

**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** : 12 December 2022
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department should be dully completed and accompanied by a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. All applications, including those submitted via registered mail must reach the department before 16h00 on the day of the closing date. Incomplete applications, applications on incorrect forms, applications sent or delivered to the wrong address or applications received after closing date will be disqualified.

MANAGEMENT ECHELON

<u>POST 44/479</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: NCDEDAT/2022/10</u>
<u>SALARY</u>	:	R1 308 051 – R1 563 948 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement.
<u>CENTRE REQUIREMENTS</u>	:	Kimberley Office
	:	Applicants must be in possession of an undergraduate qualification (NQF7) in Finance / Accounting, or an equivalent qualification as recognised by SAQA; Registered as a Chartered Accountant in good standing with a recognised Professional body will be an added advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in Government: Generally, Recognised Accounting Practices (GRAP), Foreign Service Act, and Preferential Procurement Policy Framework (PPPFA). At least 10 years' experience at a senior managerial level, coupled with extensive management experience in the field of financial management covering Accounting, Auditing, Risk Management, Budgeting, Reporting, Asset Management and Supply Chain Management. Competencies and Skills: Excellent knowledge of financial management, contract management, supply chain management systems and budgeting principles; Expert knowledge of Basic Accounting Systems, procedures and controls within the private and public sectors; Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting, management accounting, cost accounting, internal controls, internal and external audit, information systems and Supply Chain Management; Knowledge and understanding of Facilities and Property management; Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa; Acumen and experience to manage and interact with key stakeholders at senior level; Proven strategic and leadership capabilities, programme and project management, and people management and empowerment; Well-developed research and development methodologies. Excellent communication skills (written and verbal); Client orientation and customer focus, honesty and integrity, and time management skills; Excellent project management, problem solving, report writing, computer and analytic skills are key to this post; Understanding of SA foreign policy.
<u>DUTIES</u>	:	Oversee and provide overall management in the implementation of financial management and administrative services; Oversee and manage the provisioning of assets and supply chain management services; Provide overall management and facilitation of properties and facilities management services; Provide overall management and strategic direction in the Branch; Execute all responsibilities delegated by the Accounting Officer in terms of Sections 38 to 43 of the PFMA; Maintain an integrated accounting and financial management system, including financial reporting and internal control; Oversee the budgetary process within the Department and ensure alignment to Departmental strategic objectives as well as exercise budgetary control and provide early warning arrangements at strategic level; Oversee the preparation and submission of quarterly and annual financial statements including other financial reports and liaise with National Treasury and the Auditor-General in this regard; Participate in policy formulation and review by rendering advice to the Executing Authority, Accounting Officer and Top Management on financial matters and financial consequences thereof; Oversee the development, revision and alignment of the departmental policies, priorities and processes according to National Legislation, Public Service Regulations and national and international best practices; Liaise with CFO's of other government departments regarding financial transactions for diplomatic missions abroad and ensure speedy recovery of expenditure incurred by the Department on behalf of other Departments; Liaise with the relevant role-players in the financial environment regarding transversal financial matters; Manage foreign exchange fluctuation in line with National Treasury and South African Reserve Bank (SARB) guidelines.
<u>ENQUIRIES</u>	:	Mr T Mabija Tel No: (053) 839 4002

SOUTH AFRICAN POLICE SERVICE

- APPLICATIONS** : Applications forms can also be obtained from SAPS Provincial Office and can be posted to the following address:
Provincial Head Human Resource Management, Recruitment Office, Private Bag x5001, Kimberley, 8300 or hand deliver at the SAPS Provincial Office, 19 George Street, Kimberley (locked silver container at entrance)
- CLOSING DATE** : 02 December 2022 at 16:00
- NOTE** : Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

OTHER POSTS

- POST 44/480** : **SECURITY OFFICER**
- SALARY CENTRE** :
- R128 166 per annum (Level 03)
 - Springbok Garage Ref No: NCS 1/11/2022 (X2 Posts)
 - Springbok VCIU Ref No: NCS 2/11/2022 (X2 Posts)
 - Upington K9 Ref No: NCS 3/11/2022 (X2 Posts)
 - Upington VCIU Ref No: NCS 4/11/2022
 - De Aar K9 Ref No: NCS 5/11/2022 (X4 Posts)
 - Kimberley Garage Ref No: NCS 6/11/2022
 - Kimberley K9 Ref No: NCS 7/11/2022
 - PC Building Kimberley Ref No: NCS 8/11/2022 (X5 Posts)
 - Provincial HRD Kimberley Ref No: NCS 9/11/2022 (X5 Posts)
 - Crime Intelligence Kimberley Ref No: NCS 10/11/2022 (X3 Posts)
 - Kimberley VSS / VCIU Ref No: NCS 11/11/2022 (X4 Posts)
 - Markstead Building Kimberley Ref No: NCS 12/11/2022 (X4 Posts)
 - Kenilworth Building Kimberley Ref No: NCS 13/11/2022 (X6 Posts)
 - Monate Meat Building Kimberley Ref No: NCS 14/11/2022 (X3 Posts)

- REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
- ENQUIRIES** : Warrant Officer Teise / PO Moorcroft / PO Syfers Tel No: (053) 839-2510 / 2813 / 3724
- POST 44/481** : **GENERAL WORKER**
- SALARY CENTRE** : R107 196 per annum (Level 02)
 : Alexanderbay Ref No: NCGW 1/11/2022
 : Noupoot Ref No: NCGW 2/11/2022
 : Paballelo Ref No: NCGW 3/11/2022
 : Augrabies Ref No: NCGW 4/11/2022
 : De Aar Ref No: NCGW 5/11/2022
 : Delpportshoop Ref No: NCGW 6/11/2022
 : Garies Ref No: NCGW 7/11/2022
 : Rietfontein Ref No: NCGW 8/11/2022
 : Keimoes Ref No: NCGW 9/11/2022
 : Modderrivier Ref No: NCGW 10/11/2022
 : Nababeep Ref No: NCGW 11/11/2022
 : Strydenburg Ref No: NCGW 12/11/2022
 : Groblershoop Ref No: NCGW 13/11/2022
 : Vanderkloof Ref No: NCGW 14/11/2022
 : Wrenchville Ref No: NCGW 15/11/2022
 : Galeshewe Ref No: NCGW 16/11/2022
 : Kimberley Garage Ref No: NCGW 17/11/2022
 : Upington STES Ref No: NCGW 18/11/2022
- REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
- DUTIES** : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as

dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

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