

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security) or email to [hrarecruitment@ncpg.gov.za](mailto:hrarecruitment@ncpg.gov.za)
- FOR ATTENTION** : Mr. V. Fredericks
- CLOSING DATE** : 07 October 2022
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at HOD level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or obtainable from any Public Service Department and should be accompanied by a detailed comprehensive CV only specifying all qualifications, experience with respective dates and copies of qualifications. Applications submitted using the old Z83 form will not be accepted. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Online applications such as emails with the relevant supporting documents e.g. comprehensive CV and application form will be accepted via electronic format e.g. Word, pdf, scanned images, etc. A further requirement for this position is the 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.thnsg.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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually. As Head of Department, the successful candidate will be subject to a security vetting at top secret level.

**MANAGEMENT ECHELON**

- POST 35/339** : **HEAD OF DEPARTMENT: DEPARTMENT OF SOCIAL DEVELOPMENT**  
**REF NO: HOD/DSD/09/2022**  
(Five-year employment contract)  
Re-advert: All candidates that applied previously are encouraged to re-apply.
- SALARY** : R1 544 415 per annum (Level 15), (all-inclusive remuneration package), (all-inclusive remuneration package consist of a basic salary and flexible portion structured
- CENTRE** : Kimberley
- REQUIREMENTS** : A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the

National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Social Development the incumbent will function as the Head of Department with the following main functions:

**DUTIES**

: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department. Inherent responsibilities as Head of Department: Enhance protection against vulnerability (older persons, disability, veterans, children) by creating an enduring environment for the provision of a comprehensive integrated sustainable social development service; Ensure the provisioning of family preservation services to promote healthy families; Improve the state of society as a whole by identifying issues that prevent it from advancing and developing innovative ways of addressing those issues; Ensure the implementation and management of programmes relating to prevention, treatment and after care services for substance abuse; Ensure improvement in the management of HIV and AIDS prevention, care and support services; Ensure the implementation of the social crime prevention and victim empowerment support programmes; Enhance food security, material assistance to communities and empower communities to play the leading role in their own communities; Ensure the implementation of youth development strategies and programmes in different sectors within society to empower young people to become self-reliant; Creating opportunities for unemployed youth by ensuring the Implementation of the EPWP programmes across the social sector; Provisioning of sustainable developmental programmes which facilitates empowerment to communities based on empirical research and demographic information; Ensure the implementation of the information Education and Communication strategy (IEC) to promote population policy; Strengthen coordination in the provisioning of social welfare, community development and corporate services in the districts; Improve compliance on the PFMA Act, Regulations and Non-profit act to enable non-profit organisations to provide services as guided by the specifications plan.

**ENQUIRIES**

: Mr. Justice Bekebeke Tel No: 053 838 2950