

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY**

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 01 July 2022
- NOTE** : FOR SMS Posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name “Certificate for entry into SMS” and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Note: Applicants are advised that a new application for employment (Z83) form has been in effect since 1 January 2021. Applications submitted using the old Z83 form will not be accepted. Each application for employment form must be duly signed and initialled by the applicant. Failure to sign this form will lead to disqualification of the application during the selection process. Applications should be submitted on the new employment (Z83) form, which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and a detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Correspondence will be limited to successful candidates only. Failure to sign the Z83 and to submit the required documents will result in the application not being considered.

MANAGEMENT ECHELON

<u>POST 22/180</u>	:	<u>CHIEF DIRECTOR CORPORATE SERVICES REF NO: NCPT/2022/02</u>
<u>SALARY</u>	:	R1 269 951 – R1 518 396 per annum (Level 14), (TCE Package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Degree: (NQF/7) in Human Resource Management / Public Management or related fields. A minimum of 5- 10 year's relevant experience at a Senior Managerial level within Human Resource Management, Operational Management or Administrative Support Functions in the Public Sector. A valid driver's license. Skills & Knowledge: Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act, Treasury Regulations, PSCBC resolutions. Strategic and leadership management, Programme and Project Management, Change and Knowledge management, Good Corporate Governance Principles. Planning and organisational skills. Report writing and communication skills. Leading and controlling skills. Computer literacy. Decision making. Networking skills. Leadership and team building skills. Analytical problem solving skill. Policy development. Financial management and formal presentation skills.
<u>DUTIES</u>	:	Manage the administration of HRM policies, procedures and programmes: Oversee and monitor the implementation and reviewing of HRM policies. Present to the departmental committee / meetings of all HRM matters. Monitor the implementation of Organizational Efficiency. Monitor the implementation of HR plan and EE plan. Ensure the implementation of Employee Health and Wellness programmes in the department. Monitor the development and the implementation of HRD strategy and Workplace skills plan. Monitor the implementation of EPMDS procedures and policies. Manage the implementation of Corporate Support Services in the department: Monitor the implementation of sound Legal and Labour Relations Services. Oversee the development, implementation and maintenance of Departmental Information Technology strategies. Manage and monitor the provision of Special programmes in the department. Oversee and direct the provisioning of internal and external communication and media services. Manage corporate services directorate, e.g. Facilities, and security management. Manage records management services. Ensure provision of fleet management services. Strategic management of the Chief Directorate: Develop strategic priorities of the Chief Directorate. Develop operational plans for the Chief Directorate. Manage written contributions to departmental quarterly progress reports, Annual reports, Portfolio Committees, Budget speeches, Annual Performance plans. Advise and guide the HOD on matters relating to Corporate Services: Coordinate the development of HRM delegations. Recommend on discipline, grievances and disputes. Recommend on payment of merit awards. Recommend appointment of Departmental staff as per HRM delegations. Manage resources in the Chief Directorate: Financial resources. Manage human resources in the Chief Directorate and maintain discipline. Manage training and development of personnel according to agreed interventions. Manage the provision of equipment (assets) required by personnel for achievement of outputs in their respective Job Descriptions. Manage Asset Management.
<u>ENQUIRIES</u>	:	Dr. M. Gasela Tel No: 053 830 8277
<u>POST 22/181</u>	:	<u>DIRECTOR CORPORATE SUPPORT REF NO: NCPT/2022/03</u>
<u>SALARY</u>	:	R1 073 187 – R1 264 176.per annum (Level 13), (TCE Package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Degree: (NQF/7) in Public Management / Law. Relevant post graduate qualification will be an added advantage. 5 years' experience performing Corporate Support functions at middle management level (Deputy Director). Extensive experience on wider public service legislation. A valid driver's license. Skills & Knowledge: Knowledge of Strategic management and Leadership, programme and project management, change and knowledge management, planning and organizing skills, report writing, communication skills, organizational skills, leading and controlling skills, decision making and networking skills, Leadership and Team building skills, analytical problem solving skills, policy analysis and development, financial management skills,

formal presentation skills, facilitation skills and conflict management, people and change management skills, computer literacy (MS word, excel, powerpoint). Understanding of PSIRA requirements and related legislation, Understanding of IT Legislation and regulations, Public Service Act (PSA), Public Service Regulations (PSR), Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, OHS Act, BCEA, National Archives Act, PSCBC Resolutions, Public Finance Management Act (PFMA) and its Regulations, Treasury Regulations.

DUTIES : Ensure the provisioning of communication and liaison services in the department: Monitor the development, implementation and promotion of the communication strategy. Manage public liaison, external communication, media liaison and events, manage internal communication, monitor the provision of knowledge management services, monitor the departmental website and its administration. Ensure and manage legal services in the department: Monitor the drafting of contracts and service level agreements, ensure compliance with legislation and all legal prescripts, monitor the drafting and review of legislation, manage the provision and drafting of legal opinions. Ensure the provision of Security, Records and Facilities Management: Monitor the security function based on the Minimum Security Information Security Standards (MISS) including physical security and staff vetting, monitor the investigations on security breaches, monitor the provisioning of infrastructure maintenance services, monitor the records management function in line with the National Archives of South Africa Act, 1996 and all related prescripts. Ensure and manage Information Technology services in the department: Monitor the provision of IT business enablement and governance services, monitor the provision of IT infrastructure and operations support services, monitor the implementation and provision of IT information security, support services and solutions. Manage the resources in the directorate: Manage the performance, training and development of officials, manage the budget, financial resources and assets, ensure the maintenance of discipline within the directorate.

ENQUIRIES : Dr. M. Gasela Tel No: 053 830 8277

OTHER POSTS

POST 22/182 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION (HOD'S OFFICE) REF NO: NCPT/2022/04**

SALARY CENTRE REQUIREMENTS : R382 245 – R450 255 per annum (Level 09)
: Kimberley
: Degree or National Diploma (NQF: 6/7) in Public Management/ Administration. 3 years' relevant experience in Administration, Monitoring and Evaluation A valid driver's license. Skills & Knowledge: Knowledge of relevant legislation, guidelines, standards, procedures, and best practices. Public Services procedures. Policy analysis. Monitoring and Evaluation. Planning and Organizational Interpersonal. Project Management Ability to interpret and apply relevant policies and procedure. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

DUTIES : Co-ordinate the implementation of an evaluation strategy: Develop systems and mechanisms to evaluate departmental performance. Manage and facilitate the implementation of departmental performance, monitoring and compliance. Monitoring and facilitate reporting and compliance on departmental performance programmes and activities against government's POA, cluster projects and inter-governmental working groups. Facilitate the departmental Service Delivery Improvement programmes: Facilitate Batho Pele Programmes. Coordinate the service delivery improvement plan. Facilitate the development of the service charter and service standards. Facilitate change management initiatives. The maintenance of departmental Monitoring and Evaluation Frameworks and systems: Monitor compliance of processes relating to mandate of the department. Coordinate the annual and quarterly review sessions. Monitor the implementation of departmental outcomes and other priorities. Conduct benchmarking and best practice on monitoring and compliance. Draft & coordinate responses for submission to internal and external stakeholders. Conduct research, analyse information: Maintain a repository of reports and facilities dissemination.

<u>ENQUIRIES</u>	:	Ms. D. Sebolai Tel No: 053 830 8277
<u>POST 22/183</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING (HOD'S OFFICE) REF NO: NCPT/2022/05</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Leve 09)
	:	Kimberley
	:	Degree or National Diploma (NQF: 6/7) in Public Management/Administration. 3-5 years' relevant experience in Administration, Strategic Planning. A valid driver's license. Skills & Knowledge: Knowledge of relevant legislation and policies. Policy analysis and development. Monitoring systems and processes. Strategic planning. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint). Applied Strategic Thinking, Departmental policies and procedures. Administration procedures, Batho Pele principles. Communication and reporting skills. Planning and organizing.
<u>DUTIES</u>	:	Assist in the drafting, managing and maintenance of policy and planning frameworks: Provide support for development processes within the Department and maintain the policy repository; Conduct the capacity building for policy development in the department; Conduct analyses towards ensuring that the Departments policy and/or strategy remains abreast with national and provincial planning imperatives; Coordinate the implementation of policy development services, strategy and planning programmes. Evaluate the implementation of departmental policies. Facilitate the development/review of strategic and operational plans and Annual Performance Plans: Assist in the development, maintenance and/or successful implementation of the Department's strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks); Assist in ensuring that the development and/or review of the Department's 5- year Strategic Plan, 3- year Annual Performance Plan and Annual Operational Plans are line with the provisions of Treasury, DPME Regulations and/or national and/or provincial frameworks; Coordinate the submission and analysis of quarterly and annual reporting; Liaise with and support senior managers of the Department towards obtaining their inputs in the Department's strategic planning, operational planning and implementation strategy; Ensure the standardized/generic performance indicators applicable to the relevant sector are appropriately addressed in the Strategic Plan and the Annual Performance Plan and advice supervisors and managers thereon; Assists and/or advise senior managers and/or managers on the identification and/or development of measurable performance indicators and targets, taking into account the long term strategic goals and objectives of the Department; Conduct information sessions with managers and officials towards improving their understanding on strategic and operational planning, inclusive of the Strategic Plan, Annual Performance Plan, Provincial Outcome-Based Plan and the Northern Cape Growth and Development Strategy; Facilitate relevant information sessions to cascade the departmental plans across different levels; Represent the Department in national and/or provincial meetings on matters related to strategic and operational planning. Coordinate, and maintain a repository of research products and facilitate dissemination: Conduct, and disseminate research outcomes. Evaluate the implementation of departmental policies: Provide support for policy development processes within the Department; Conduct evaluation of departmental policies; Conduct capacity building for policy development within the department. Implement and facilitate service delivery: Monitor the implementation of the service delivery improvement plans (SDIPs); Conduct service delivery impact assessments.
<u>ENQUIRIES</u>	:	Ms. D. Sebolai Tel No: 053 830 8277
<u>POST 22/184</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS REF NO: NCPT/2022/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09)
	:	Kimberley
	:	Degree/Diploma (NQF: 6/7) in Health Sciences. 2-3 years' relevant experience in an Employee Health & Wellness environment and computer literacy (Word, Excel & PowerPoint). A valid driver's license. Skills & Knowledge: Knowledge of monitoring systems and procedures. Relevant legislation and related policies, Labour Relations, Employee Assistance Programme, HIV/AIDS & TB

and Health and Safety. Ability to communicate ideas verbally and in writing and informally and formally. Planning and organizing skills. Analytical and problem solving skills. Negotiation skills, facilitation skills, presentation skills and conflict management.

DUTIES

: Coordinate HIV/AIDS and TB Programmes in the department: Commemorate HIV/AIDS and TB events, facilitate the awareness and prevention programmes, liaise with health care stakeholders regarding the treatment of affected and infected employees. Promote human rights and access to justice in the workplace. Attend EH & W stakeholder's forums. Provide support in the management of health and productivity: Facilitate disease and chronic illnesses programmes, promote occupational health education and promotion. Facilitate referrals of mental health cases to relevant stakeholders. Facilitate health and safety in the work environment: Provide Occupational health and safety awareness programme. Conduct health and safety risk assessments. Capacity building of health and safety representatives. Coordinate individual and organizational wellness programmes: Promote individual physical wellness of employees, e.g. physical activities. Promote individual psychosocial wellness, e.g. social, financial and spiritual wellness. Promote work-life balance, e.g. programmes accommodating personal and family needs.

ENQUIRIES

: Ms. C.P. Lekgwati Tel No: 053 830 8235