

**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 disabilities are encouraged to apply.*

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only, via <http://ncrpw.ncpg.gov.za>.
- CLOSING DATE** : 03 December 2021
- NOTE** : Applications must be submitted on forms Z.83 obtainable from any Public Service Department Correspondence will be limited to shortlisted candidates only. Note that all suitable candidates will be subjected to a satisfactory personnel suitability checks (criminal records checks, citizenship verification, qualification verification) Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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 Works reserves the right not to make appointments to the advertised posts.

MANAGEMENT ECHELON

- POST 41/164** : **DIRECTOR: AUXILIARY, SECURITY, ICT & COMMUNICATION MANAGEMENT**
REF NO: DRPW/HCM001/2021
- SALARY** : 1 057 326 per annum, (all inclusive). 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 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. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). 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 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.

ENQUIRIES : Ms. A. L. Mpotsang Tel No: (053) 8392134
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 DPSA SMS competency assessment tools.

OTHER POSTS

POST 41/165 : **DEPUTY DIRECTOR: OFFICE OF THE HOD REF NO: DRPW/HCM002/2021**

SALARY : R744 255 per annum, (all-inclusive salary 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 an appropriate 3 year degree, minimum of 3 years relevant management experience, extensive knowledge and understanding of public service policies & procedures, working knowledge of the functioning of provincial/national government, basic knowledge of MS Word, Excell & Powerpoint, good verbal & written communication skills, financial management, knowledge of project management. Valid driver's license (code B).

DUTIES : Undertake policy or line function tasks as required, coordinate external strategic alliances between the office of the HOD and other stakeholders, provide support to the Head of Department, manage general support services in the office of the Head of Department, manage the resources of the Head of Department.

ENQUIRIES : Ms. M. Mdutyana Tel No: (053) 8392282

POST 41/166 : **DEPUTY DIRECTOR: PROVINCIAL CO-ORDINATION (EPWP) REF NO: DRPW/HCM003/2021**

SALARY : R744 255 per annum, (all-inclusive salary 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 an B degree or Diploma in Social Science, Public Management or Business Management, minimum of 3 to 4 years relevant management experience, extensive knowledge and understanding of public service policies & procedures, working knowledge of the functioning of provincial/national government, basic knowledge of MS Word, Excell & Powerpoint, good verbal & written communication skills, financial management, knowledge of project management. Valid driver's license (code B).

DUTIES : Manage the implementation of projects under the Community based Programme and the integrated Grant Fund Programme, Co-ordinate and consolidate all EPWP business plans submitted by all sector departments, stakeholders, public bodies and district offices, monitor & evaluate the activities and output of the projects under EPWP programmes and manage submission of feedback reports to management.

ENQUIRIES : Mr. V. Mhlauli Tel No: (053) 8392100

POST 41/167 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: DRPW/HCM046/2021**

SALARY : R452 895 per annum, (OSD)

CENTRE : De Aar
REQUIREMENTS : National Diploma in Engineering, 6 years post qualification Technical Engineering experience, Compulsory registration with ECSA as an Engineering Technician.

DUTIES : Responsible for rendering technical services. Assist technologists and associates in field and workshop. Promote Safety in line with statutory and regulatory requirements, Evaluate existing technical manuals, standards drawings and procedures to incorporate new technology. Provide inputs towards the compilation, operation and execution of business plans in the district. Perform administrative and related functions by providing inputs into the budgeting process as required. Compiling and submitting reports as required. Provide and consolidate inputs to the technical engineering operational plan and annual plan. Supervise and control technical and related personnel and assets.

ENQUIRIES : Mr. E.T. Jobe Tel No: (053) 6311355

POST 41/168 : **ASSISTANT DIRECTOR: MONITORING & EVALUATION (EPWP) REF NO: DRPW/HCM004/2021**

SALARY : R382 245 per annum

CENTRE : Kimberley

REQUIREMENTS : The successful candidate should be in possession of a Tertiary Qualification and / or Grade 12 certificate plus minimum of 5 years' experience as a EPWP Reporting System user as a system authoriser, must be computer literate including advanced MS Word, MS Excel and MS Powerpoint, must have good interpersonal skills, good verbal and written communication in English, must be customer orientated, organizational and telephone etiquette skills, willingly to work under pressure (extended hours) and a code 08 driver license will be an added advantage.

DUTIES : Must conduct EPWP Data quality assurance on all reported data, determine compliant work opportunities reported, authorise all compliant data captured on the EPWP Reporting System, use the EPWP Reporting System monitoring tools and analyze and interpret captured data and give appropriate feedback to Public Bodies, compile Data base for EPWP compliant and non-compliant reports, provide EPWP System support to Pubic Bodies in the province with their compliance to reporting requirements, training and Capacity building of new EPWP Reporting system users.

ENQUIRIES : Mr. T. Mokomela Tel No: (053) 8392171

POST 41/169 : **ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT REF NO: DRPW/HCM047/2021**

SALARY : R382 245 per annum

CENTRE : De Aar

REQUIREMENTS : Diploma or Degree in Public Administration 5 years administrative experience, knowledge of PFMA, Treasury Regulations and other applicable legislation, regulations & prescripts. Knowledge of SCM/HR procedures and processes, budgeting & financial management skills, change management skills.

DUTIES : Responsible to render an effective & efficient supply chain management and financial services, render effective and efficient financial services, render effective & efficient human resource and corporate services to the District, manage risks pertaining to Corporate Services in the District.

ENQUIRIES : Mr. E.T. Jobe Tel No: (053) 6311355