

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE**  
**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**

- 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. Moitseang, Human Resources Tel No: 053 830 9459.
- CLOSING DATE** : 27 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.

**OTHER POSTS**

- POST 09/263** : **DEPUTY DIRECTOR: INTERGRATED DEVELOPMENT PLANNING REF NO: CG/IDP01/03/2023**  
 Branch: Municipal Strategic Planning
- SALARY CENTRE REQUIREMENTS** : R908 502 per annum (Level 12), all-inclusive package  
 Provincial Office: (Kimberley)
- : An appropriate 3-year tertiary qualification (Degree/Diploma in Public Administration) or equivalent Qualification at (NQF6/7) with 3-5 years' relevant experience in local government at an Assistant director level. A valid driving licence. Extensive Knowledge of Strategic management and planning. Knowledge of PFMA. People management, IDP policy, legislation and guiding manuals: Numeracy and analytical skills. Research skills, Computer skills. Planning and Organizing skills Report writing skills, Project Management skills, Presentation and facilitation skills, Communication (Written and verbal) skills Problem solving skills Interpersonal skills.
- DUTIES** : Manage stakeholder's process for effective provisioning of sectoral support for the development and review municipal integrated development plans. Manage the process of alignment and integration of municipal IDPs with sectoral plans. Manage the process of ensuring that Municipal IDPs are legally compliant through monitoring the submission of municipal IDP process plans, IDP public

participation process, tabling of draft IDPs and final adoption of IDPs. Manage the process of assessing municipal IDPs and ensure that municipalities receive assessment feedback through MEC comments. Prepare an annual IDP development/ review report. Provide guidance, advice and support on the development, implementation and review of the DDM one plans as part of IDP process planning. Assist with coordination and facilitation of sector department participation and inputs into DDM, one plans linked to IDP priorities. Assist with coordination and facilitation of the process of reviewing and implementing the one plan; Assist with coordination and facilitation of the reflection of DDM one plan long-term projects and commitments in 5 year IDPs; Supervise and solve conflict within the Sub-Directorate; Supervise skills development plan of the Sub-Directorate; Supervise the PDMS within the Sub-Directorate; Supervise leave management within the Sub-Directorate; Supervise audit finding and queries of the Sub-Directorate.

**ENQUIRIES** : Mr. A. Mbolekwa Tel No: (053) 830 2847

**POST 09/264** : **MANAGER: SECRETARIAT TO THE NORTHERN CAPE PROVINCIAL HOUSE OF TRADITIONAL AND KHOISAN LEADERS REF NO: TA02/03/2023**  
Directorate: Traditional Affairs

**SALARY CENTRE REQUIREMENTS** : R908 502 per annum (Level12), all-inclusive package  
: Provincial Office (Kimberley)  
: An appropriate relevant Degree / Diploma (NQF 6/7) in Law, Humanities / Social Studies or equivalent qualification/s with 3-5 years 'experience in traditional leadership support at an Assistant Director level. Good understanding of traditional leadership matters and related legislative frameworks, protocols and processes. A valid driver's license is a prerequisite. Competencies: Sound communication skills; presentation skills, interpersonal skills; supervisory skills; organizational and planning skills. Financial management, diversity management, general management, research skills and report writing skills.

**DUTIES** : The person appointed to this post will be responsible to provide strategic, advisory and management support to the house. Support the House's performance of its functions. Facilitate the development of strategic and performance plans for the House. Develop systems for the operations and functioning of the House and provide support the committees of the House .Promote the interaction of the House with the National House and other provincial and local houses on matters concerning customs, traditions and culture. Support the House's participation in government development programmes Advise the Premier, MEC and HOD on matters dealing with the house procedures, protocols and other processes. Support the House's interaction with the legislature, parliament and departments on law-making processes. Assist members to resolve matters referred to the House. Conduct research on matters and topics identified by the House. Must assist the House with the development of inputs on Bills referred to the House by legislature, parliament and the National House.

**ENQUIRIES** : Mr. O.P. Toto Tel No: (053) 830 9400

#### **DEPARTMENT OF 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, 7<sup>th</sup> Floor, Post Office Building, Kimberley, or Email applications to: [Ncpt-HR@ncpg.gov.za](mailto:Ncpt-HR@ncpg.gov.za)

**FOR ATTENTION CLOSING DATE** : Ms. D Barnett  
: 27 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 can be downloaded at [www.dpsa.gov.za/vacancies](http://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. Please note that the following post is a re-advertisement, and candidates who previously applied are encouraged to re-apply.

#### **MANAGEMENT ECHELON**

<b><u>POST 09/265</u></b>	:	<b><u>CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: NCPT/2023/08</u></b>
<b><u>SALARY</u></b>	:	R1 308 051 – R1 563 948 per annum (Level 14), (TCE package)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Degree: (NQF/7) in Human Resource Management / Public Management and or related Management fields. A minimum of 5- 10 year's relevant experience at a Senior Managerial level (SMS) within Human Resource Management, Operational Management or Administrative Support Functions. A valid driver's license. Skills & Knowledge: Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, PSCBC resolutions. Strategic and leadership management, Programme and Project Management, Change and Knowledge management, Good Corporate Governance Principles. Planning and organisational skills. Monitoring and Evaluation. Report writing and communication skills. Leading and controlling skills. Computer literacy.

**DUTIES**

Decision-making and Networking skills. Leadership and team building skills. Analytical problem solving skill. Policy development. Financial management and formal presentation skills.

: implementation and reviewing of HRM policies. Conduct presentations to the Departmental Committees/meetings of all HRM matters. Monitor the implementation of Organizational Development, HR plan and EE plan. Manage the implementation of Employee Health and Wellness programmes and special programmes in the department. Monitor the development and implementation of HRD strategy and Workplace skills plan. Monitor the implementation of EPMSD procedures and policies. Monitor the implementation of sound labour relations processes. Oversee the implementation of Corporate Support Services in the department: Monitor the implementation of Legal Services in the department. Oversee the development, implementation and maintenance of Departmental Information Technology strategies. Oversee and direct the provisioning of internal and external communication and media services. Manage corporate services directorate e.g. Security Management, Facilities, and Records Management services. Advice and guide the HOD on matters relating to corporate services: Coordinate the development of HRM delegations. Recommend on discipline, grievances and disputes. Recommend on payment of merit awards. Approve appointment of Departmental staff as per HRM delegations. Oversee the effective and efficient implementation of strategic management in the department: To oversee strategic planning, research and policy co-ordination services in department. To oversee monitoring and evaluation services in department. To oversee change management and service delivery improvement services in department. To oversee quality management of documents within the department. Manage resources in the Chief Directorate: Financial resources. Manage human resources in the Chief Directorate and maintain discipline. Manage training and development of personnel according to agreed interventions. Manage the provision of equipment (assets) required by personnel for achievement of outputs in their respective Job Descriptions.

**ENQUIRIES**

: Dr. M Gasela Tel No: 053 830 8333