ANNEXURE Y

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 filing of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

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: 21 February 2020

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 suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply.

OTHER POSTS

POST 04/292: REGISTRAR REF NO: NCPA/2020/1
Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY: R869 007 - R1 023 645 per annum (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

POST 04/293: MANAGER: EMPLOYEE HEALTH AND WELLNESS REF NO: DEDAT/2020/02
Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY: R733 257 per annum (Level 11) (all inclusive package)
CENTRE: Kimberley Office
REQUIREMENTS: A 3 year tertiary qualification in Social Sciences or Health Sciences or equivalent, with at least 3-5 years' relevant experience on Assistant Director Level in the EHW environment.
DUTIES: Manage the implementation and promotion of HIV/AIDS, STI and TB, prevention support and treatment programmes. Ensure the facilitation and promotion of Health and Productivity Management within the department. Manage the implementation of Safety, Health, Environment and Risk Quality. Implementation and provisioning of Health and Wellness related interventions. The incumbent will be expected to also manage the gender equity and mainstreaming programmes in the department.

ENQUIRIES: Dr M.S. Phera Tel No: (053) 839 4028

POST 04/294: ASSISTANT MANAGER: JOB EVALUATION REF NO: DEDAT/2020/03
Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Kimberley Office
REQUIREMENTS: A relevant 3 year tertiary certification or equivalent qualification. Minimum of three years’ experience in Public Administration. Proven training and experience as a Job Evaluation Analyst.
DUTIES: Assist with the development of organisational structures and post establishment within the department. Supervise the rendering of a job evaluation function. Assist with the compilation of HR Plans and HR Implementation Reports.

ENQUIRIES: Mr H. Williams Tel No: (053) 839 4076

POST 04/295: ASSISTANT MANAGER: DEVELOPMENT AND SUPPORT (CO-OPS) REF NO: DEDAT/2020/04
Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Kimberley Office
REQUIREMENTS: 3 Year tertiary qualification in Economics / Entrepreneurship / Business Management 3 years’relevant experience in business support environment; preferably Co-operatives sector.
DUTIES: Manage the establishment and advocacy of Co-operatives in the Province. Ensure that support and advice is provided to the clients in terms of the access to markets. Facilitate market research in order to provide sound advice to clients. Coordinate the dissemination of information through awareness campaigns. Ensure that support is provided to clients in terms of financial and non-financial support. Manage the coordination of coaching and mentoring programmes for clients in terms of the establishment of the co-operatives. Oversee projects and correct implementation of the business plan. Identify skills needs and give input on strategic planning. Manage the monitoring and progress of established co-operatives. Facilitate the gathering of information regarding the progress made and success of the established business for reporting purposes. Ensure the maintenance of a client database. Prepare unit budget and quarterly reports.

ENQUIRIES: Mr D. Christians Tel No: (053) 802 1646
POST 04/296: ASSISTANT MANAGER: LOCAL ECONOMIC DEVELOPMENT REF NO: DEDAT/2020/05
Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Namakwa (Springbok) Office
REQUIREMENTS: A Bachelor Degree in Economics/ Business / Management /Development Studies is required. At least 3 year’s relevant LED experience. Understanding of confidentiality in Government. Knowledge of the Northern Cape Province socio-economic and geographic profile. All elements of Management including, but not limited to: Financial, stakeholder, project, business management. The skills, experience and knowledge required will be as follow: business, strategic planning and research. Knowledge of government policies and processes, above average skills ito IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite.

DUTIES: To assist District and Local Municipalities to develop local economies in partnership with key stakeholders as identified by the Provincial LED Strategy and local LED Strategies. To provide project support and advice for LED projects at District and Local Municipal level. To facilitate and support the Local LED Strategy alignment, development and integration of LED, IPAP, NDP, PSDF and the PGDS for customized district and local LED support. To assist the district and local municipalities to improve their ability to leverage competitive and comparative advantage for growth, to coordinate and facilitate skills development and capacity building among LED practitioners and officials at district and local municipal level. Support and assist Provincial, District and Local LED Forums.

ENQUIRIES: Mr H. Louw Tel No: (053) 802 1638

POST 04/297: ASSISTANT MANAGER: STRATEGIC MANAGEMENT REF NO: DEDAT/2020/06
Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Kimberley Office

DUTIES: Align strategic and annual performance planning with emphasis on the outcome oriented monitoring and evaluation approach. Align strategic and annual performance plan with other broader plans, policies, projects and programmes. Align annual performance plan, budget statement #2 and the budget speech. Communicate possible policy, planning and strategic changes at National and Provincial level. Conduct Environmental and stakeholder analysis to establish needs and priorities. Develop and maintain systems and structures to optimise planning processes.

ENQUIRIES: Mr T. Palm Tel No: 053) 839 4050

POST 04/298: ASSISTANT MANAGER: KNOWLEDGE MANAGEMENT (MIS) REF NO: DEDAT/2020/07
Re-Advertisements and candidates who previously applied are encouraged to re-apply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Kimberley Office
REQUIREMENTS: Relevant 3 year qualification in Computer Sciences, Information Management, Information Technology and/or Knowledge Management sciences. 3 years Practical experience in Knowledge management or related fields. Experience in
community development and related policies/implementation strategies. Must have driver’s License.

**DUTIES**
Develop Stakeholders partnerships to support Knowledge Economy. Develop Stakeholder relationships to improve efficiency and effectiveness. Liaise with departmental stakeholders to ensure effectiveness and efficiency of interventions. Establish and maintain stakeholder database. Analyze target community needs and develop appropriate partnerships and solutions. Implement Knowledge Economy/ICT Interventions appropriate to the target community needs. Support the monitoring and evaluation requirements of implemented interventions.

**ENQUIRIES**
Mr R. Grewan Tel No: (053) 830 4836

**POST 04/299**
ASSISTANT MANAGER: RESEARCH AND DEVELOPMENT REF NO: DEDEAT/2020/08
Re-Advertisements and candidates who previously applied are encouraged to re-apply.

**SALARY**
R376 596 per annum (Level 09)

**CENTRE**
Kimberley Office

**REQUIREMENTS**
Relevant B-Degree with Economics or statistics and training courses in management practices OR policy development. 3 Years working experience preferably in research environment.

**DUTIES**
Conduct Economic Research to enhance Provincial Economic Development planning. Contribute towards the development of the departmental research agenda outlining the research priorities of the Department over Medium term expenditure Framework (MTEF) period. Compile Economic intelligence reports based on the research and analysis of international, national, regional and provincial economic and social data. Support departmental initiatives/projects through research advisory services. Build sound and sustainable relationships with relevant stakeholders to enhance provincial research capacity. On-going job accountabilities (Ad-HOC).

**ENQUIRIES**
Ms K. Nkosi Tel No: (053) 830 4861