

**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 Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand deliver to MetLife Towers, (Post Office Building), cnr Knight and Stead Street, 13 Floor, Registry Office, Kimberley.
- FOR ATTENTION** : Ms K.S. Mazimba
- CLOSING DATE** : 02 July 2021
- 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/ temporary 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. The successful candidate will be required to sign a performance agreement.

**OTHER POSTS**

- POST 21/150** : **REGISTRAR REF NO: NCPA/2021/01**
- SALARY** : R869 007 - R1 023 645 per annum (Level 12), (Inclusive package)
- CENTRE** : Kimberley Office (Northern Cape Consumer Protection Authority).
- REQUIREMENTS** : LLB Degree or equivalent law Degree. Admitted as Advocate or Attorney of Law .At least 5 years' relevant experience. A valid driver's license. Must have working knowledge of the Public Sector with managerial experience. Good knowledge and application of the Consumer Legislation required. Experience as Registrar in High Court, Magistrate's Court or Consumer Court essential. Skills and Competencies: 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. Drafting skills. Case Management skills. Drafting of budget and managing the budget in accordance with the strategic plans.
- 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 @ 0828125617

**POST 21/151** : **LEGAL ADMINISTRATIVE OFFICER (PROSECUTOR) REF NO: NCPA/2021/02**

**SALARY** : R373 389 per annum (MR5 entry level on OSD scales)  
**CENTRE** : Kimberley Office  
**REQUIREMENTS** : LLB Degree or equivalent law Degree, Admitted as Advocate or Attorney of Law, with legal experience. A valid driver's license, Must be able to travel long distance. A good understanding of the Consumer laws and legislative mandate Skills and Competencies: Basic knowledge of relevant consumer legislation, Analytical thinker, Good communication skills, Computer literacy, Reliable, responsible and good time management skills, Drafting experience. Good ethical and moral compass. Able to work independently, but also a good team player.

**DUTIES** : Review Inspectors/Investigating Officer's case files referred for Consumer Court: Provide guidance to Inspectors/Investigating Officers with regard to legislative implications on consumer complaints, Guidance in the investigation and mediation process by investigating officers. Legal Advisory Services: Provide and interpret legal information and disseminate appropriate legal advice to staff and consumer clients, Maintain legal library, conduct research and advise management of latest applicable findings. Litigation Management: Gather information and compile case dockets, Maintain case docket and ensure case docket are kept confidential, Analyse the evidence to substantiate consumer's case, Draft consumer court documents, Prosecute matters in the Consumer Court. Manage matters in the best interest of the consumer. Compile and Report: Compile monthly and quarterly reports for the department with reference to complaint statistics, Compile quarterly reports for National Consumer Forums, Compile any other reports where complaint statistics and trend analysis are reflected.

**ENQUIRIES** : Adv. D.P. Olivier @ 0828125617

**POST 21/152** : **INSPECTOR/INVESTIGATOR REF NO: NCPA/2021/03 (X2 POSTS)**

**SALARY** : R316 791 – R373 167 per annum (Level 08)  
**CENTRE** : Kimberley Office  
**REQUIREMENTS** : A relevant National Diploma / equivalent qualification, or at least 3 years' experience in either consumer related environment, inspections - or investigation environment or regulatory compliance environment, must be able to travel long distance. Investigation experience, a valid driver's license or legal qualification will be regarded as an added advantage. Skills and Competencies: Basic knowledge of relevant consumer legislation, Good communication skills, Computer literacy, Reliable, responsible and good time management skills. Must be a team player.

**DUTIES** : To investigate and mediate consumer related matters and manage matters in the best interest of the consumer in order to resolve it, Collect evidence to substantiate the consumer case, To refer unresolved matters to the Consumer Court or relevant regulators. Conduct inspections, Perform administrative functions, conduct educate and awareness campaigns. Consolidate reports.

**ENQUIRIES** : Adv. D.P. Olivier @ 0828125617