

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
NB: *The Northern Cape Department of Co-operative Governance, Human Settlements & Traditional Affairs is an equal opportunity, affirmative action employer and aims to achieve gender representivity at this level. Therefore, we preferably call for suitably qualified women to apply.*

- APPLICATIONS** : All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs Private Bag X5005 Kimberley, 8300 OR Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building Kimberley.
- FOR ATTENTION** : Ms. K. Moitsehang, Human Resources Tel No: 053 830 9459.
- CLOSING DATE** : 03 March 2023
- NOTE** : The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed Applicants are not required to submit copies of qualifications and other relevant documents on application. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in Department of COGHSTA through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021. Shortlisted candidates must be available at the date and time determined by the panel, or risk disqualification.

MANAGEMENT ECHELON

- POST 06/306** : **CHIEF DIRECTOR: HUMAN SETTLEMENTS REF NO: HS/1/2/2023**
 Branch: Human Settlements
 Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R1 308 051 per annum (Level 14), all-inclusive package
- CENTRE** : Provincial Office (Kimberley)
- REQUIREMENTS** : An appropriate, relevant Bachelor's Degree (NQF level 7) as recognized by SAQA, in Project & Programme Management / Finance / Housing Development / Social Sciences or any other equivalent qualification, coupled with 8-10 years' experience at senior managerial level. A valid driver's license. Knowledge of PFMA; Knowledge of Public Service Act; Knowledge of Public Service Regulations, Knowledge of Human Resource prescripts. Knowledge of Housing Act and Housing Code; Knowledge of Labour Relations Acts; Knowledge of Legislations; Knowledge of Criminal Act; Extensive knowledge of legal interpretations; Knowledge of BBE Acts; Knowledge of Treasury

Regulations and guideline; Knowledge of the Constitution of South Africa. In depth knowledge of Procurement Policies and Acts; Knowledge of and understanding of the Standard Chart of Accounts (SCOPA); Knowledge of the Basic Accounting System (BAS) and LOGIS as well as the Departmental Reporting Framework Guide. Presentation skills; Analytical skills; Interpersonal relation skills; Computer skills; Strategic Planning skills; Research skills; Financial management skills; Time management skills; Report writing skills; Problem solving skills; Communication skills; Conflict management skills; Change management skills; Project management skills; Decision making skills; Chairing of meetings; Confidentiality ;Proactive ;Honesty; Integrity; Professionalism; Punctual; Service oriented; Ability to work under pressure; Flexibility to work extra hours; Team orientated.

DUTIES

: The Chief Director's responsibilities will be to provide strategic programme management for the integrated feasibility study. Ensure the creation of sustainable human settlements throughout the province. Manage the state owned property and facilitate home ownership through relevant policies. Ensure effective administration of housing subsidy system in the department. Knowledge and expertise in human settlements needs, planning and research, human settlements administration and project and programme management. Ensure effective administration of contracts to fast-track housing development projects. Develop and facilitate implementation of human settlements policies, legislation and need research. Ensure effective and efficient management of human, financial resources of the chief directorate and coordinate projects.

**ENQUIRIES
NOTE**

: Mr. B.S. Lenkoe Tel No: (053) 830 9427
 : "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

OTHER POST

POST 06/307

: **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANTS / SERVICES REF NO: CG/ 2/2/2023**
 Branch: Municipal Infrastructure Development

**SALARY
CENTRE
REQUIREMENTS**

: R766 584 per annum (Level 11), all-inclusive package
 : Provincial Office (Kimberley)
 : Bachelor's degree in Civil Engineering OR a three-year National Diploma with a minimum of 5 years' experience at junior management level in related field; Knowledge of programme and project management; Project design and analysis; Legal and operational compliance as well as the creation of a high – performance culture; Communication skills; Problem solving and analysis skills; Decision making and conflict management skills; Research and development; Strategic capacity and leadership, Financial management and computer skills; Negotiation Skills; Applicable legislation and prescripts in the Project Management field. A valid driver's licence.

DUTIES

: Co-ordinate and manage municipal infrastructure grants and infrastructure services; Co-ordinate and manage technical support pertaining to municipal infrastructure planning and development; Liaison/Facilitation with District and Local municipalities and other role players in MIG and Departmental Infrastructure projects; Advice Departments, Districts, Local municipalities and other Stakeholders on Procedural/technical and policy matters on infrastructure; Provide input with regard to Policy development and Management; Monitoring the progress of grant funding to Municipalities on project implementation; Monitor and support Municipalities on implementation of infrastructure programmes, coordinate and manage project evaluation and approval processes; Liaise with CoGTA and other National/Provincial Departments on MIG and Departmental projects.

ENQUIRIES : Ms. M Booysen Tel No: (053) 8309856
NOTE : "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security

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 : 06 March 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 POST

- POST 06/308** : **ASSISTANT DIRECTOR: RISK MANAGEMENT AND INTEGRITY MANAGEMENT REF NO: NCDEDAT/2023/04**
(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 or Degree) in Risk Management. 3 - 5 years' experience in risk management. Valid driver's license.
- DUTIES** : Facilitate and coordinate the development / or review of organizational risk management policies, strategies and frameworks. Implement continuous organizational risk management processes. Compile report on risk management to the Accounting Officer, Management and Risk Management Committee. Facilitate and coordinate 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 MR Musa Tel No: (053) 839 4076

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** : 03 March 2023
- 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. Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. 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 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 will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are 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 only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. 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. 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.

MANAGEMENT ECHELON

- POST 06/309** : **DIRECTOR: FINANCIAL INFORMATION MANAGEMENT SYSTEMS REF NO: NCPT/2023/04**
- SALARY CENTRE REQUIREMENTS** : R1 105 383 – R1 302 102 per annum (Level 13), (TCE package)
: Kimberley
: Degree: (NQF/7) in Public Management / Information Systems / Financial Management and any other related fields. A minimum of 5- 10 year's relevant experience at a middle managerial level within Finance/ Public Finance Management/ Procurement/ Financial Systems. A valid driver's license. Skills & Knowledge: Knowledge of financial systems, financial management and strategic planning, Constitution of the Republic of South Africa, Public Finance Management Act, Financial Norms and Standards (PFMA, Treasury Regulations, Provincial Treasury instructions, practice notes and directives). Knowledge of the Medium Term Expenditure Framework budget, knowledge of legislation, Directives and procedures with regards to Financial Management (PFMA, Treasury regulations, Directives, Division of Revenue Act, Appropriation Act, Intergovernmental Fiscal Relations Act), BBBEE Policy framework. Knowledge of the Department's constitutional mandate, Business partnering, Labour Relations Act, Research Methodology, Employee Performance Management and Development System, Policy analysis and development skills, Planning and Organizing skills, Strategist, Analytical, Decision making skills, Problem solving skills, Facilitation skills and Conflict management. Computer literacy (Word, Excel & PowerPoint).
- DUTIES** : Ensure the provision of technical and functional support of transversal systems in respect of the following: Ensure the provision of technical support on transversal systems (BAS, LOGIS and PERSAL) to provincial users. Provisioning of management reports through data management. Service management and governance of financial systems technical support. Adherence to prescribed financial Month, Year-end and Final Audit closure. Segment (COR) changes as per budget statement affected on BAS and submitted to PERSAL. Ensure that Financial year-end guidelines are implemented accordingly. Management of the Provincial Helpdesk function to all System Users. Monitor the amendment of establishment codes of departments. Ensure capacity building in Provincial Departments to enhance effective utilisation of transversal systems and sub-systems in respect off: Ensure the provision of BAS, LOGIS and PERSAL training in the Provincial Administration. Conducting Provincial BAS, LOGIS and PERSAL User Forum and representation of the Province at the National User Group. Ensuring system functionalities are optimally used. Ensure compilation of reports to

enhance monitoring compliance and enforcement of prescribed legislation, policies and enforcement in respect of: Ensure compliance with FYE closure dates and report on clearing of suspense accounts and ME and FYE closure status. Examine, consolidate and report on the passing of opening journals. Consolidate and report on Final Audit Closure. Verify and consolidate 30 Day Payments data. Monitor the maintenance of the PERSAL user database and user access activities. Ensure that departments' use the departmental tables. Analysing of system data, and Ensure assessments and report on the optimal utilization of LOGIS are conducted. Ensure and monitor the biometric headcount system to ensure PERSAL integrity in respect of the database. Ensure System Controller functions provided to Departments for BAS in respect of: Amend and implement amendments of Provincial BAS Security Management Manual. Scrutinize BAS Syscon's examining and reporting on BAS Sub-syscon & BAS user activities. Monitor the Updated and maintained BAS matrix and Provincial user database. Ensure the implementation of new/Re-implementation of financial system or changes in SCOA.

ENQUIRIES

: Mr. OM Vermeulen Tel No: (053) 830 8270

POST 06/310

: **DIRECTOR: MUNICIPAL FINANCIAL MANAGEMENT REF NO: NCPT/2023/05 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS

: R1 105 383 – R1 302 102 per annum (Level 13), (TCE package)
 : Pixley KA Seme & ZF Mgcawu District
 : Degree: (NQF/7) in Financial Management / Accounting/ Local Government or equivalent qualifications. 5- 10 year's relevant experience at a Middle Managerial level in the Municipal Finance/ Accounting environment. A valid driver's license. Skills & Knowledge: Knowledge of Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), Treasury Regulations/notice, Division of revenue act, Public Service Act 1994, Public Service Regulations 2016, Skills Development Act, Labour Relations Act, DPSA directives. Knowledge of the Medium Term Revenue and Expenditure Framework, Local government circulars and regulations. Medium Term Strategic Framework (MTSF), Strategic Policy. Policy formulation and development, Planning and Organizing skills, Strategic Management, Financial Management, Project Management, Analytical and innovative thinking, Decision making and Problem solving skills, Ability to interpret and apply policies, Report writing, Facilitation skills, Conflict management, Computer literacy (Word, Excel & PowerPoint), People Management and Change Management.

DUTIES

: Ensure the implementation of Municipal Budget Framework: Ensure that the budget timetable is prepared and tabled within the regulated timeframe. Obtain budget allocations from Municipalities. Assist municipalities in preparation of budgets in the regulated formats. Review municipal budgets analyses and provide inputs before approval. Monitor and provide guidance on the monitoring of preparation of the service delivery and budget implementation plan within the regulate time-frame. Ensure submission of monthly budget reports by the regulated due date. Review and provide inputs on analysis of submitted monthly reports and feedback to municipalities. Prepare the district consolidated monthly and quarterly budget performance report. Coordinate preparation of half-yearly budget performance reports and adjustment budgets. Review performance of the conditional grants. Coordinate the roll over process per district. Ensure the implementation of Revenue and Debt within Municipalities: Ensure the development and implementation of revenue management policy. Provide guidance to municipalities on the use of Cadastre and GIS to assist in identification of properties within municipal jurisdiction. Provide advice on the registration and management of indigents. Review the governmental departmental debts and facilitate payments. Analyse revenue management performance and provide guidance to improve financial sustainability. Co-ordinate effectiveness of district revenue management forums. Ensure the review on internal controls put in place by municipalities for revenue collection and provide guidance. Review intention of municipalities to enter into borrowings. Provide guidance on the revenue enhancement strategies and implementation. Promote the effective implementation of Accounting, reporting services within Municipalities: Provide guidance of the development of implementation of AG Action Plan. Provide guidance on the implementation of the audit strategy. Liaise with AGSA on municipal audit matters. Provide advice on the performance and co-ordination of municipal

bulk purchases. Develop monitoring tools on accounting in year reports and reconciliations. Provide guidance on the preparation of the annual financial statements in line with norms and standards. Provide guidance on the interpretation of accounting standards. Provide guidance and supervision on municipal ratio analyses based on adopted budgets and Annual Financial Statements. Provide guidance, development and monitor implementation of the Financial Recovery Plans. Provide guidance on the review of interim and review draft annual financial statements. Ensure that training is provided on accounting related matters. Ensure compliance with Supply Chain Management and Assets and Liabilities regulatory framework: Ensure that supply chain policies are reviewed in line with the Constitution, MFMA, Prevention and Combating of corrupt activities Act, CIDB Act and other relevant legislative prescripts. Provide guidance on the alignment of SCM process to the budget processes. Design review tools for monitoring SCM and review the analysis conducted on municipal SCM processes and provide inputs on feedback to municipalities. Ensure that the roll out SCM reforms by co-ordinating workshops with municipalities. Advise municipalities on the interpretation of Supply Chain Management legislative prescripts, regulations and related circulars. Review the performance of municipalities to determine support level required through assessments of the Financial Management Capability Model (FMCM). Provide training to council is properly advised/ \trained on its oversight role over supply chain management processes. Provide guidance on the asset management policy. Provide guidance on the asset management cycle. Ensure the implementation of the MFMA, Treasury Regulations and Risk Management Framework for compliance: Provide training to council is properly advised/trained on its oversight role over MFMA compliance and risk management processes. Provide support on the review of systems of delegation and approval by Council. Monitor and ensure effectiveness of District Risk Management Forum. Provide inputs into Municipal risk and internal auditors Forum. Provide guidance on the development and implementation of Risk Management policy and Risk Management strategy. Review analyses conducted on municipal risk management process. Provide guidance on the development of the Internal Audit policy and annual plans. Provide guidance on the alignment of the Internal Audit plans to the risks relevant to the municipalities. Analyse internal audit and audit committee functionality. Provide guidance and ensure effective functionality of district internal audit forums. Review the assessment and support provided on the effectiveness of municipal internship programme. Provide guidance on the implementation of Financial Disciplinary Board. Provide guidance on the implementation of the MPAC guidance tool. Provide guidance on the general MFMA compliance. Ensure effective and efficient management of resources including HRM within the Directorate: Manage the budget, financial resources and assets; Sign performance agreements with the Secretary and Deputy Directors; Assess the bi-annual performance and annual reviews of the Secretary and Deputy Directors; Manage the leave of staff members in the Directorate; Ensure the maintenance of discipline in the Directorate; Filling of the vacant posts in the Directorate.

ENQUIRIES

: Ms. B Magaguli Tel No: (053) 830 8345

OTHER POSTS

POST 06/311

: **ASSITANT DIRECTOR: RECORDS MANAGEMENT REF NO: NCPT/2023/06**

SALARY CENTRE REQUIREMENTS

: R393 711 – R463 764 per annum (Level 09)
 : Kimberley
 : National Diploma / Bachelor’s Degree (NQF: 6/7) in Records Management, Information Science or related qualification. 2-3 years’ relevant work experience in records management environment of which two (2) years must be at supervisory level. A valid Driver’s license. Skills & Knowledge: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; National Archives and Records, Services of South Africa Act (NARSA), Promotion of Access to Information Act (PAIA), Public Finance Management Act (PFMA). Planning and organising skills, Computer literacy skills, Interpersonal skills, Problem solving skills, Communication (written and verbal) skills, Project management skills, Ability to interpret and apply relevant policies and procedures, Ability to work under pressure. Decision making

		skills. Negotiation skills. Facilitation skills. Computer literacy (Word, Excel and Power Point).
<u>DUTIES</u>	:	Co-ordinate records management services in the department: Ensure proper filing and classification of records, Safe-keeping of departmental records, ensure proper access control and registry counter services, ensure proper operation of the office machines in relation to registry functions, Conduct inspections on employee records, Provide assistance with the drafting of the departments records management policies, manual and guides. Deliver appropriate user support and training to all staff in the use of records management systems: Provide records management protocol information sessions, Guidance with retrieving information from the filing system when requested. Maintaining up-to-date logs, including information about file changes or who has access. Conducting routine verification to ensure integrity of the filing system. Implement the systematic records management and disposal system: Ensure an efficient systematic control by creating and maintaining of records. Performing data entry of all documents entering registry. Updating existing records. Ensure proper disposition of records. Implement the departmental Records Management Policy, File Plan, Records Control Schedule, Registry Procedure Manual, Protection of Personal Information Act and Promotion of Access to Information Act. Supervise Records Management staff: Administer the performance, training and development of officials. Maintenance of discipline. Leave Management.
<u>ENQUIRIES</u>	:	Mr S Madibela Tel No: (053) 830 8250
<u>POST 06/312</u>	:	<u>ASSITANT DIRECTOR: SECURITY MANAGEMENT REF NO: NCPT/2023/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 – R463 764 per annum (Level 09)
	:	Kimberley
	:	National Diploma/Degree: Bachelor's Degree (NQF:6/7) in Security Management or equivalent qualification/ NIA Security Management Course and/or Grade A PSIRA certificate (Private Security Industry Regulatory Authority will be an added advantage. 2-3 years' relevant experience in the field of Security Management. Willingness to travel extensively and work outside normal official working hours. A valid driver's license. Skills & Knowledge: Extensive knowledge in Security Management. Knowledge of Security Management legislation and policies. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the State Security Sector and Criminal Justice System. Good Communication skills. Policy formulation. Financial Management. Delegation and leading. Research and Analysis. Project Management. Effective organisational skills. Planning and Organisational skills. Analytical thinking. Decision making skills. Presentation skills. Negotiation skills. Conflict management and problem solving skills. Facilitation skills. Computer literacy (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Facilitate the implementation of departmental security policy: Monitor compliance with security policy and procedures. Assist in the management of total security (personnel, document, physical, assets, contingency planning and security planning) of NCPT. Conduct investigation on reported cases. The mitigation of security risks and threats within the department: Conduct Security appraisal/TRA Threat and Risk Analysis. Conduct Security Audit/Inspection. Plan and Conduct Security Awareness Programmes. Facilitate the completion of Oath of Secretary forms/Financial Disclosure forms. Interaction with security-related and relevant authorities including government departments (SAPS, SSA etc.). Facilitate the taking of fingerprints for security screening of candidates and service providers. Perform secretariat duties for security committee meeting. Manage the private security service providers: Ensure compliance with applicable Service Level Agreement. Facilitate meeting with service security service providers. Facilitate the provision and repair of security equipment's. Oversee the security unit.
<u>ENQUIRIES</u>	:	Mr S Madibela Tel No: (053) 830 8250