

**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 delivered to MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 04 April 2022
- NOTE** : Applications must be submitted on a new dully completed Z83 form, 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 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 Qualifications 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 that 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. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. Kindly note that copies of qualifications, certificates, ID and driver's license etc. such copies need not be certified when applying for a post. The 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 the HRA unit.

OTHER POSTS

- POST 10/182** : **OFFICE MANAGER: OFFICE OF THE HOD REF NO: NCDEDAT/2022/04**
- SALARY** : R744 255 – 876 705 per annum inclusive salary package. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Kimberley Office
: Three year recognized National Diploma or degree in Public/Business Administration/Office Management or equivalent qualification, 3 – 5 years' experience at a junior management level/supervision, of which 3 years' experience should be in the administrative/secretariat and/ or related field, working knowledge of the functioning of provincial/national government, basic knowledge of MS Word, Excel & PowerPoint, good verbal & written communication skills, financial management, knowledge of project management. Valid driver's license.
- 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. To

ensure that Office of the HOD functions effectively and efficiently. Manage general operations in the HOD Office: Implement a Record Management System: Quality Assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the HOD: Manage the budget of the Office of the HOD and facilitate Logistics and Procurement processes: staff management and development. Skills & Knowledge: Relevant Public Service and departmental prescripts, Computer literacy, Verbal and written communication skill, Interpersonal skill, project management skill and working relations with other departments (National and Provincial), Private sector and colleagues.

- ENQUIRIES** : Ms KS Mazimba Tel No: (053) 839 4081
- POST 10/183** : **ASSISTANT DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: NCDEDAT/2022/05**
- SALARY** : R382 245 - R450 255 per annum plus benefits. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Kimberley Office
: Three year recognized National Diploma or degree in Economics or Business Economics with international Trade as major and Imports and Exports Management or equivalent qualification, 3 – 5 years' experience in Trade and Investment Promotion. Experience in the development of policies/implementation strategies. Sound knowledge and understanding of the Northern Cape Economy. Valid Driver's licence.
- DUTIES** : Ensure support is provided in terms of creating an environment that will enable growth with regard to domestic and foreign direct investments. Promote and increase trade and exports. Provide support to market the province as an attractive trade and investment destination. Facilitate implementation of Export Promotion and Investment projects. Identification of export promotional marketing and investment value propositions in priority markets. Implement export promotion and investment through Outward & Inward missions' incentives, International Trade & Investment Initiatives. Maintaining a database of NC exporters. Disseminating information on market opportunities and communicating with industry on market access challenges in targeted countries. Preparing and delivering presentations during export awareness workshops and trade and investment seminars. Skills & Knowledge: Problem solving, communication, presentation, computer literacy, interpersonal, policy development, stakeholder relations, analytical, strategic and report writing skills. Basic Economics, Business Economics Legislation, policies, prescript and directives guiding the Trade and Investment Promotion Function in the Public Service
- ENQUIRIES** : Ms KS Mazimba Tel No: (053) 839 4081
- POST 10/184** : **ASSISTANT DIRECTOR: LEGAL SERVICE REF NO: NCDEDAT/2022/06**
- SALARY** : R382 245 - R450 255 per annum plus benefits. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Kimberley Office
: Relevant LLB, 3 year tertiary qualification. Added advantage: Admitted as attorney. Valid driver's licence.
- DUTIES** : Provide guidance and ensure legislative compliance with existing legislation. Monitor and draft Departmental Policies in terms of legal aspects. Monitor the implementation of PAJA and PAIA legislation reports. Advice management on legal matters in the legal environment that affects the department. Skills & Knowledge: Problem solving, communication, computer, interpersonal, policy development, stakeholder relations, analytical, strategic and report writing skills. Knowledge of legal legislation for government departments. Conducting of procedures. Implementation of legislation and regulations.
- ENQUIRIES** : Ms KS Mazimba Tel No: (053) 839 4081