts Tel. No: (027) 7122170
- POST 06/150** : **QUANTITY SURVEYOR GRADE A – B REF NO: DRPW/HCM042/2018**
- SALARY** : R549 639 – 677 016 per annum (all inclusive) (Grade A - B) (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)
- CENTRE REQUIREMENTS** : Uppington  
 Degree in Quantity Survey or relevant qualification, three years post qualification quantity survey experience, valid driver's license, compulsory registration with SACQSP as a professional Quantity Surveyor. Applicant



must have good interpersonal and communication skills to be able to liaise with contractors, consultants, public, and all government departments. Technical competencies: Programme and project management, Quantity Survey principles and methodologies, Research and development, Computer-aided engineering applications • Knowledge of legal compliance, Technical report writing, Technical consulting, Creating high performance culture, Networking, Professional judgment.

**DUTIES** : Advise on the development and maintenance of policy, methods, practices and standards on quantity surveying service; Provide a quality cost control and value management service on all building related matters in the Department. Audit the work of clients to ensure quality control and value for money on building projects; Audit progress claims and final accounts of building projects; Do estimates on building projects or design changes. Prepare reports on projected building costs for clients, Visit building sites to monitor progress and perform financial control.

**ENQUIRIES** : Mr. G. Keyser Tel. No: (054) 3324473

**POST 06/151** : **QUANTITY SURVEYOR GRADE A – B REF NO: DRPW/HCM038/2018**

**SALARY** : R549 639 – 677 016 per annum (all inclusive) (Grade A - B) (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)

**CENTRE** : De Aar

**REQUIREMENTS** : Degree in Quantity Survey or relevant qualification, three years post qualification quantity survey experience, valid driver's license, compulsory registration with SACQSP as a professional Quantity Surveyor. Applicant must have good interpersonal and communication skills to be able to liaise with contractors, consultants, public, and all government departments. Technical competencies: Programme and project management, Quantity Survey principles and methodologies, Research and development, Computer-aided engineering applications Knowledge of legal compliance, Technical report writing, Technical consulting, Creating high performance culture, Networking, Professional judgment.

**DUTIES** : Advise on the development and maintenance of policy, methods, practices and standards on quantity surveying service; Provide a quality cost control and value management service on all building related matters in the Department. Audit the work of clients to ensure quality control and value for money on building projects; Audit progress claims and final accounts of building projects; Do estimates on building projects or design changes. Prepare reports on projected building costs for clients, Visit building sites to monitor progress and perform financial control.

**ENQUIRIES** : Mr. B.K. Markman Tel. No: 053) 6311355

**POST 06/152** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DRPW/HCM060/2018**

**SALARY** : R334 545 per annum (level 9)

**CENTRE** : Kimberley

**REQUIREMENTS** : The successful candidate should be in possession of a Degree/Diploma in Human Resources Management or Public Administration with three (3) to five (5) years Human Resource Management and Development experience. The candidate must also have the ability to interpret advice and implement legislation, regulations and policies. The candidate must also have Knowledge of the following: Human Resource Management and development legislation/policies/directives applied in the Public Services, Human Resources Systems and Procedures, Employee Performance Management and Development systems, Recruitment and Selection, Code of remuneration, Batho Pele principles, Human Resource Management Practices and Systems. The candidate must have the following Skills: Management, Interpersonal relation, Negotiation, Computer literacy, Supervisory, Problem solving, Report writing, People Management and Decision Making. Competencies: Knowledge and understanding of human resource management environment, knowledge of the Persal system, communication and interpersonal skills, computer skills, client orientated skills, team leadership, planning and organizing, presentation skills.

- DUTIES** : Manage the Human Resources support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Entity. Manage the effective implementation of recruitment and selection policy in the Province. Facilitate the coordination and the implementation of Performance Management Policy in the Province. Manage the administration of service benefits and leave of staff. Manage all the resources in the Directorate. Manage the Employee Performance and Development Management System of the Entity.
- ENQUIRIES** : Mr. P.G. Moipolai Tel. No: (053) 836 6019
- POST 06/153** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: DRPW/HCM061/2018**
- SALARY CENTRE REQUIREMENTS** : R334 545 per annum (level 9)  
: Kimberley  
: A recognized three (3) year Degree/Diploma in Strategic Management/Planning or Monitoring and Evaluation or relevant equivalent qualification. The candidate must have three (3) to five (5) years' experience in the strategic management/planning environment. The successful candidate must have experience in the application of planning techniques. The successful candidate must be computer literate (Office suite, MS Word, Excel, Outlook and MS PowerPoint). Sound communication skills, interpersonal and strategic capability skills. Knowledge of government planning processes including the treasury framework for strategic plans and annual performance plans. The successful candidate must have knowledge of the framework for managing performance information.
- DUTIES** : Coordinate and prepare inputs/presentations and feedback regarding the strategic and annual performance plans for the Entity. Assist with the review or development of relevant departmental policies pertaining to fleet. Communicate procedure to the relevant role players. Develop, facilitate, coordinate, present and maintain strategic and annual planning processes for the Entity. Coordinate and maintain operational plans for the Entity. Ensure the updating and monitoring of strategic planning in terms of the business plan and operational plan of the Entity. Ensure the proper and timeous reporting on the performance plan of the entity to the Department of Roads and Public Works. Coordinate the Development and submission of the Annual Performance Report of the Entity. Monitor and evaluate the implementation of the Entity's plans. Ensure adherence to the Audit queries, and findings and assist with the preparation and monitoring of the audit action plan.
- ENQUIRIES** : Mr. P. Moipolai Tel. No: (053) 8366019
- POST 06/154** : **ASSISTANT DIRECTOR: PROVINCIAL MOTOR TRANSPORT REF NO: DRPW/HCM 062/2018**
- SALARY CENTRE REQUIREMENTS** : R334 545 per annum (level 9)  
: Kimberley  
: The successful candidate should be in possession of a three year qualification or must possess extensive functional experience in fleet or transport services or management, plus three years or more supervisory experience. Knowledge: of Public Sector Risk Management Framework, Public Finance Management Act, Treasury Regulations, Project management, Protected disclosure Act, Anti-fraud and corruption policies, Basic Conditions of Employment Act and Public Service Act. The candidate must also have the following competencies: analytical, interpersonal, presentation and communication skills, strategic, financial, people and time management, facilitation and investigation, interviewing, computer skills, planning & organizing.
- DUTIES** : Provide input and implement policies pertaining to licensing provincial of vehicles. Monitor licensing disc and vehicle tracking system for all the vehicles in the Province. Monitor asset register of all the fleet in the Province. Coordinate and monitor the payments of fines to the relevant traffic authorities. Make recommendation on the acquisition of fleet. Manage and oversee the registration of new fleet. Manage and oversee the support services to client departments. Ensure regular interactions with the services providers for the maintenance and repairs of vehicles. Monitor the vehicle tracking system to detect possible misuse and abuse. Ensure adherence to the Audit queries, and findings. Ensure the optimal utilisation of the fleet in the Province. Manage

		and oversee regular inspections on all the vehicles in the Province. Manage the entire unit in respect to Human Resources activities. Manage the Employee Performance and Development Management System of the Entity. Mr. B. Cloete Tel. No: (053) – 8366023
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 06/155</u></b>	:	<b><u>ASSISTANT DIRECTOR: PUBLIC WORKS &amp; EXPANDED PUBLIC WORKS PROGRAMME REF NO: DRPW/HCM039/2018</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (level 9)
<b><u>CENTRE</u></b>	:	Upington
<b><u>REQUIREMENTS</u></b>	:	A recognised Bachelor's degree/National diploma or a tertiary qualification and a minimum of 3 – 5 years relevant experience in the built environment. Knowledge of labour intensive methods of construction. Knowledge of EPWP monitoring and evaluation methods. Knowledge of Government's job creation policies and programmes. Knowledge and understanding of the PFMA, the OHSA, the National Building Regulations, and the Environmental Conservation Act. Project and Programme Management, skills. Pro-active and team orientated person with excellent problem solving and analysis skills. Service delivery orientated. Ability to plan, organise and manage technical staff and resources. Proven knowledge and understanding of estimating and scheduling techniques. Strong communication (verbal and written) and interpersonal skills. Computer literacy. Valid driver's licence. Willingness to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Rendering support to the Manager: Public Works & EPWP as key contact between Public Works and assigned Client Departments in the management of the infrastructure portfolio. Provide assistance towards the compilation, operation and execution of annual business plans for the District. Provide assistance towards the Co-ordination and management of the Expanded Public Works Programme (EPWP) in the District. Provide inputs toward the compilation of annual building programs per assigned Client Departments for capital and planned maintenance projects. Provide strategic interventions to improve data quality. Provide weekly progress reports for the programme manager. Establish and manage a central database of EPWP beneficiaries. Represent the Department on applicable District Forums to ensure intergovernmental relations. Rendering technical support to public bodies on EPWP/job creation initiatives. Prepare monthly reports on projects being implemented by public bodies in the district. Managing projects, building condition surveys and the asset register with reference to state buildings. Compiling of project scopes of work and prepare specifications, estimates and quotations. Monitor work performance of the Chief Works Inspectors, EPWP Co-ordinators and other relevant staff. Ensure that all work executed complies with Public Works standards and specifications, the National Building Regulations and the OHSA.
<b><u>ENQUIRIES</u></b>	:	Mr. R. Oliphant Tel. No: (054) 3324473
<b><u>POST 06/156</u></b>	:	<b><u>ASSISTANT DIRECTOR: INVESTIGATIONS AND RISK MANAGEMENT REF NO: DRPW/HCM 059/2018</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Salary level 9)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	The successful candidate should be in possession of an appropriate certificate or diploma in fleet management or a related field. The successful candidate should also have two to three years supervisory experience, knowledge of Public Sector Risk Management Framework, South African Police Act, Public Finance Management Act, Treasury Regulations, Protected disclosure Act, Anti-fraud and corruption policies, Basic Conditions of Employment Act and Public Service Act.
<b><u>DUTIES</u></b>	:	Develop and implement risk management strategies/policies/plans and system for the entity, perform investigations on the following: Fuel Fraud, General Theft of the Entity Property, Misuse and Abuse of fleet and any other investigation as the required by the supervisor, keep a register of all cases that are being investigated including a periodic analysis of the investigations, help with the identification of all aspects of risk across the Entity, promote risk awareness culture and conduct risk assessment throughout the provincial departments, assist in the implementation of Auditor-General recommendations including the development and management of the audit

action plan, generation of Monthly reports and submission to the Deputy Director: Investigations and Risk Management, assist in the implementation of fraud prevention plan and detection in the Entity. Ensure the proper management of the unit including the management of the Employee Performance Management and Development System.

**ENQUIRIES** :

Mr. B. Cloete Telephone no: 053 – 8366023

#### **OFFICE OF THE PREMIER**

**APPLICATIONS** :

Post to Executive Manager Human Resources Manage Private Bag X5 Kimberley 8300 or hand deliver JW Sauer Building Cnr Roper and Quinn Street Office of the Premier Ground Floor (Security

**FOR ATTENTION** :

MR. V. Fredericks

**CLOSING DATE** :

23 February 2018

**NOTE** :

The NC Provincial Government is an equal opportunity, affirmative action employer; the Premier aims to achieve gender and disability representivity at HOD level through these appointments and therefore specifically calls for suitably qualified women and persons with disability to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of original qualifications dated not later than three (3) months and should also not be copies of certified copies as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualification, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interest annually. As Head of Department, the successful candidate will be subject to a security vetting at top secret level. No faxed, e-mailed or late applications will be accepted. All applicants should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful.

#### **MANAGEMENT ECHELON**

**POST 06/157** :

**HEAD OF DEPARTMENT PROVINCIAL TREASURY REF: HOD/PT/01/2018**  
(Five-year contract)

Re-Advertisement: All candidates that applied previously are encouraged to re-apply

**SALARY** :

R1 370 973. (All-inclusive remuneration package) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

**CENTRE** :

Kimberley

**REQUIREMENTS** :

An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA backed by at least 8-10 years' experience at Senior Management level preferably in a public sector or related environment. The successful candidate will be the champion for accelerated, efficient, effective and development oriented service delivery in pursuit of the National development Plan and the Medium Term Strategic Framework Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Have excellent problem solving and analysis, people management, research, honesty, analytical thinking, integrity and empowerment skills. The successful candidate must display the highest

standard of ethical and moral conduct and have the ability to communicate at all levels. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite.

**DUTIES**

: Reporting to the MEC of Finance, Economic Development and Tourism, the incumbent will function as the Head of Department with the following main functions: Enforcing the implementation of the Public Finance Management Act and the Municipal Finance Management Act; Preparation of sound, sustainable and developmental provincial budgets; Promotion and monitoring of the sustainability of local government budgets; Sound Management of provincial government financial assets and liabilities; Promote sound supply chain management practices at Provincial and Local Government level; Optimization of provincially collected own revenue, enhancements of sound cash management, accounting practices, policies and systems; Ensuring alignment of strategic plans and budgets to the Provincial Growth and Development Strategy; Conduct the economic and social research and analysis to inform fiscal policy developments and the annual budget process; Provide policy direction to facilitate effective and efficient management of physical assets; Ensure the development and implementation of sound supply chain management policies and procedures; Maintain and manage all transversal financial systems; Provide technical support on public private partnership projects to municipalities and provincial departments; Ensure effective implementation of accounting practices in line with generally recognized accounting practices; Prepare consolidated annual financial statements that reflect the financial position of the province; Implement and monitor compliance to national and provincial financial norms and standards by provincial departments, public entities and the municipalities; Facilitate the establishment of risk management capacity in the departments, public entities and municipalities. Inherent responsibilities as Head of Department: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations; Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the department.

**ENQUIRIES**

: Mr. Justice Bekebeke – 053 838 2600

**POST 06/158**

: **HEAD OF DEPARTMENT ENVIRONMENT AND NATURE CONSERVATION REF: HOD/DENC/01/2018**  
(Five-year contract)  
Re-Advertisement: All candidates that applied previously are encouraged to re-apply

**SALARY**

: R1 370 973. (All-inclusive remuneration package) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)  
Centre: Kimberley

**REQUIREMENTS**

: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA backed by at least 8-10 years' experience at Senior Management level preferably in a public sector or related environment. The successful candidate will be the champion for accelerated, efficient, effective and development oriented service delivery in pursuit of the National development Plan and the Medium Term Strategic Framework. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Have excellent problem solving and analysis, people management, research, honesty, analytical thinking, integrity and empowerment skills. The successful candidate must display the highest standard of ethical and moral conduct and have the ability to communicate at all levels. A valid driver's license and computer skills, advanced knowledge of

- the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite.
- DUTIES** : Reporting to the MEC of Environment and Nature Conservation, the incumbent will function as the Head of Department with the following main functions: Management and Administration of the Department of Environmental and Nature Conservation as contemplated in Section 7 (3) (b) of the Public Service Act 103/1994 as amended; The rendering of environmental quality management and empowerment services; Rendering of compliance and biodiversity management services; The rendering of policy coordination and environmental planning services; The execution of internal inspectorate functions; Inter-governmental, inter-sectorial and where possible/required regional integration. Inherent responsibilities as Head of Department: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations; Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the department.
- ENQUIRIES** : Mr. Justice Bekebeke – 053 838 2600
- POST 06/159** : **HEAD OF DEPARTMENT ECONOMIC DEVELOPMENT & TOURISM (FIVE YEAR CONTRACT) REF: HOD/DEDAT/01/2018**  
(Five-year contract)  
Re-Advertisement: All candidates that applied previously are encouraged to re-apply
- SALARY** : R1 370 973. (All-inclusive remuneration package) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
- CENTRE** : Kimberley
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA backed by at least 8-10 years' experience at Senior Management level preferably in a public sector or related environment. The successful candidate will be the champion for accelerated, efficient, effective and development oriented service delivery in pursuit of the National development Plan and the Medium Term Strategic Framework. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Have excellent problem solving and analysis, people management, research, honesty, analytical thinking, integrity and empowerment skills. The successful candidate must display the highest standard of ethical and moral conduct and have the ability to communicate at all levels. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Finance, Economic Development and Tourism, the incumbent will function as the Head of Department with the following main functions: Promote and support the mining, mineral and ICT sector; Advise on infrastructure for economic growth; Facilitate the implementation of the New Growth Path and relevant outcomes; Promote sustainable enterprise and industry development; Develop and implement provincial economic policies and models;
- DUTIES** : Identify and support high impact and sustainable investment projects that create sustainable jobs; Promote the development of the manufacturing sector and Increase revenue collection; Promote and support the SMME sector; Facilitate and enhance effectiveness of BBBEE policies ;Identify and support BBBEE opportunities; Identify and support SMME opportunities; Identify and support preferential procurement initiatives and opportunities; Promote government economic and development policies and strategies; Ensure effective departmental participation in all intergovernmental forums; Improve

access to knowledge and workforce productivity in the SMME's and Identify skills needs and provide for targeted skills development. Inherent responsibilities as Head of Department: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations; Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the department.

**ENQUIRIES** : Mr. Justice Bekebeke – 053 838 2600

#### **PROVINCIAL TREASURY**

***This Department is an equal opportunity, affirmative action Employer, It is our intention to promote representatively race, gender and disability) in the Department through the filling of these posts, and candidates whose transfer/promotion/appointment will promote representatively will receive preference.***

**APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows: The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8300 or delivered to at the Metlife Towers Building, Cnr Knight & Stead, 5<sup>th</sup> Floor, Post Office Building, Kimberley

**FOR ATTENTION** : Ms D Barnett

**CLOSING DATE** : 23 February 2017

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver's license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Please note that successful candidates will be required to sign a performance agreement and will be subjected to a competency assessment and security clearance.

#### **MANAGEMENT ECHELON**

**POST 06/160** : **DIRECTOR – PROVINCIAL SUPPLY CHAIN AND ASSEST MANAGEMENT**  
**REF NO: NCPT/2018/01**

**SALARY** : R948 174. (TCE Package)

**CENTRE** : Kimberley Office

**REQUIREMENTS** : An appropriate three year tertiary qualification (NQF/7) IN Economics, Finance of Public Administration. A minimum of 5 years middle management level experience with Government Supply Chain and/ or Asset Management oversight environment. A valid driver's license. Knowledge of Departmental policy and procedure, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act, and Regulations, GRAAP, BAS, Logistics and Financial Control. Administration procedures relating to specific working environment including norms and standards, planning and organizing, Compilation of management reports, Financial reporting, accounting reforms

in the Public Sector, Management Accounting, Strategic Planning and Leadership, Budgeting and Financial Management, Public Service laws and regulations. Report writing, Communication, Accounting and audit Skill, Networking skills, Financial management, Team working/building, Interpersonal relationship, Problem solving and decision making, ability to interpret directives and policy and implementation thereof Conflict Management, Project Management, Analytical thinking, Facilitating, Mentoring. Policy development, training and Research skill.

**DUTIES**

: Monitor and support departments and municipalities in: Developing and implementing supply chain management systems. Establishing bid specifications, bid evaluation and bid adjudication committees and ensure proper functioning of the committees. Developing and implementing demand management and procurement planning processes. Assess the functionality of the bid/quotation system used by departments and municipalities. Assess the effectiveness of managing logistics operations. Assess the level of compliance regarding SCM reporting requirements. Evaluate the level of compliance with regard to the requirements to have a disposal plan and provide guidance where necessary. Evaluate the status of compliance with regard to the existence and effectiveness of a contract management system. Evaluate compliance with regard to the requirements and existence of a list of prospective service providers. (CSD) Measure the existence and effectiveness of the SCM and asset management performance management systems used by departments and municipalities. Monitor and provide support in the implementation of audit acting plans in line with SCM and asset management related audit findings Facilitate capacity building programs such as training, workshops and forums. Ensure correct implementation of risk management within the department. Oversee and regulate monitoring of all movable and immovable asset. Conduct physical asset management training and monitoring visits. Manage the resources of the Directorate to ensure efficiency and effectiveness.

**ENQUIRIES**

: Mr O. Vermeulen, Tel. (053) 830 8263