ANNEXURE R

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

APPLICATIONS
Applications quoting the relevant reference should be forwarded as follows: The Acting Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand deliver to: MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.

FOR ATTENTION
Mr H. Williams

CLOSING DATE
15 February 2019

OTHER POST

POST 04/174
REGISTRAR REF NO: NCPA1/2019

SALARY
R826 053 - R973 047 (Level 12) (Inclusive package)

CENTRE
Kimberley Office (Northern Cape Consumer Protection Authority)

REQUIREMENTS
LLB Degree. Admitted as an Advocate. At least 8 years’ appropriate post article legal experience. A valid driver’s licence. Working knowledge of the Public Sector. Experience as a Registrar is essential. Good knowledge and application of the Consumer Legislation required. A good understanding of the legislative mandate of the Consumer Court. Working knowledge of the Consumer Court proceedings. Knowledge of relevant consumer legislation and its application. Good communication skills. Computer Literacy. Reliable, responsible and good time management skills. Managerial experience. Drafting experience. Case Management skills. Post article experience of 5 years and more. Must have working knowledge of the Public Sector. Experience as Registrar in High Court, Magistrate’s Court or Consumer Court essential.

DUTIES
Co-ordinate case flow management support processes to the Consumer Court. Issue all processes initiating court proceedings. Proper and diligent implementation of the PFMA in relation to the Consumer Court. Any administrative function that will promote the purpose of the Northern Cape Consumer Protection Act.

ENQUIRIES
Adv D. P. Olivier Tel No: (053) 831 5562/3

DEPARTMENT OF ENVIRONMENT AND NATURE CONSERVATION

APPLICATIONS
All applications must be addressed to the Human Resources Manager, The Department of Environment and Nature Conservation, Private Bag X6102, Kimberley 8301 or hand delivered to the Receptionist at 90 Long Street, Old Sasko Building, Kimberley.

FOR ATTENTION
Ms. BS Topkin.

CLOSING DATE
15 February 2019

NOTE
It is the Department’s intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. Applications must be submitted on form Z83, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). No faxed or emailed applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the
closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (24) months subject to the Compulsory Induction Programme. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 04/175 : DEPUTY DIRECTOR: FINANCE MANAGEMENT: OFFICE OF THE CFO A REF NO: FIN 01/11/2018

SALARY : R697 011 per annum (Level 11) (All Inclusive Package)
CENTRE : Kimberley
REQUIREMENTS : Applications must be in possession of a three – year tertiary qualifications with accounting coupled with at least four years’ relevant experience in financial management at supervisory/management level. Excellence in computer skills such as Ms Word and Excel Spreadsheet application of any software, financial analytical skills, will be a prerequisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accounts). A valid driver's licence. Analytical skills.
DUTIES : Responsible to ensure sound Financial Accounting which includes: Preparation and maintenance of bank reconciliation statements. Preparation, Compilation and interpretation of Interim and Annual Financial Statements. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the Ledger. Liaise with relevant role players regarding transversal financial matters. Providing sound advice on financial accounting matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitless and wasteful expenditure. Ensure effective management of Debtors. Undertake human resource and other related administrative functions.
ENQUIRIES : Ms. BB Mashobao Tel No: (053) 807 7300

POST 04/176 : BIODIVERSITY OFFICER GRADE A: COMPLIANCE AND ENFORCEMENT REF NO: ENF 01/11/2018

SALARY : R331 566 per annum (OSD)
CENTRE : Upington
REQUIREMENTS : A 3 year bachelor’s degree in law or equivalent qualification 10 years investigations experience. 5 years supervisory experience. Excellent working knowledge of the Biodiversity Act (10 of 2004) and Regulations, National Environment Management: Air Quality Act (39 of 2004), National Environment Management: Air Quality Act (59 of 2008) and Regulations and other related acts and regulations and the Criminal Procedure Act (51 of 1977). Good managerial, report writing, organisational, administrative and financial management skills Training as an Environmental Management Inspector will be an added advantage. Possession of an unendorsed driver’s license. Applicant must be willing to travel long distances.
DUTIES : Manage the Biodiversity Enforcement Unit. Undertake investigations of complaints/transgressions in respect of environmental law contraventions. Coordinate the undertaking of criminal prosecutions with the SAPS and NPA. Plan and execute law enforcement operations. Ensure proper record keeping of Biodiversity Crime Statistics and compilation of relevant National and Provincial reports.
ENQUIRIES : Mr OT Gaoraelwe Tel No: (053) 807 7300
POST 04/177 : ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A: ENVIRONMENTAL QUALITY MANAGEMENT REF NO: EQM 01/11/2018

SALARY : R256 815 per annum (OSD)
CENTRE : Springbok
REQUIREMENTS : An Honours degree in Environmental Management/Environmental Science or equivalent Science degree OR equivalent qualification in Environmental Management/Environmental Science or natural science with at least 2 years post qualification experience. A valid driver’s license. Good working knowledge of NEMA (Act 107 of 1998), ECA, Environmental Impact Assessment Regulations, 2014 and other related environmental regulations governing development impact. A good working knowledge of impact management best practice. Basic knowledge of: public administration, financial management, human resource management, project management, presentation skills, computer literacy, interpersonal skills. Ability to work independently and in a team, and good facilitation skills. Good verbal and written communication skills. Must have at least 2 years experience in EIAs or environmental management or related field.

DUTIES : Review and evaluate environmental impact assessment reports and development control applications including EMPs and mining related EMPRs. Provide comments, recommendations, technical and specialist inputs on all environmental impact management’s aspects of projects including complex and controversial projects, undertake awareness and education programmes related to environmental impact management process amongst consultants, developers, government departments, local communities, and the general public(i.e. procedural steps and description of legal mandate). Initiate, plan, coordinate and participate in specially assigned projects (e.g. EMF, administrative guidelines). Liaise with relevant provincial, national and international organizations and specialists groups on issues related to environmental impact management. Assist in undertaking administrative and supervisory duties.

ENQUIRIES : Mr. B Fisher Tel No: (053) 807 7300

POST 04/178 : BIODIVERSITY OFFICER GRADE A: COMPLIANCE MONITORING REF NO: COM 01/11/2018

SALARY : R256 815 per annum (OSD)
CENTRE : Namaqua
REQUIREMENTS : 3-year tertiary qualification in Nature Conservation or equivalent degree in Natural Science. Good working knowledge of the National Environmental Management: Biodiversity Act (10 of 2004) and Regulations, National Environment Management: Protected Areas Act (57 of 2003), Northern Cape Conservation Act (9 of 2009). Good report writing, organizational and administrative skills. Training and designation as an Environmental Management Inspector will be an added advantage. Computer literacy. Possession of a Code B driver’s license. Applicant must be willing to travel long distances.

DUTIES : Perform administrative related functions. Render proactive and reactive Compliance Monitoring which would include attend to reactive inspections (when illegal activity / breach of conditions have been identified; Respond to complaints and investigate incidents; Consult with relevant experts and legal representatives of transgressors; Gather information, analyse and make recommendations; Submission of reports for corrective action. Conduct Compliance Enforcement operations which would include the following: (prosecutions) Administrative enforcement by assisting with the preparation of pre-directive, directive, pre-compliance and compliance notice and guilt fines. Civil and / or criminal enforcement by applying for court interdict (in consultation with legal services / State Attorney); compile a docket and refer the matter to the Department of Public Prosecutions; drafting of affidavit; provide evidence in court when required. Advocate cooperative governance in dealing with enforcement issues (SAPS, NPA, DWAF, Municipalities etc.). Provide inputs on comments on appeals / submissions received in terms of compliance notices. Conduct law enforcement operations (roadblocks, respond to tip-offs etc. Keeping of Environmental and Biodiversity Crime Statistics and contribute towards the compilation of relevant Provincial and National reports.
ENQUIRIES: Mr OT Gaoraelwe Tel No: (053) 807 7300

POST 04/179: ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL EMPOWERMENT SERVICES REF NO: EES 01/11/2018

SALARY: R256 815 per annum (OSD)
CENTRE: Upington
REQUIREMENTS: An appropriate 3 year tertiary qualification in the Natural Science or Education. At least 1 year experience in the field of Environmental Education and/or Education. Good communication skills, interpersonal skills, presentation skills and computer skills. A valid code B drivers license.

DUTIES: Implement environmental education programmes to assist with the integration of environmental education into formal education structures. Identify, conduct and facilitate environmental awareness campaigns for the general public and relevant stakeholders. Facilitate/conduct the celebration of international and national environmental days. Assist with the development and implementation of environmental programmes to the youth. Assist with the development and distribution of resource and learning material. Foster working relationships with other government departments and relevant stakeholders to promote environmental education and awareness. Perform administrative and relevant related functions.

ENQUIRIES: Mr. LC Abrahams Tel No: (053) 807 7300

POST 04/180: ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL EMPOWERMENT SERVICES REF NO: EES 02/11/2019

SALARY: R256 815 per annum (OSD)
CENTRE: De Aar
REQUIREMENTS: An appropriate 3 year tertiary qualification in the Natural Science or Education. At least 1 year experience in the field of Environmental Education and/or Education. Good communication skills, interpersonal skills, presentation skills and computer skills. A valid code B drivers license.

DUTIES: Implement environmental education programmes to assist with the integration of environmental education into formal education structures. Identify, conduct and facilitate environmental awareness campaigns for the general public and relevant stakeholders. Facilitate/conduct the celebration of international and national environmental days. Assist with the development and implementation of environmental programmes to the youth. Assist with the development and distribution of resource and learning material. Foster working relationships with other government departments and relevant stakeholders to promote environmental education and awareness. Perform administrative and relevant related functions.

ENQUIRIES: Mr. LC Abrahams Tel No: (053) 807 7300

POST 04/181: PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: HRA 01/11/2018

SALARY: R242 475 per annum (Level 07)
CENTRE: Kimberley
REQUIREMENTS: Appropriate Bachelor’s degree or equivalent qualification in Human Resource Management or a Senior Certificate with 5 years’ experience in Human Resource Management Sound knowledge of the Persal system, good interpersonal, liaison and communication skills (verbal and written); the ability to interpret and implement directives; an ability to work under pressure and to display initiative; Computer literacy.

DUTIES: Supervise and undertake the more complex implementation and maintenance of human resource administration practices which include HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.) Termination of service; Recommend (approve) transactions on
Persal according to delegations. Prepare reports on human resource administration issues and statistics. Compile personnel profiles and information management.

ENQUIRIES : Ms. D Pudi Tel No: (053) 807 7300

POST 04/182 : PERSONAL ASSISTANT: CORPORATE SERVICES: REF NO: CORP 01/11/2018

SALARY : R242 475 per annum (Level 07)
CENTRE : Kimberley
REQUIREMENTS : Grade 12 with Secretarial Diploma or equivalent qualification. A minimum of 3 years’ experience as a Secretary / Personal Assistant. Ability to properly/ accurately record minutes and decisions at meetings. Computer skills. A valid code B drivers’ license / learners license. Ability to prioritise and deal with confidential matters. Good interpersonal communication and writing skills. Self-Management and motivation. Problem solving skills; analytical skills Report writing skills; Planning & Organizing skills; Communication (written & verbal).

DUTIES : Managing the day-to-day operations of the office which includes: Manage engagements of the Senior Manager, (Planning and scheduling meetings and appointments). Render administrative support (coordinate the submissions of directorates quarterly performance reports and EPMDs reports and travelling arrangements; assist with administration of budget). Render secretarial duties in terms of directorate in all meetings of the Senior Manager and follow up on assignments. Organizing and maintaining files and records.

ENQUIRIES : Mr. PR Mogotsi Tel No: (053) 807 7300

POST 04/183 : PERSONAL ASSISTANT: ENVIRONMENTAL EMPOWERMENT SERVICES: REF NO: CORP 01/11/2018

SALARY : R242 475 per annum (Level 07)
CENTRE : Kimberley
REQUIREMENTS : Grade 12 with Secretarial Diploma or equivalent qualification. A minimum of 3 years’ experience as a Secretary / Personal Assistant. Ability to properly/ accurately record minutes and decisions at meetings computer skills. A valid code B drivers’ license / learners license. Ability to prioritise and deal with confidential matters. Good interpersonal communication and writing skills. Self-Management and motivation. Problem solving skills; analytical skills Report writing skills; Planning & Organizing skills; Communication (written & verbal).

DUTIES : Manage engagements of the Senior Manager, Record engagements Render administrative support. Ensure and advise on the effective flow of information and documentation to and from the Office of the Senior Manager. Provide support to the Senior Manager in terms of meetings. Scrutinize documentation to determine actions/ information/ documentation required for meeting(s). Support the Senior Manager with the administration of the budget collate or and compile performance documentation on a monthly and quarterly basis from sub-directorates.

ENQUIRIES : Mr. LC Abrahams Tel No: (053) 807 7300