

**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** : 14 June 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](http://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 18/389** : **DEPUTY DIRECTOR: LEGAL SERVICES AND LABOUR RELATIONS REF NO: NCDEDAT/2023/14**  
(Re-advertisement, applicants who previously applied must re-apply).
- SALARY** : R811 560 – R952 824.per annum, (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** : LLB/Honours in Labour Law. 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.
- ENQUIRIES** : Mr T. Ngamole Tel No: (053) 839 4013

**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** : Ms. D Barnett
- CLOSING DATE** : 09 June 2023
- NOTE** :

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](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.

**OTHER POST**

- POST 18/390** : **DEPUTY DIRECTOR: MONITORING AND COMPLIANCE: NORMS & STANDARDS (PFMA) REF NO: NCPT/2023/08 (X2 POSTS)**
- SALARY** : R811 560 – R952 485 per annum (Level 11), (TCE package)
- CENTRE** : Kimberley
- REQUIREMENTS** : NQF level 7: Bachelor of Commerce in Enterprise/Commercial law and Economics, LLB Degree will be an added advantage. 3-5 year's Public Sector Finance experience at Junior Management level (ASD). A valid driver's license. Knowledge of Strategic Management. Knowledge in Public Finance

Management Act and Treasury Regulations. Report writing and communication skills at both high and lower levels. Planning and organizational skills. Computer literacy in MS Office. Analytical problem solving skills. Policy development. Financial management. Formal presentation. Interpersonal skills. Project and change management and Team work.

**DUTIES**

: Advice SCOPA and monitor implementation of oversight structures recommendation: Develop, maintain and update weekly legislature committee and plenary programmes (especially SCOPA). Keep a database of all SCOPA resolutions to be implemented by provincial departments. Tracking progress on the SCOPA resolution. Provide support/ information on any matter that require Treasury involvement. Compile / Provide inputs to the final SCOPA memo. Manage and assist with the development of provincial policies and procedures to comply with the minimum requirements. Initiate research and draft provincial instruction notes and policy papers. Monitor legislative alignment of financial management instruction notes and policies: Compile and maintain a database of all financial norms and standards and associated instructions or directives applicable to departments and public entities. Managing the provisioning of support on the interpretation of the PFMA and Treasury regulations to PFMA compliant institutions: Engage stakeholders on the analysis and interpretation disputes of financial management legal matters. Monitor records of cases and rulings on PFMA and its regulations. Respond to enquiries pertaining to legislative and policy interpretation, comment on various sector legislation impacting financial management. Maintain and monitor financial management delegations. Asses the continued relevance of issued financial norms and standards for departments and public entities, and response amendments thereto where appropriate. Manage priority areas in compliance with the PFMA, its regulations and instructions notes.

**ENQUIRIES**

: N. Asiya at (067) 398 0083