

**PROVINCILA ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

- APPLICATIONS** : All applications must be forwarded to: JW Sauer Building, Office of the Premier, Ground Floor (Security) or The Senior Manager, Human Resource Management, Private Bag X 5016, Kimberley, 8300
- FOR ATTENTION** : Mr. V. Fredericks
- CLOSING DATE** : 18 September 2020
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment, the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of qualifications 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). No faxed or emailed applications will be accepted. All applications 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. Please forward the applications for the post quoting the relevant reference number.

OTHER POST

- POST 21/515** : **MANAGER: EMPLOYEE HEALTH AND WELLNESS REF NO: MAN/EHWP/2020**
- SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (Level 11)
Kimberley
- DUTIES** : A registered Clinical Psychologist. The incumbent must have proof of registration with the Health Professions Council of South Africa and have 5-10 years' experience in Counseling. Knowledge of the Public Service Regulations and Basic Conditions of Employment is essential. Proven skills in research management and presentation will serve as a strong recommendation. The successful candidate will have to maintain a code of confidentiality and be computer literate.
- ENQUIRIES** : The successful candidate will manage the rendering of EHWP service relating to Health matters which will include the following: The rendering of a consultation service; the assessment of Health problems (that is; HIV/AIDS, physical, psychological, etc.). The referral of cases, when necessary; The monitoring of Occupational Health and Safety matters; Design systems that manage Employee Health and Wellness Strategies, Plans and Policies; Implement evidence based workplace health programmes that promote the well-being of employees; Design information systems to track ill-health determinants with corresponding health risk reduction actions; The continued monitoring and follow-up of cases, and the liaison with other stakeholders with the programme.
- ENQUIRIES** : Mr. B. Thekisho Tel No: (053) 838 2469

PROVINCIAL TREASURY

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

- APPLICATIONS** : may be directed to the department as follows: Post To: The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8301, Hand Deliver To: MetLife Towers Building, Corner Knight & Stead, 5th Floor, Post Office Building, Kimberley or Email Applications To: Ncpt-HR@ncpg.gov.za (Please note, emailed applications with all relevant required documentation as stated above, should not exceed a maximum limit of 4 megabytes).
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 18 September 2020

NOTE

: The application should be accompanied by a recently updated comprehensive CV as well as an ID Document. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to short-listed 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. Women and persons with disabilities are encouraged to apply. Please note suitable candidates will be subjected to a satisfactory 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 a security clearance process.

OTHER POST

POST 21/516

: **PROVINCIAL AUDIT COMMITTEE MEMBER REF NO: NCPT/2020/18**
(3 year contract)

SALARY
CENTRE
REQUIREMENTS

: Derived from National Treasury and SAICA Tariffs
: Kimberley
: Relevant experience in governance and/or financial management At least five years executive management experience gained from the Human Resources / Legal / Accounting / IT / Auditing / Risk / Internal Control environment In addition to the above, candidates should demonstrate experience in participating in governance structures, ability to dedicate time to the activities of Audit Committees Preference will be given to applicants with experience in serving on Audit Committees of Government Departments. Analytic reasoning abilities and good communication skills Interpersonal relations Tolerance Productivity Research methodology skills Plan and Organise Project management skills Report writing Understanding of PFMA its Regulations, Modified Cash Standards, GRAP and National Treasury practice notes relevant to the Provincial Departments and Public Entities Knowledge and understanding of the roles of Internal and External Auditors Understanding Public Service Regulation framework. We are looking for Audit Committee Members in the following Cluster Audit Committees. Cluster 1 providing oversight over: Department of Education Northern Cape Provincial Treasury Department of Economic Development and Tourism Northern Cape Liquor Board Northern Cape Gambling Board Northern Cape Tourism Authority Northern Cape Economic Development Trade and Investment Promotion Agency. Cluster 2: Department of Health Department of Social Development Office of the Premier. Cluster 3: Department of Agriculture, Land Reform and Rural Development Department of Cooperative Governance, Human Settlement and Traditional Affairs Department of Sport, Arts and Culture McGregor Museum Kalahari Kid Corporation. Cluster 4: Department of Roads and Public Works Department of Environment and Nature Conservation Department of Transport, Safety and Liaison Northern Cape Fleet Management Trading Entity.

DUTIES

: The Audit Committee is an advisory committee that assist the departments and listed public entities in fulfilling its oversight responsibilities with regard to internal controls, risk management and governance Assist the Accounting Officer in the effective execution of her/his responsibilities Regulates and discharge all its responsibilities as contained in the Audit Committee Charter which, outlines the appropriate formal terms of reference The Audit Committee will meet four times per year

ENQUIRIES

: Ms A Naidoo: andreabiancanaidoo@gmail.com