

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security).
- FOR ATTENTION** : Mrs. R. Booysen
- CLOSING DATE** : 30 June 2023
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at this level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at **www.dpsa.gov.za-vacancies** or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates. Applications submitted using the old Z83 form will not be accepted. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No faxed, e-mailed or late applications will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. For the Senior Manager a further requirement for all applicants 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 Management Leadership Programme *Certificate for entry into the SMS*. Applicants applying for the Senior positions must note that following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.

MANAGEMENT ECHELON

- POST 20/336** : **SENIOR MANAGER: INFORMATION SECURITY REF NO: OTP/IT/SM/IS/2023**
Re-Advertisement
- SALARY** : R1 162 200 per annum (Level 13), (an all-inclusive salary package)
- CENTRE** : Kimberley
- REQUIREMENTS** : A Bachelor Degree/BTech or Advanced Diploma qualification (NQF level 7) as recognized by SAQA in Project Management, Information and Communication Technology and or Computer Science. A certificate, diploma and or postgraduate qualification in cyber security / information security will be an advantage; 5 to 10 years' experience at middle and or senior management level in the relevant Information Technology environment. Competencies: Strategic Leadership Capability. Programme and Project Management. Change Management and Digital Transformation. Financial Management. People Management, Empowerment and interpersonal skills. Knowledge Management. Service Delivery Innovation (SDI); Client orientation and customer focus; Good verbal and written communication skills; Honesty and

integrity; Problem solving, Analytical thinking and Strategic thinking; Knowledge of the functioning of the Provincial Government; Knowledge of Information Technology policy research, analysis and development; Knowledge and understanding of Government priorities; Good understanding of legislative frameworks governing Information Technology; Computer literacy a valid driver's license are further prerequisites.

DUTIES

: The successful candidate will be responsible for the following main functions: Develop, implement, maintain and monitor Information Security Policies, standards and procedures for NCPG in line with the provincial 4IR aspirations; Liaise with the ITSSC team to ensure alignment between the security and enterprise architectures, thus co-ordinating the strategic planning implicit in these architectures; Conduct Information Security Risk Assessments; Conduct information security and risk management user-awareness training to all NCPG Departments; Consult with IT and security staff to ensure security is factored into the evaluation, selection, installation and configuration of hardware, applications and software; Assist in the development and implementation of the NCPG ITSSC strategic plan, annual and operational plans; contribute to the business strategy formulation processes; Render advice to senior management on relevant technology trends and their applicability to business enhancement and information security; Develop Information Security Improvement Strategies for NCPG; Develop Information Security Risk Mitigation Strategies for NCPG; Develop and maintain NCPG Information Security Policy; Facilitate information security governance; Establish Information Security Steering Committee; Facilitate information security Governance and implementation of and adherence to the policies and strategies as contained in the different plans and policies; Oversee the management of business agreements (BAs) and Service Level Agreements (SLA's) of suppliers of Information Management and Information Security goods and services; Liaise among the Information Security team and corporate compliance, audit, legal and HR management teams as required; Ensure that all business project/initiatives developed within NCPG include adequate security controls; Manage security issues and incidents, and participate in risk management forums; Recommend and co-ordinate the implementation of technical controls to support and enforce defined security policies.

ENQUIRIES

: Mr. C. Vala Tel No: (053) 838 2744

POST 20/337

: **SENIOR MANAGER: INFRASTRUCTURE AND SUPPORT SERVICES REF NO: OTP/IT/ISS/2023**
Re-Advertisement

SALARY CENTRE REQUIREMENTS

: R1 162 200 per annum (Level 13), (an all-inclusive salary package)
: Kimberley
: A Bachelor Degree/BTech or Advanced Diploma qualification (NQF level 7) as recognized by SAQA in Project Management, Information and Communication Technology and or Computer Science. A postgraduate qualification will be an advantage; 5 to 10 years' experience at middle and or senior management level in the relevant Information Technology environment. Competencies: Strategic Leadership Capability. Programme and Project Management. Change Management and Digital Transformation. Financial Management. People Management, Empowerment and interpersonal skills. Knowledge Management. Service Delivery Innovation (SDI); Client orientation and customer focus; Good verbal and written communication skills; Honesty and integrity; Problem solving, Analytical thinking and Strategic thinking; Knowledge of the functioning of the Provincial Government; Knowledge of Information Technology policy research, analysis and development; Knowledge and understanding of Government priorities; Good understanding of legislative frameworks governing Information Technology; Computer literacy a valid driver's license are further prerequisites.

DUTIES

: The successful candidate will be responsible for the following main functions: Provision and management of IT Network Services and Infrastructure to NCPG; Maintain and installation of computing on all end user devices for NCPG users; Management and operation of all physical ICT building facilities within the ITSSC environment and Data centres; Manage IT Infrastructure and houses all transversal and local technologies; Ensure effective and efficient support for all ICT related requirements within the NCPG; Assist with the development and implementation of the NCPG ITSSC Strategic, Annual and Operational Plans; Contribute to the business strategy formulation processes;

Render advice to senior management on relevant technology trends and their applicability to business enhancement; Establish an Information Management Plan, Information Technology Plan and Operational Plans to give effect to the strategic direction and Management Plans and Business Processes; Oversee the development of supportive information management and information technology enabling policies, regulations, norms, guidelines, best practices and procedures; Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans and policies; Create an enabling ICT environment for other managers to perform their functions more effectively and efficiently; Ensure confidentiality and reliability of proprietary information and intellectual property; Develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization; Oversee the management of business agreements (BAs) and Service Level Agreements (SLA's) of suppliers of Information Management and Information Technology goods and services; Facilitate the development and implementation of enterprise architecture; Oversee the Directorate's budget and resources in accordance with the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations.

ENQUIRIES : Mr. C. Vala Tel No: (053) 838 2744

OTHER POSTS

POST 20/338 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DD/LR/2023**

SALARY : R811 560 per annum (Level 11), (all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs).

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a Degree /BTech or Advanced Diploma (NQF 7) in Labour Relations/Public Management/Human Resource Management/ Employment Relations/ LLB. Candidates must also have a minimum of 3 years Employment Relations experience on a Junior Management level. A valid driver's license. Competencies: Applicant must have extensive knowledge of the Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of legislation/ policies, Policy/ guideline formulation. Computer literacy, Organizing, Analytical and Problem solving. Reporting procedures, compilation of management reports, Research Methodology, Project Management, Policy Research, and Analysis. The ability to interpret and apply legislation policies, and manage conflict situations effectively; Good leadership and managerial skills; planning and organisational skills; formal presentation skills, good communication skills and report writing; Research methodology, computer literacy. Ability to communicate ideas and issues in a tactful, influential manner and to work under pressure.

DUTIES : Coordinate the implementation and promotion of Employment Relations programmes and interventions in the Department. Coordinate the finalization of all grievances and complaints received from employees in the Department. Coordinate and facilitate the finalization of all dispute cases in the Department. Provide training and advocacy on labour matters in the Department. Represent the Department in all disputes referred to the General Public Service Sectorial Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Manage the resources within the Labour Relations Unit. Co-ordinate and support role is inter-alia responsible for Provincial Monitor, Coordinate, Advise and provide Support to the Department and Provincial Departments on the implementation of employee relation services; ensuring provincial adherence to appropriate procedures in dealing with grievances and disciplinary issues; and manage departmental and provincial dispute resolutions. Monitor progress in achieving the target in finalising disciplinary cases as well as disputes and grievances, the Office of the Premier. Provide a provincial report on a quarterly basis to FOSAD, the DPSA and the National Labour Relations Forum.

ENQUIRIES : Ms. T. Swartz Tel No: (053) 838 2448

POST 20/339 : **ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENTS MONITORING REF NO: AD/SDIM/2023 (X2 POSTS)**

SALARY : R424 104 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS :

Applicants must be in possession of an appropriate Bachelors Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Management/Administration; Statistics or Information Management coupled with 3-5 years' proven experience in the relevant field. Competencies: Knowledge of monitoring and evaluation principles, policy frameworks governing Monitoring and Evaluation, as well as knowledge of data management and analysis. The candidate should have proven skills in collecting and analyzing data from varying data sources. Supported by communication skills, facilitation skills, analytical report-writing skills. Excellent computer literacy skills with advanced proficiency in MS-EXCEL, MS-WORD, MS-PowerPoint. The post requires a person with proven organizing and administration capabilities, coupled with strong interpersonal relationship skills and dealing with stakeholders ability to work under pressure with multiple deadlines and maintaining confidentiality.

DUTIES : The successful candidate will be responsible for the following: Assist with tracking of provincial performance relating to service delivery and government priorities. Contribute to the development of integrated analytical (quantitative and qualitative) performance assessment reports on the implementation Government and Provincial priorities and service delivery improvements. Track progress at the coalface of service delivery to assess real change and improvement on the lives of citizens through the Frontline Service Delivery Programme (FSDM) and Citizen Based Monitoring (CBM). Develop tracking tools for the monitoring and implementation of Conditional Grants, FSDM and CBM. Assist with the triangulation of data from different M&E systems, as well as external M&E systems. Assist with data capturing and data analysis for conducting evaluations. Facilitate the development and implementation of Provincial Evaluation Plans (PEP) in line with the National Evaluation Policy Framework (NEPF) and evaluation guidelines. Assist in capacity building programmes and operational planning and preparation of reports for presentation at provincial forums and structures.

ENQUIRIES : Ms. P. Nogwili Tel No: (053) 838 2358

POST 20/340 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION TECHNOLOGY SHARED SERVICES CENTRE REF NO: SAO/ITSSC/2023**

SALARY : R359 517 per annum (Level 08)
CENTRE : Kimberley
REQUIREMENTS :

Applicants must be in possession of a National Diploma (NQF Level 6) in Public Management/Administration or equivalent qualification as recognised by SAQA. Candidates must also have a minimum of 3-5 year's relevant experience in Office Management/Administration. Competencies: Extensive knowledge of the functioning of Provincial Government; Knowledge of the Financial, procurement systems and the relevant policies, Record keeping, Data System maintenance. The ability to interpret and apply policies, and manage conflict situations effectively; Ability to compile submissions, reports and to properly accurately record minutes and decisions at meetings, problem solving; Ability to communicate ideas and issues in a tactful, influential manner, to work independently and under pressure.

DUTIES : Render general administrative support services such as the: Drafting of memorandums, letters and submissions; Keeping records, registers and statistics; Handling and updating files; Updating of database: Prepare documentation and co-ordinate all logistics for meetings, e.g. management meetings, presentations, etc. Compile minutes of meetings; Oversee and facilitate travel and accommodation arrangements; Check reports submitted for correct format, etc. Render financial and logistical support services to the Unit Head and Assistant Manager(s) within the Unit: Provide support in the arranging of workshops, seminars, meetings conferences, etc. Oversee the procurement of standard items, such as stationary, etc. Oversee/handle subsistence and travel claims; Provide support in the processing of expenditure claims; Liaise with management and track submissions; Supervision of subordinates; Handle enquiries, e.g. from the Public; Remaining abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr. M. Segrys Tel No: (053) 838 2921

POST 20/341 : **PERSONAL ASSISTANT: POLICY AND PLANNING REF NO: PA/P&P/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of a Secretarial Diploma or equivalent qualification (NQF level 6). A minimum of 3 years' experience in rendering support service to senior management. Competencies: The following key competencies and skills are required for the position: Office administration skills; Computer literacy; Good interpersonal skills, Proficiency in communication both verbal and written skills; Ability to prioritise and handle confidential matters; Be able to function and work under pressure; Possess good minute taking and report writing skills; Be able to perform administrative tasks in accordance with regulatory framework relating to general office administration; Have an understanding of the ethical standards & Minimum Information Security Standards (confidentiality, security clearance); Self-Management and motivation; Computer skills; Problem-solving skills; Planning & Organizing skills; Be able to pay attention to detail.

DUTIES : The successful candidate will be responsible for the following duties: Provide secretarial/reception services to the Chief Directorate, Record the engagements of the Chief Directorate. Render administrative support services, make travel and accommodation arrangements and Fill in the relevant requisition forms for the procurement of goods and services by the Financial Unit. Provide support to the Chief Directorate regarding meetings or events. Support the Chief Directorate with the administration of the allocated goods and services budget by monitoring expenditure and alert managers of possible over or under-spending. Keeping record of decisions, and actions within the Chief Directorate including decisions relevant to the unit concerning other stakeholders. Ensure the effective flow of information and document management to and from of Chief Directorate. Collect, analyse, collate information, draft letters, and draft reports, document and prepare presentations as and when required by the Chief Directorate.

ENQUIRIES : Advocate T. Binase Tel No: (053) 838 2541

POST 20/342 : **ACCOUNTING CLERK: SUPPLY CHAIN MANAGEMENT REF NO: AC/SCM/2023**

SALARY : R202 233 per annum (Level 05)
CENTRE : Kimberley
REQUIREMENTS : Applicants must be in possession of a Senior Certificate or an appropriate equivalent qualification. Candidates must have experience between 0 – 2 years in the financial environment. Competencies: The following key competencies will serve as a strong recommendation: Basic knowledge of financial functions, practices as well as the ability to accurately capture data, operate computer and collate financial statistics; Basic knowledge and insight of the Public Service Financial Legislations, procedures and Treasury regulations (PFMA, PPPFA, PSA, PSR); Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc); Have good written and verbal communication skills, basic interpersonal relations, accuracy, planning and organizing, computer literacy; The ability to operate office equipment and perform routine tasks; Be able to function under pressure and work within a team or independently.

DUTIES : The successful candidates will be responsible for the following: Receive requests from the end user. Request quotations using the database (CSD) and evaluate quotations in line with prescribed legislation. Capture requests for the procurement of goods and services on financial system (LOGIS). Capture monthly commitments. Receive invoices from suppliers. Check the invoices and the order to ensure that invoice is for what is ordered. Payment preparation of invoices presented for payment and capturing of payments on LOGIS; Follow-up on outstanding orders; Attend to internal and external SCM related queries.

ENQUIRIES : Ms. E Appies Tel No: (053) 838 2927