

**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** : 18 August 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 26/229** : **DIRECTOR HUMAN SETTLEMENTS NEEDS AND PLANNING REF NO: HS/01/07/2023**  
Directorate: Human Settlements
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive package)
- CENTRE** : Provincial Office (Kimberley)
- REQUIREMENTS** : An appropriate Bachelor's degree in Social Sciences/ Public Management or any equivalent qualification (NQF level 7) with 5 years' experience at a middle management level. A valid Driver's licence is a pre-requisite/Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic Conditions of Employment Act, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation. Skills: Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Provide effective and efficient corporate communication services. Strategic ability and Leadership programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.

**DUTIES** : Manage the implementation of research and policy development and advocacy. Manage the implementation of planning functions in terms of project planning and preparation; this includes compiling and managing the project readiness matrix, multi-year housing development plan and priority human settlements and housing development area. Manage the implementation of special programmes such as the empowerment of youth women and people with disabilities. This also includes the Govern Mbeki Awards. Manage the implementation of the Capacity Building and Municipal Accreditation Programme. Manage the implementation of the First Home Finance Programme.

**ENQUIRIES** : Mr. G.A. Booysen Tel No: (053) 830 9531  
**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 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). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance.

#### **OTHER POSTS**

**POST 26/230** : **CHIEF TOWN AND REGIONAL PLANNER REF NO: MP 15/07/2023**  
Directorate: Municipal Planning

**SALARY** : Grade A: R990 747 per annum, (all-inclusive package OSD)  
**CENTRE** : Provincial Office (Kimberley)  
**REQUIREMENTS** : An appropriate B-Degree in Urban / Town / City and Regional Planning; A minimum of 6 years post qualification experience in town and regional / urban planning or development planning or spatial planning field; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment. A valid driver's licence is a prerequisite. Competencies: Working knowledge and experience in the following: Spatial planning; Development Finance or Municipal Finances; Data science; Working with data and spatializing it; Drafting of Municipal Spatial Development Frameworks. GIS competency. Skills: Good written and verbal communication skills; Proven computer literacy (MS Office Suite), Ability to work with data.

**DUTIES** : Estimates the future needs for housing, business and industrial sites, Community facilities and open spaces in order to meet the needs of expansion and renewal; Lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning; Lead and manage the application of town and regional planning principles in land development; Provide technical assistance to professional teams on all aspects regarding town and regional planning projects; Ensure adherence to legal issues and requirements involving community development and changes in housing and building codes; Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines; Manage the compilation and adoption of technical and planning standards, norms and guidelines; Formulate and interpret planning legislation, guidelines, policies and regulations; Manage site clearance standards as agreed with Project Managers; Planning and design of sustainable human settlement; Compilation of spatial development frameworks (SDF) (as part of the IDP processes); Compile guidelines and evaluate land use management schemes (LUMS); Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management; Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and

organizational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives; Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Mr. A. Mbolekwa Tel No: (053) 830 2843

**POST 26/231** : **EXECUTIVE OFFICE MANAGER REF NO: HOD 03/07/2023**  
Directorate: Office of The Head of Department

**SALARY** : R811 560 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Provincial Office: (Kimberley)  
**REQUIREMENTS** : An appropriate three year tertiary qualification (NQF Level 6/7) in Social Science, Administration, Finance or equivalent plus appropriate 3-5 years junior management experience related to office management. Valid driver's license is a pre-requisite Competencies: Knowledge: Wide range of office management and administrative tasks. Demonstrate computer literacy, Structure and functioning of the Department, Conflict management, Project management. Skills: Communication (written and verbal). Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent interpersonal skills: People orientated, Creative, Trustworthy, Assertive, Hardworking, Self-motivated, Ability to work independently, Ability to work under pressure.

**DUTIES** : The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc Act as a formal channel of communication between office of the HOD and other Departments and organizations; Compile briefing notes as well as other documentation to adequately prepare the HOD for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the HOD; Undertake research and inform HOD of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent HOD at meetings as and when required; liaise with relevant stakeholders regarding outstanding information and issues; Co-ordinate meetings/workshops (venues, travel, catering etc); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch. Coordinate and manage projects in the office of the HOD; To render effective and efficient administrative support services – Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the HOD's office. Risk and compliance management; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)management of section performance within the sub-directorate; Report on the performance of the unit against annual performance plan, operational plan, business requirements and targets; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Manage the implementation of compliant performance management; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy

- requirements; Manage the financial resources of programmes and projects in charge of, in accordance to the PFMA.
- ENQUIRIES** : Mr. B.S Lenkoe Tel No: (053) 830 9427
- POST 26/232** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: HCM/04/07/2023**  
Directorate: Human Capital Management
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive package)  
: Provincial Office: (Kimberley)  
: An appropriate tertiary qualification (NQF level 6/7) in Human Resource Management or Industrial Psychology or equivalent qualification with 3-5 years junior management experience in Human Resource Management. A valid driver's license is a pre-requisite. Competencies: Experience in the Human Resources Management Services. Knowledge of human Resources Management Policies, Human Resources Systems, Practices and Procedures, Performance Management, Project Management, Public Service Act, Regulations and Resolutions, Recruitment and Selection Strategies, Code of Remuneration, All Labour Legislations, Code of good conduct in the Public Service, Departmental Policies and procedures, Batho Pele Principles. Skills: Management, Interpersonal, Communication (verbal and written), Computer literacy, Negotiation, Presentation, Report writing, People Management, Problem solving, Decision Making Duties: Manage the Human Resource support services and the implementation of all the Human Resource policies. Manage the safekeeping of PERSAL and safe record keeping of personal information. Manage the administration of conditions of service, remuneration of employee and employee benefits and leave matters. Oversee the effective implementation of recruitment and selection policies. Liaise with the organizational design unit to plan for positions to be filled in line with the human resource plan. Manage all human resource management programs queries including liaising with internal and external auditors. Analyze human resource information for management and manage performance of subordinates.
- ENQUIRIES** : Ms.K. Moitseang Tel No: (053) 830 9462
- POST 26/233** : **DEPUTY DIRECTOR INTERGRATED PLANNING MONITORING AND EVALUATION REF NO: CS MNE 05/07/2023**  
Directorate: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive package)  
: Provincial Office: (Kimberley)  
: An appropriate tertiary qualification (NQF Level 6/7) in administration / social science or equivalent with a minimum of 3-5 years' junior management experience in strategic planning, monitoring and evaluation. A valid driver's license is a pre-requisite. Competencies: Knowledge and understanding of all relevant legislation and Regulation that govern the PFMA and Treasury Regulations, Public service Act, Labour Relations Act etc. Knowledge of monitoring and evaluation frameworks including the government wide monitoring system. Knowledge of the legislation that is applicable to the department and the sector. Strategic and Operational planning. Government planning systems and departmental strategy formulation. DPSA prescripts in respect to HR. Knowledge of the Program performance management framework. Familiarity with: Corporate Governance principles (King II and king III). Other relevant legislation that govern the public service. Government priorities and imperatives. The whitepaper on the Transformation of public service (Batho –Pele Principles). Skills: Computer Literacy, writing and editing skills, accuracy. Good verbal and written communication skills. Numeracy thinking demands: innovative. Decision making information analysis and evaluation.
- DUTIES** : Coordinate the development, implementation and maintenance of monitoring and evaluation tools and systems, including compilation of quarterly performance information reports on organizational performance and annual, quarterly and operational targets. Coordinate the development, maintenance and implementation of performance monitoring, evaluation and reporting frameworks, systems and procedures for the department. Manage the compilation of sub- directorate quarterly performance reports and the collection of branches supporting evidence. Review and edit quarterly performance presentations for internal and external and stakeholders. Provide guidance and

advice on the application of performance monitoring, evaluation and reporting systems and procedures based on best practices and government prescripts and developments. Ensure implementation of recommendations on delivery programmes in terms of annual, quarterly and operational targets. Identify areas for improvements based on environmental scanning best practices. Supervise the sub-directorate personnel.

**ENQUIRIES** : Mr. Z.E Maringa Tel No: (053) 830 9491

**POST 26/234** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: CS 06/07/2023**  
Directorate: Corporate Management

**SALARY** : R811 560 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Provincial Office: (Kimberley)  
**REQUIREMENTS** : An appropriate tertiary qualification (NQF Level 6/7) in Risk management/Auditing, Accounting, or Economics with 3 – 5 years junior management experience in Risk Management / Internal Audit. A valid driver's license is a pre-requisite. Competencies: Public Finance Management Act and Treasury Regulations. Fraud and Corruption Legislative Framework. Internal Auditing. Risk Management and Corporate Governance. Prevention of Organised Crime Act. Promotion of Access to Information Act. Basic Conditions of Employment Act. Protected Disclosure Act. Labour Relations Act. Public Service Act and Regulations. Project Management. Skills: Analytical thinking, Communication, Interpersonal, Problem solving, Report writing, Computer (Word, Excel, PowerPoint), Mentoring and Coaching.

**DUTIES** : Develop and ensure implementation of Risk Management and Anti-Fraud Strategy. Develop Plans for risk assessments and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis. Manage all resources within the unit.

**ENQUIRIES** : Ms. L. Brand Tel No: (053) 830 9550

**POST 26/235** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: CS 07/07/2023**  
Chief Directorate: Corporate Management

**SALARY** : R811 560 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Provincial Office: (Kimberley)  
**REQUIREMENTS** : An appropriate tertiary qualification (NQF level 6/7) in security management or equivalent with 3-5 years junior management experience in security management. A valid driver's license is a pre-requisite Competencies: Experience in identifying, developing and managing sources of information and evidence. In-depth knowledge of MISS, National Archives Act, Control of Access to Public Premises Act, and other relevant legislation. Broad knowledge and understanding of the functional areas of security vetting and security management. Computer literacy (MS Office Packages), safety, and security training. Skills: Have proven interpersonal skills and competencies good communication (verbal, written and presentation). Advanced planning and organising skills with the ability to listen and evaluate situations objectively. Strong policy formulation and implementation skills. Honesty and integrity as well as conflict resolution skills.

**DUTIES** : Management of access control and electronic security system. Management of the Departmental Security Committee. Develop policy, promote compliance, manage implementation thereof, which includes policies, strategies, procedures, processes, and risk management within vetting, safety, and security. Manage the execution of security vetting screening processes of companies and proper administration of vetting applications. Conduct security threat and risk assessments as per the MISS and PSS, draft recommendations, and conduct security planning meetings, Draft the annual action and business plans, coordinate the provision of access cards, and ensure all classified information is stored in line with security requirements. Conduct investigations, compile reports on findings, report incidents (including suspected incidents) of security breaches and losses of departmental property, provide recommendations, implement preventative measures, and liaise with SSA/SAPS. Liaise with internal and external stakeholders, which includes providing advice, conducting formal presentations, drafting letters, submissions, reports, awareness sessions etc.

**ENQUIRIES** : Ms. L. Brand Tel No: (053) 830 9550

**POST 26/236** : **DEPUTY DIRECTOR – COMMUNICATION SERVICES REF NO: CS 08/07/2023**  
Chief Directorate: Corporate Management

**SALARY** : R811 560 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Provincial Office: (Kimberley)  
**REQUIREMENTS** : An appropriate tertiary qualification (NQF level 6/7) in Communication or equivalent qualification, with 3-5 years junior management experience in communication. A valid driver's license is a pre-requisite. Competencies: Knowledge in writing skills, impeccable command of English. Understanding of South African media, Ability to handle the media, event management, knowledge of communication. Knowledge of procurement procedures, government communications, coordination, monitoring, and control. Knowledge of Public Service and Departmental Procedures and Media Liaison. Knowledge of relevant legislations, PFMA. Skills: Competent in usage of MS Office package, internet, & e-mail. Drafting of proposals, submissions, reports, memos and letters, Leadership, and management. Coordination skills, Communication skills (written and spoken), Report writing skills and decision-making skills. Innovative and proactive. Ability to gather and analyze information, develop infographics, and apply policies. Be able to work independently as well as in a team. Good interpersonal relations skills, be able to work under extreme pressure and ability to organize and plan under pressure. Ability to collect and interpret information and reports.

**DUTIES** : Develop and implement a media relations program in line with the Departmental communication strategy. Manage the development of proactive media plans; manage the drafting and approval processes of responses to media queries. Manage the process of sourcing relevant stories and pictures for external media. Host media briefings and engagements continuously. Develop and manage an audio-clip service for media events. Compile monthly, quarterly, and annual media briefing statistic reports. Render media monitoring services. Manage the media monitoring team. Host a daily media monitoring teleconference with the communication officials from Cape Town and Ministry. Assess media coverage daily and discuss coverage on teleconferences. Send daily communication to the Minister and DG on key media stories. Coordinate radio/TV interviews based on media statements issued. Coordinate media statements, speeches, issues posted, tweeted on Department's social media platforms. Develop and implement internal communications plans in line with the communications strategy. Provide support in planning and implementing staff information sessions. Compose and implement a schedule of possible information sessions for the year. Plan, organize and implement staff Imbizo.

**ENQUIRIES** : Ms. L. Brand Tel No: (053) 830 9550

**POST 26/237** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FIN 09/07/2023**

**SALARY** : R811 560 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Provincial office: (Kimberley)  
**REQUIREMENTS** : An appropriate tertiary qualification (NQF Level 6/7) in Supply Chain Management, Public Management, Financial management or equivalent with 3-5 years junior management experience in supply Chain management. A valid driver's license is a pre-requisite. Competencies: Extensive knowledge of legislation regulating supply chain management. Extensive knowledge of regulatory frameworks such as PFMA, Treasury Regulations, PPPFA, BBBEE Act, SCM policy frameworks and Asset Management frameworks. Working knowledge of BAS and LOGIS. Extensive experience in the field of logistical support, preferential procurement, asset management and human resource management. Skills: Knowledge of budgeting and finance Management and supervision of subordinates. Customer relations and change management skills. Effective communication (both written and verbal skills, computer literacy (Ms Excel, Ms Word and Ms PowerPoint). Ability to interact with stakeholders at all levels within the department. Report writing skills. Problem solving skills (decision-making). Planning, organizing and analytical skills. Skills in managing bid committees. Be willing to travel extensively and ability to relate with all levels of stakeholders.

**DUTIES** : Manage the implementation of the Supply Chain Management system. Manage the functional operation of the Demand Management unit. Manage the functional operation of the Asset Management unit. Manage the functional

operation of the Logistics and Disposal Management unit. Manage all the administrative functions required with respect to Financial and people Management.

**ENQUIRIES** : Mr. T. Monoametsi Tel No: (053) 830 9713

**POST 26/238** : **DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE AND ADMINISTRATION REF NO: CG 10/10/2023**

**SALARY** : R811 560 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Provincial Office: (Kimberley)  
**REQUIREMENTS** : An appropriate tertiary qualification (NQF Level 6/7) in Public Administration/Management or equivalent qualification with 3 -5 years junior management experience in Municipal Governance and Administration. A valid driver's license is a pre-requisite. Competencies: Knowledge/Skills: In depth knowledge of Municipal Systems Act, Municipal Financial Management Act, Municipal Structures Act, Applicable legislation and Regulatory Framework. Skills: Analytical thinking and Research, Group facilitation Strategic and Project Management, Computer literacy, Interpersonal and Policy development and evaluation. A valid driver's license.

**DUTIES** : Monitor and support municipalities to develop and implement policies for municipal human resource planning and organizational design. Monitor municipalities' compliance with legislation and policies and regulatory frameworks for municipal employment practices. Monitor and support municipalities to implement remuneration policy conditions of service for senior managers. Co-ordinate and support capacity-building initiatives in municipalities to strengthen capacity.

**ENQUIRIES** : Ms.T Alexander Tel No: (053) 830 9481

**POST 26/239** : **DEPUTY DIRECTOR: LOCAL GOVERNMENT REF NO: PKS (LG 01/07/2023)**

Sub-Rectorate: Co-Operative Governance

**SALARY** : R811 560 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Pixley Ka Seme Regional office (De Aar)  
**REQUIREMENTS** : An appropriate Tertiary qualification (NQF Level 6/7) in Public Administration/ Developmental Studies, or equivalent qualification with 3-5 years relevant experience at junior management level in local government. A valid driver's license is a prerequisite. Competencies: Local Government Legislation (especially the Municipal Structures Act), Monitoring and support techniques, Interpersonal and analysis techniques. Skills: Planning and Organizing, Coordination, Problem Solving and decision making, Project management, People Management and empowerment, Client Orientation and Customer focus, Team Leadership, Diversity management, Communication (verbal & written).

**DUTIES** : The successful candidate will be responsible for Administering and implementing selected provisions in the Local Government. Municipal Structures Act relating to governance, including Monitoring the functionality of Municipal Public Account Committees (MPACs) and other identified Committees of Council, through data collection and convening of engagements with stakeholders, Support stakeholders(Municipalities, Provinces, SALGA, National Treasury) with capacity building programmes aimed at strengthening governance in Municipalities, Monitoring compliance and Public Participation with regards to annual Budget, reporting and functionality of Municipalities, Managing Municipal Audit outcomes and coordinating Disaster Management in the Region. Managing and Coordinating Municipal Infrastructure Development and sustainable quality service delivery, Facilitating and coordinating Municipal Planning with regards to credible Integrated Developmental Plan, Spatial Planning and land use management.

**ENQUIRIES** : Mr. ZP Mjandana Tel No: (053) 631 0953

**POST 26/240** : **DEPUTY DIRECTOR: LAND ADMINISTRATION REF NO: HS 11/07/2023**  
Directorate: Human Settlements

**SALARY** : R811 560 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Provincial Office: (Kimberley)  
**REQUIREMENTS** : An appropriate tertiary qualification in Town and Regional Planning (NQF level 6/7) or equivalent qualification with 3-5 years' experience at junior

management level in land administration. Legal background will be an added advantage. A valid driver's license is a pre-requisite. Competencies: The successful candidate must have knowledge of procedures related to the transfer of properties. Immovable asset management, change management, knowledge management. Project planning and management. Interpretation of legislation. Skills: Problem solving and analysis, people management and empowerment, client orientation and customer focus, communication (verbal and written), strategic planning and organizing, financial management. Candidate must have a good administrative background.

**DUTIES** : To manage and co-ordinate the disposal of state land for Human Settlement. Evaluation of property ownership for human settlement projects. Co-ordinate and manage the transfer and registration of properties to qualifying beneficiaries, Manage and co-ordinate the opening of township registers for human settlement projects. Co-ordinate and facilitate the upgrading of land tenure rights for human settlements development (Township establishment). Manage the devolution of human settlement assets to municipalities. Co-ordinate and facilitate the secretarial function of the Rental housing tribunal (RHT). Co-ordinate and facilitate Housing Advisory Panel. Knowledge on SPLUMA no 16 of 2013, PFMA, Housing Act of 1997 and relevant legislation.  
**ENQUIRIES** : Ms. G. Baardman Tel No: (053) 830 9427

**POST 26/241** : **DEPUTY DIRECTOR: STRUCTURES IMPLEMENTATION AND INTER-GOVERNMENTAL RELATIONS REF NO: MGA (IGR) 17/07/2023**

**SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive package)  
 : Provincial Office (Kimberley)  
 : An appropriate tertiary qualification (NQF Level 6 or 7) in Public Administration/ Development Studies or relevant equivalent qualifications with 3-5 years' relevant experience at junior management level. A valid drivers' license is a prerequisite. Competencies: MS PowerPoint and Strategic capacity and leadership. People management and empowerment. Knowledge management: in depth knowledge of Municipal Systems Act and Regulations, Municipal Structures Act and Applicable Legislation and Regulatory Frameworks. Skills: Analytical skills, Programme and project management. Financial management. Change management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written).

**DUTIES** : The successful candidate will perform the following duties: Manage, monitor and support municipalities to maintain functional Municipal Public Accounts Committees (MPAC's). Support the development and implementation of the municipal governance assessment tool. Strengthen council oversight responsibilities over executive and administration to promote good governance. Manage, monitor and support the District Intergovernmental Relations (IGR). Manage the compilation of response to enquiries, referrals and Parliamentary Questions pertinent to the implementation of provisions of applicable legislation. Extensive travelling.  
**ENQUIRIES** : Ms. T. H. Alexander Tel No: (053) 830 9481

**POST 26/242** : **DEPUTY DIRECTOR: MUNICIPAL COMPLIANCE REF NO: MGA (MC) 17/07/2023**

**SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive package)  
 : Provincial Office (Kimberley)  
 : An appropriate tertiary qualification (NQF Level 6 / 7) in Public Administration/ Development Studies or relevant equivalent qualifications with 3-5 years' relevant experience at junior management level. A valid drivers' license is a prerequisite. Competencies: MS PowerPoint and Strategic capacity and leadership. People management and empowerment. Knowledge management: in depth knowledge of Municipal Systems Act and Regulations, Municipal Structures Act and Applicable Legislation and Regulatory Frameworks. Analytical skills, Programme and project management. Financial management. Change management. Process. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written).

**DUTIES** : The successful candidate will perform the following duties: Provide technical support and advice on the determination and redetermination of municipal boundaries. Monitor the process of local government elections and other



electoral-related matters, including making proposals around the administration of national and provincial elections. Support the development and implement of the municipal governance assessment tool. Strengthening council oversight responsibilities over executive and administration to promote good governance. Monitor the development of municipal by-laws, council standing rules and orders and other governance related matters. Support municipalities on the implementation on the implementation Code of Conduct of Councillors. Manage the processes relating to the administration of the Once off Gratuity Grant for Non- Returning Councillors. Support, monitor and advice on the implementation of policy and legislative amendments. Monitor, support and advice on the implementation of the Remuneration of Public Office Bearers Act. Manage the compilation of response to enquiries, referrals and Parliamentary Questions pertinent to the implementation of provisions of applicable legislation. Monitor and support municipalities on the extent to which anti-corruption measures are implemented. Extensive travelling.

**ENQUIRIES** : Ms. T. H. Alexander Tel No: (053) 830 9481

**POST 26/243** : **CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A REF NO: HS 12/07/2023 (X2 POSTS)**  
Directorate: Human Settlements and Projects

**SALARY** : Grade A: R795 147 per annum, (all-inclusive package OSD)  
**CENTRE** : Provincial Office: (Kimberley)  
**REQUIREMENTS** : A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment with minimum of 3 years post qualifications professional experience, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver's licence is a prerequisite. Competencies: Knowledge and understanding of the following Acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Knowledge and understanding of the NEC, JBCC and GCC form of contract. Skills: Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills, Computer literacy.

**DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects, Provide inputs to other professionals with tender administration, Full project management function, cost, quality and time control, Manage project cost estimates and control changes in line with allocated budgets, Plan and attend project meetings during the project phases, Assist with the compilation of project documentation to support project processes, Implement project administration processes according to Government requirements, Ensure implementation of procurement activities and adherence thereof to Government policies, Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules, Support the project environment and activities to ensure that project objectives are delivered timeously, Manage and engage in multidisciplinary construction teams regarding the construction/maintenance of facilities, Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework. Conduct technical inspections and integrity surveys on various construction assets. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager.

**ENQUIRIES** : Mr. M. Nare Tel No: (053) 830 9427

**POST 26/244** : **PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: MP 16/07/2023**  
Directorate: Spatial Planning

**SALARY** : Grade A: R687 879 per annum, (all – inclusive package OSD)  
**CENTRE** : Provincial Office (Kimberley)  
**REQUIREMENTS** : Bachelor's degree in Urban/Town and Regional Planning or relevant Qualification with 3 years' experience in Urban/Town and Regional Planning is required. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. A valid driver's license is a prerequisite.

Competencies: Programme and Project Management; Financial Management; Change Management; In-depth knowledge and understanding of Urban/Town and Regional Planning principles and methodologies; Research and development Urban/ Town and regional Planning professional judgement; Computer aided applications. Skills: Knowledge management; Service delivery innovation; Problem solving and analysis; Client Orientation and customer focus; Communication skills (verbal and written), Strategic capacity and leadership; People Management and Empowerment.

**DUTIES** : Support and monitor Town planning process in accordance with SPLUMA. Support and monitor municipalities to compile Spatial Development Framework (SDF) as part of IDP processes. Support municipalities to compile guidance and evaluations of Land Use Management Schemes (LUMS). Support and monitor municipalities in implementation and management of Town Planning Schemes in compliance with legislative requirements. Support municipalities in reviewing and developing land use in line with Spatial Development Framework (SDF). Provide guidance, advice and support on the development, implementation and review of the DDM one plans as part of IDP process planning. Coordinate and facilitate sector department participation and inputs into DDM, one plans linked to IDP priorities. Coordinate and facilitate the process of reviewing and implementing district one plan. Coordinate and facilitate the reflection of DM one plan long-term projects and commitments in 5 year IDP's. Supervise and solve conflict within the sub-directorate; Supervise skills development plan of the Sub-directorate; Supervise the PMDS 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 2843

**POST 26/245** : **SENIOR LEGAL ADMINISTRATVIE OFFICER (MR6) REF NO: LS 02/07/2023**  
Directorate: Legal Service

**SALARY** : R531 381 per annum, (all-inclusive package OSD)  
**CENTRE** : Provincial Office: (Kimberley)  
**REQUIREMENTS** : An appropriate 4-year degree in law (LLB/ B.Proc) with 8 years legal service experience (OSD) Admitted as an attorney/ advocate. Valid driver's license is a pre-requisite. Competencies: Knowledge of Public Management Act (PFMA), treasury regulations, Public Service Regulations Act (PSR), Public Service Act, (PSA), Promotion of Administration Justice Act (PAJA) Promotion of Administration Information Act (PAIA) Promotion of Access to Information Act, Promotion of Administration Justice Act, Criminal Procedure Act, Law of Evidence, Constitutional Law, the Constitution of the Republic of South Africa, Batho Pele Principles, Departmental policies and procedures, Legal Law Relations Act, Litigation procedures. Skills: Extensive knowledge in litigation and legal drafting such as contracts legal opinions, pleadings, heads of arguments, excellent verbal and communication skills, knowledge and experience of the legal governance in human settlements and traditional affairs will be an added advantage. Strong supervisory and interpersonal skills.

**DUTIES** : The person appointed in this position will be responsible for legal advisory service, compliance and litigation management. This will include the following: Coordinate all the relevant compliance functions within the department. Provide sound legal opinion to the department and municipalities. Overall coordinate and manage litigation matters for the department. Liaison with State Attorney and State Law advisors, Render all legal advisory services to the department and municipalities, Undertake legal research to provide sound legal services to the department. Planning and co-ordination of the sub-directorate legal advisory litigation services.

**ENQUIRIES** : Mr. T.F. Mashilo Tel No: (053) 830 9539