

**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** : 31 October 2022
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za<<http://www.gov.za>>, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Only shortlisted candidates will submit proof of residence and SAQA qualifications. 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 40/214** : **ASSISTANT DIRECTOR: RISK MANAGEMENT AND INTEGRITY MANAGEMENT REF NO: NCDEDAT/2022/07**
- 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 tertiary qualification (National Diploma NQF 6 or Degree NQF 7) in Risk Management / Internal Auditing. 3 - 5 years' experience in risk management, auditing, accounting and consulting services. Valid driver's license.
- DUTIES** : Facilitate and coordinate the development/ review of organizational risk management policies, strategies and frameworks. Assist in managing continuous organizational risk management processes. Assist with compilation of report on risk management to the Accounting Officer, Management and Risk Management Committee. Assist in Managing and facilitating the development/ review of Fraud Prevention and Anti-Corruption strategies and programmes. Promote risk awareness culture throughout the Department. Coordinate the audit functions. Skills & Knowledge: Problem solving, communication,

presentation, computer literacy, interpersonal, policy development, stakeholder relations and report writing skills. Knowledge of PFMA and Treasury Regulations, National Treasury Risk Management Framework and other risk management best practices, Prevention and Combating of Corrupt Activities Act 2004 (Act of 2004), Financial Intelligence Centre Act 2001 (Act 38 of 2001), Foreign Corrupt Practices Act 2004, Prevention of Organized Crime Act 1998 (Act 121 of 1998)

- ENQUIRIES** : Ms KS Mazimba Tel No: (053) 839 4081
- POST 40/215** : **ASSISTANT DIRECTOR: RESEARCH AND POLICY COORDINATION REF NO: NCDEDAT/2022/08**
- 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 tertiary qualification (National Diploma NQF 6 or Degree NQF 7) in Economics or Statistics or equivalent. 3-5 Years relevant experience. Valid driver's licence. Added advantage: A post graduate qualification in economics or statistics.
- DUTIES** : Research, review and analyse existing and new economic policies to inform economic planning. Manage the co-ordination of the Departmental Economic cluster Plans. Coordinate internal and external stakeholders to monitor the implementation of provincial strategies and plans and ensure alignment to national policies. Assist in conducting Economic analysis to inform policy and strategy formulation. Coordinate the departmental inputs to SOPA and Budget Speech and monitor implementation of commitments. Supervise and mentor junior staff. Monthly and quarterly reporting. Skills & Knowledge: Problem solving, communication, computer Literacy, interpersonal, policy development, stakeholder relations, analytical, mathematics, conflict management report writing skills. Knowledge of Research Methodology, Financial Management, Planning, Organizing and economic analysis.
- ENQUIRIES** : Ms KS Mazimba Tel No: (053) 839 4081
- POST 40/216** : **ASSISTANT DIRECTOR: ORGANIZATIONAL DESIGN AND JOB EVALUATION REF NO: NCDEDAT/2022/09**
- 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
: Degree or National Diploma in Public Administration. 3- 5 Years' experience in organizational operations and design. Knowledge of Operations Management Framework (OMF) and Organizational Functionality Assessment (OFA) will be an added advantage. Computer Literate. Valid Driver's License.
- DUTIES** : Assist with the development of the Organizational Structure of the department. Assist with post establishment within the department. Render Job Evaluation Services. Render Operations Management Framework Functions inclusive of the Service Delivery Plans, Service Charters, Service Standards and Service Delivery Model. Mapping of Standard Operating Policies. Assist with the compilation of Departmental Annual Reports, HR Plans, HR Implementation Reports, Organizational Functionality Assessment Reports, Business Plans, Costing Analysis, EE Plans and reports. Service Supervise and mentor junior staff. Skills & Knowledge: Plan, organize, lead and control. Facilitation, project management, financial management, presentation, conflict management, report writing and time management skills. Confidentiality. Coaching and mentoring. Understanding of Public Service Policy and legislative framework. Communication, decision- making and problem solving, networking/liaison with stakeholders and negotiation skills.
- ENQUIRIES** : Ms KS Mazimba Tel No: (053) 839 4081

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).

FOR ATTENTION
CLOSING DATE
NOTE

: Mrs. R. Booysen
: 04 November 2022
: The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at this 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 or obtainable from any Public Service Department and should be accompanied by a 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). No faxed, e-mailed or late applications will be accepted. 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. 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.

OTHER POST

POST 40/217

: **OFFICE MANAGER REF NO: OM/PRPM&E/2022**

SALARY
CENTRE
REQUIREMENTS

: R744 255 per annum
: Kimberley
: Applicants must be in possession of an appropriate Bachelors Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Administration as recognised by SAQA. Candidates must also have a minimum of three (3) years' Office administration/ management experience on a junior management level in the Policy Research and Performance Monitoring and Evaluation field. Competencies And Skills: Extensive knowledge of the functioning of Provincial Government; Knowledge of the , Public Service Act and Regulations, Financial Management, Human Resources, Public Administration, Reporting procedures, compilation of management reports, Research Methodology, Project Management, Policy Research, and Analysis. The ability to interpret and apply policies, and manage conflict situations effectively; Good leadership and managerial skills; planning and organisational skills; formal presentation skills, good communication skills and report writing; Research methodology, computer literacy. Ability to communicate ideas and issues in a tactful, influential manner and to work under pressure.

DUTIES

: Undertake policy or line function tasks as required: Execute research, analyze information and compile complex documents for the DDG; Source information and compile memoranda as required; Scrutinize submissions/reports; make notes and recommendations to present to the DDG; Draft responses for submission to internal and external stakeholders; Co-ordinate, follow-up and compile reports of a transverse nature for the DDG and advise/sensitize the DDG on reports to be submitted (for example by Components etc).Compile presentations for the DDG. Provide support to the Deputy Director General: Scrutinize documents to determine actions/information/documents required; Collect and compile information with regard to issues that needs to be discussed; Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation; Compile the agenda of meetings chaired by the Provincial Branch Head and ensure circulation of accompanying memoranda; Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc, Co-ordinate the performance agreements/assessments and financial disclosures with regard to SMS in the relevant branch. Manage general support services in the office of the Deputy Director General: Set up and maintain systems in the Office that will ensure efficiency in the office; Establish, implement and maintain effective processes/procedures for information and documents flow to and from the Office; Ensure the safekeeping of all documentation in the

Office; Manage the engagements of the DDG. Manage the resources of the office of the Deputy Director General: Determine and collate information with regard to the budget needs of the Office; Keep record of expenditure commitments, monitor expenditure and alert the DDG with regard to possible over and under spending; Identify the need to move funds between items compile submissions for this purpose; Monitor and evaluate the performance of the Staff in the Office; Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc, Quality assurance responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES

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Dr. S. Jonkers Tel No: 053 838 2541