

**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** : 13 February 2023
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. 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 the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. The Department reserves the right not to make any appointment(s) to the above post. 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. 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. The Department 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).

OTHER POSTS

- POST 03/321** : **DEPUTY DIRECTOR: LEGAL SERVICES AND LABOUR RELATIONS REF NO: NCDEDAT/2023/04**
- SALARY** : R766 584 – R903 006 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
Tertiary qualification in Law / Labour Law (LLB). 3-5 Years relevant experience at Assistant Director Level. Proven Experience in Legal Administration and Labour Relations. Valid driver's licence.

- DUTIES** : Manage and monitor the labour relations functions in the department. Manage and monitor the legal services function. Management and supervision of the sub-directorate. Prepare legal advice and opinions. Draft SLA's. Liaise with the office of the State Attorney. Manage the relationship with organized labour within the department and other external stakeholders. Skills & Knowledge: Ability to communicate ideas and issues in a tactful, influential manner, verbally and in writing, both formally and informally. Problem solving, Computer Literacy, analytical, organizing and planning, report writing, decision making, negotiation, facilitation and conflict management skills. Knowledge: Policy analysis and development, Monitoring systems and procedures, relevant legislations and related policies, Labour Relations and Law, Employee Assistant Programmes, Health and Safety, Gender issues.
- ENQUIRIES** : Mr T. Ngamole Tel No: (053) 839 4013
- POST 03/322** : **ASSISTANT DIRECTOR: RESEARCH AND POLICY COORDINATION REF NO: NCDEDAT/2023/02**
(Re-advertisement, applicants who previously applied must re-apply)
- SALARY** : R393 711 - R463 764 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 MR Musa Tel No: (053) 839 4076
- POST 03/323** : **ADMIN OFFICER: ECONOMIC EMPOWERMENT AND ENTERPRISE DEVELOPMENT REF NO: NCDEDAT/2023/01**
- SALARY** : R269 214 - R317 127 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 Business Management or equivalent. Two years' experience in Business Management or Economics environment. Valid drivers license.
- DUTIES** : Render general administrative support services by drafting memorandums, letters and submissions. Liaise with management and track documents. Coordinate, collate and compile reports and presentations. Ensure adherence to due dates. Assist with secretariat functions relating to sub-directorate. Compile minutes of meetings and assist with logistical arrangement. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate Skills & Knowledge: Ability to communicate ideas and issues in a tactful, influential manner, verbally and in writing, both formally and informally. Problem solving, computer literacy, numeracy, analytical skills, organizing and report writing. Knowledge of prescripts and legislation that inform Economic Development programmes, strategies and functioning of government.
- ENQUIRIES** : Ms MR Musa Tel No: (053) 839 4076