

**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** : 28 March 2022
- 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 09/171** : **CHIEF EXECUTIVE OFFICER: NORTHERN CAPE FLEET MANAGEMENT TRADING ENTITY REF NO: DRPW/HCM001/2022**

- SALARY** : R1 269 951 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 an undergraduate qualification (NQF level 7) as recognized by SAQA. (Recognized Bachelor of Administration degree) with 5 years of experience at a senior managerial level. Ability to work with stakeholders within a corporate environment and social sectors, knowledge & understanding of the PFMA, Treasury Regulations and other relevant legal prescripts in the Public Sector, ability to communicate at all levels with Senior Management and private sector partners, ability to work independently and under pressure, competencies such as programme and project management, strategic capability and leadership, problem solving and analysis, communication and interpersonal relations, financial management and change management. Successful completion of a Public Service Senior Management Leadership Programme as endorsed by the National School of Government. 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: Dynamic and committed with a professional approach, management skills, strong communication skills with the ability to motivate and direct people, strategic and conceptual orientation, team orientated and results driven, interpersonal relations and customer orientation, creative and analytical, problem solving and conflict management.

- DUTIES** : Provide strategic leadership pertaining to the administration and management of the road building equipment and provincial motor transport fleet. To render frontline technical assistance to clients and oversee repair and maintenance activities to road building equipment. To render financial management services, budget, revenue and expenditure management and support services. To render supply chain, disposal and asset management control support services. To monitor and

evaluate the performance of the Entity. To provide a risk management function, Develop and monitor Entity Risk management implementation plan, Conduct continuous risk management, identify risks and develop response strategies.

ENQUIRIES
NOTE

: Mr V. Mhlauli Tel No: (053) 8392109
: 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 Department of Public Service & Administration SMS competency assessment tools.

POST 09/172

: **DISTRICT DIRECTOR: PIXLEY KA SEME DISTRICT REF NO: DRPW/HCM002/2022**

SALARY

: R1 073 187 per annum, (all inclusive). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

CENTRE
REQUIREMENTS

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: Requirements & Competencies: B-Degree or National Diploma (NQF Level 7) with five years' experience at a middle/senior managerial level; Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity, Skills Development and Labour Relations Acts; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; Change/Diversity management skills; 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).

DUTIES

: Render management support to and co-ordinate all the activities of the District Office.to oversee the construction and maintenance of Roads in the District which will include, the construction and maintenance of Roads and the management of the workshops, The management of the Public Works function in the District which will include the implementation of new building construction (Capital Projects), the rendering of repair and renovations to existing state owned buildings, the provisioning of day-to-day maintenance of existing state owned buildings and rendering of property management services, To oversee and manage the institutional support service function which will include the management of Financial, Budgetary, Supply Chain Management, Human Capital Management and Corporate Service functions, The co-ordination and management of the Expanded Public Works Programme (EPWP), rendering of support to Public Bodies (municipalities & Government Departments within the District) on EPWP project initiatives, Monitor and exercise control over the budget and expenditure for the District and ensure effective utilization of financial resources, management of staff.

ENQUIRIES
NOTE

: Mr. V. Mhlauli Tel No: (053) 8392109
: 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 Department of Public Service & Administration SMS competency assessment tools.

POST 09/173 : **DIRECTOR: IMMOVABLE ASSET MANAGEMENT REF NO: DRPW/HCM003/2022**

SALARY : R1 073 187 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 degree in Property Management/Development or any Property Management/Development/Real Estate related degree with five years' experience at a middle/senior managerial level. A certificate in Property Management Program (PMP) and/or Property Development Program (PDP) will be an added advantage. Knowledge & skills: Advanced computer literacy with strong comprehension of Financial Systems, management skills at a senior level and demonstrated capacity to interpret analyse and present complex financial information knowledge of the Public Sector and in particular public sector financing will be an added advantage, Knowledge and understanding of the PFMA, Treasury Regulations, ability to communicate at all levels with Senior Management and private sector partners. 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: Dynamic and committed with a professional approach, management skills, strong communication skills with the ability to motivate and direct people, strategic and conceptual orientation, team orientated and results driven, interpersonal relations and customer orientation, creative and analytical, problem solving and conflict management.

DUTIES : Develop and implement the Directorate Annual Performance Plan to align with the strategic plan, Manage all aspects of the Provincial Immovable Asset Portfolio (Acquisitions; Disposals; Valuations; Surveying; Vesting), Ensure optimal space utilization by user Departments; Manage the Provincial Lease portfolio (leasing in/leasing out); Manage Prestige Portfolio of the Province; Provide facilities management services on Prestige Properties; Facilitate investment analysis and property development initiatives, Manage prestige housing portfolio; Manage staff and maintain good labour relations within the Directorate, Maintain good stakeholder and client relations.

ENQUIRIES : Ms. O.J. Gill Tel No: (053) 8392100

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 Department of Public Service & Administration SMS competency assessment tools.

POST 09/174 : **DIRECTOR: CONSTRUCTION & MAINTENANCE REF NO: DRPW/HCM004/2022**

SALARY : R1 073 187 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 : A Engineering degree (B.Eng/ B.Sc – Eng) with 5-10 years' experience in construction and Maintenance of roads, together with five years' experience at a middle/senior managerial level; 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: Dynamic and committed with a professional approach, management skills, strong communication skills with the ability to motivate and direct people, strategic and conceptual orientation, team orientated and results driven, interpersonal relations and customer orientation, creative and analytical, problem solving and conflict management.

DUTIES : To provide safe and well maintained roads, management of resources of the construction and maintenance units, management of projects, Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity effecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, re-gravel and specialised routine road maintenance activities, management of budget of units. Provide inputs towards the compilation, operation and execution of annual business plans for the Directorate. Maintain engineering operational effectiveness, Allocate, control, monitor and report on all resources. Develop procedures and methods to improve on productivity and quality of in-house projects; Manage acceptance and quality control procedures and compile design standard specifications for in-house projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services, Financial Management and People management.

ENQUIRIES : Mr. I. Bulane Tel No: (053) 839 2100

OTHER POSTS

POST 09/175 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (BANK RECONCILIATION & PAYMENTS) REF NO: DRPW/HCM005/2022**

SALARY : R744 255 per annum, (Level 11)
CENTRE : Kimberley
REQUIREMENTS : A recognised three-year Bachelor's Degree or National Diploma in Economics, Accounting or Financial Management or equivalent qualification with five years relevant working experience of which three years must be experience at an Assistant Manager level in financial management environment. A valid driver's license a must. Competencies: Understanding of all relevant Acts, financial prescripts, applicable legislations. Ability to interact at both strategic and operational level. Client relation and stakeholder management skills. Organisational, planning, presentation, problem solving, negotiating, decision making, analytical, project management, interpersonal, and both written and verbal communication skills. Computer literacy (MS Word, Excel. Powerpoint, etc.) Valid driver's license. Ability to work extended hours, under pressure and meet deadlines.

DUTIES : Manage the banking and cash flow management at head office and district level. Ensure compliance with the best practice accounting norms and standards. Authorise payments on LOGIS, PERSAL and BAS. Extract, analyse and validate financial information and prepare financial statements and compliance reports. Conduct pre-audit to confirm authenticity of payments before commitment on LOGIS. Manage quarterly performance information by relevant due dates. Facilitate internal and external audits and develop audit action plans. Compile, implement and report on unit's operational, risk and risk plans. Manage supplier payments and ensure timeous processing of payment to creditors. Manage bookkeeping and the clearance of suspense accounts. Authorise suspense accounts reconciliations. Manage the collection of revenue and management of debtors. Responsible for the drafting of interim and annual financial statements with related working papers. Respond to internal and external audit queries. Prepare financial reports for audit committee. Ensure that all exceptions are cleared on BAS before month closure. Provide inputs into the strategic planning of the section and execution of operational plan. Manage and direct the Financial Accounting Directorate staff and budgets and provide training to districts. Manage performance assessments of subordinates.

ENQUIRIES : Mr. D. Van Der Merwe Tel No: (053) 839 2100

POST 09/176 : **DEPUTY DIRECTOR: LOGISTICS & DISPOSAL REF NO: DRPW/HCM006/2022**

SALARY : R744 255 per annum, (Level 11)

CENTRE : Kimberley

REQUIREMENTS : A relevant tertiary qualification at NQF level 7 and 3 years related logistic management experience at supervisory/management level (ASD).

DUTIES : Design and develop logistics and disposal management policies processes and procedures, perform strategic and annual supply chain logistics and disposal management planning. Monitor and review logistical and disposal management. Inform guide and advice departmental employees on logistics and disposal management matters to promote correct implementation and sound logistics and disposal management practices. Manage the Sub Directorate: logistics and disposal and undertake all administrative functions required with regard to financial and HR management.

ENQUIRIES : Mr. K. Moeketsi Tel No: (053) 839 2100