

**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 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 POSTS

- POST 07/272** : **OFFICE MANAGER: OFFICE OF THE HOD REF NO: NCDEDAT/2023/05**
(Re-advertisement, applicants who previously applied must re-apply)
- SALARY** : R766 584 – R903 006 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Kimberley Office
- REQUIREMENTS** : Three year recognized National Diploma or degree in Economics/Public/Business Administration/Office Management or equivalent qualification, 3 – 5 years' experience at a junior management level/supervision, of which 3 years' experience should be in the administrative/secretariat and/ or

- related field, working knowledge of the functioning of provincial/national government, basic knowledge of MS Word, Excel & Power-point, good verbal & written communication skills, financial management, knowledge of project management. Valid driver's license.
- DUTIES** : Undertake policy or line function tasks as required, coordinate external strategic alliances between the office of the HOD and other stakeholders, provide support to the Head of Department, manage general support services in the office of the Head of Department, manage the resources of the Head of Department. To ensure that Office of the HOD functions effectively and efficiently. Management and general operations in the HOD Office; Develop and implement a Record Management System; Quality Assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the HOD; Manage the budget of the Office of the HOD and facilitate Logistics and Procurement processes; Staff Management and development. Skills & Knowledge: Relevant Public Service and departmental prescripts, Computer literacy, Verbal and written communication skill, Interpersonal skill, project management skill and working relations with other departments (National and Provincial), Private sector and colleagues.
- ENQUIRIES** : Ms M Musa Tel No: (053) 839 4076
- POST 07/273** : **ASSISTANT DIRECTOR: HARDWARE AND SOFTWARE SUPPORT REF NO: NCDE DAT/2023/06**
- 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 in in Information and Communication Technology. 3-5 years practical experience in an Information and Communication Technology environment. Experience in the development of policies/implementation strategies. Valid driver's licence will be an added advantage.
- DUTIES** : Manage data storage on servers. Implement and maintain departmental hardware and software resources. Manage departmental networks (WAN and LAN). Manage the IT helpdesk. Supervise hardware and software audit process. Supervise the ICT procurement process. Supervise ICT e-Infrastructure development. IT Governance. IT Service Management. Project Management. Skills & Knowledge: Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally. Problem solving, computer, numeracy, literacy, analytical, influencing, organizing and report writing skills. Client orientated. Commitment. Integrity. Professionalism and loyalty.
- ENQUIRIES** : Ms M Thomas Tel No: (053) 839 4070
- POST 07/274** : **PERSONAL ASSISTANT: TRADE AND SECTOR DEVELOPMENT REF NO: NCDE DAT/2023/07**
- SALARY** : R269 214 - R317127 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
: Grade 12. Diploma in Office Management. Computer Literacy. 2-3 years relevant experience. Valid driver's licence will be an added advantage.
- DUTIES** : To render effective and efficient secretarial and administrative support to the Executive Manager. To provide effective and efficient organizational support to the Executive Manager. Effectively and efficiently manage meetings of the programme. Effective and efficient handling and coordination of information/correspondence within the programme. Enhancing good image and communication with internal and external stakeholders. Skills & Knowledge: Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally. Problem solving, computer, numeracy, literacy, analytical, influencing, organizing and report writing skills. Client orientated. Commitment. Integrity. Professionalism. Loyal. Punctuality. Accuracy. Ability to work under pressure.
- ENQUIRIES** : Ms M Thomas Tel No: (053) 839 4070

- POST 07/275** : **SECRETARY: ECONOMIC RESEARCH AND POLICY DEVELOPMENT REF NO: NCDEDAT/2023/08**
- SALARY** : R181 599 – R213 912 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
: Grade 12 or equivalent. Relevant experience in administrative duties. Valid driver's licence will be an added advantage.
- DUTIES** : To render effective and efficient secretarial and administrative support to the Senior Manager. Ensuring the necessary travelling arrangements are made when Senior Manager is to travel. Liaise with other Senior Managers and Internal/External stakeholders regarding engagements of the office of the Senior Manager and the unit. Effectively and efficiently manage meetings of the sub-programme. Enhancing good image and communication with internal and external stakeholders. Record keeping, information management and distributing all incoming and outgoing documents. Skills & Knowledge: Communicate in English as well as an African language. Interpersonal and organizational skill. Computer literacy. Ability to work under pressure and in a team. Good interpersonal relations. Good interpersonal relations. Problem solving, planning and report writing skills. Client orientated. Committed. Integrity. Professionalism and loyal.
- ENQUIRIES** : Ms M Thomas Tel No: (053) 839 4070