

**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, Office of the Premier, Kimberley, 8300, hand deliver at DSC Office, 69 Memorial Road, Monument Heights, Office of the Premier, Ground Floor (Security) or alternatively email to HRarecruitment@ncpg.gov.za
- FOR ATTENTION** : Mrs. R. Booysen
- CLOSING DATE** : 10 October 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 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 (proof will be submitted prior to appointment). Applicants applying for the Senior Management position 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 34/277** : **SENIOR MANAGER: PERFORMANCE INFORMATION MANAGEMENT**
REF NO: SM/PIM/2023
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Kimberley
- REQUIREMENTS** : Applicants must be in possession of a recognised Bachelor's Degree / Advanced Diploma (NQF L7), together with 5 years' proven experience in Designing Monitoring Databases / Information Monitoring Systems, Performance Monitoring and Evaluation at middle management level, Research Competency will be an added advantage, plus a valid Driver's Licence. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests. Competencies: Advanced knowledge of monitoring and evaluation principles, development of data/information management systems and policy frameworks governing Monitoring and Evaluation within the Public Service. Advanced knowledge of

qualitative and quantitative data analytical techniques, research methodology, management of data. The candidate should have proven advanced skills in collecting and analyzing data from varying data information systems and sources and translating these into logical conclusions. Supported by strong communication skills, facilitation skills, analytical report-writing skills. Excellent computer literacy skills with advanced proficiency in EXCEL, MS-WORD. The post requires a person with proven strategic analytical thinking, coordinating capabilities, coupled with strong strategic leadership, management and interpersonal relationship skills, dealing with stakeholders at a strategic level, ability to work under pressure with multiple deadlines, and maintaining confidentiality.

DUTIES

: The successful candidate will be responsible for the following main functions: To provide strategic guidance and management for the coordination and implementation of integrated provincial performance information on government priorities. Provide guidance on the development of information management systems for monitoring and evaluation purposes. To manage the development of performance information data on government deliverables / development indicators to support evidence based decision-making. To manage, oversee and guide the analyses of the implementation of national and provincial priorities (MTSF, PGDP, SOPA, Sector Deliverables) in accordance with Monitoring and Evaluation principles and methodologies. To establish mechanisms for the co-ordination and monitoring of the implementation of the departmental Medium Term Plans and reporting thereof on the transversal and provincial data management systems. To provide strategic leadership, management and supervision of the Directorate as well as ensuring adherence to standards of good governance & accountability within the Directorate. Manage the development of the annual & operational plans and standing operating procedures for the Directorate. To provide strategic guidance and advice to Executive Management on compliance and policy matters relating to the co-ordination of integrated performance information management, monitoring and evaluation. To provide strategic guidance on the management and development of an integrated monitoring report on performance analysis. To manage the development of policies, prescripts and guidelines for integrated provincial performance monitoring and reporting in accordance with the National Frameworks and guidelines. To ensure the consolidation of provincial quarterly, annual and midterm analytical performance reports on non-financial performance information for evidence based decision making by national and provincial governance structures. To represent the Office of the Premier at national and provincial platforms and reporting structures. Continually manage and improve relationships with key stakeholders, and co-ordinate capacity building and knowledge sharing in consultation with National and Provincial stakeholders and guide innovation within the province.

ENQUIRIES

: Ms. S Vallabh at 066 476 1645

OTHER POSTS

POST 34/278

: **MANAGER: MANAGEMENT ACCOUNTING REF NO: MAN/MA/2023**

SALARY CENTRE REQUIREMENTS

: R811 560 per annum (Level 11), (all-inclusive salary package)
 : Kimberley
 : Applicants must be in possession of a tertiary qualification in Financial Management or finance related fields at NQF level 7. A minimum of 3 - 5 years relevant experience in management accounting at an Assistant Manager Level. Competencies: Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, Public Service Act, PSCBC Resolutions and other Government Prescripts regarding financial matters. Sound Knowledge of PERSAL System and Basic Accounting System (BAS). Knowledge of Financial Management, Accounting, Government budgeting processes, cost accounting. Knowledge of Public Service Financial legislative framework, Strategic Planning and Budgeting, HR management practices. Relationship management and stakeholder engagement. Ability to develop and apply policies. Ability to work under pressure and to resolve conflict. Good communication (written and verbal), analytic and computer literacy.

DUTIES

: Undertake financial planning and budgeting for MTEF and ENE processes. Ensure that information for planning purposes are collected and analysed properly. Manage, review, analyse and consolidate inputs received from units, and quality assure the budget preparation processes. Monitor cash flow report

and plans as required. Manage the drawings, roll-over, adjustment estimate, and shifting and virement process. Monitor cash flow reports and plans as required. Undertake financial reporting. Coordinate, review, analyse and quality assure the management accounting reporting process and monitor compliance with financial prescripts. Management of risk and audit queries. Provide financial management support, i.e .interim and annual financial statements. Ensure errors identified on financial source documents as raised. Monitoring and Reporting on the Departmental budget, manage and control the Departmental expenditure. Assist in the development and implementation processes to prevent unauthorised/overspending or voted funds.

ENQUIRIES :

Mr. J. Carolus at 066 189 8528

POST 34/279 :

ASSISTANT DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT REF NO: AD/PIM/2023

SALARY CENTRE REQUIREMENTS :

R527 298 per annum (Level 10)

Kimberley

Applicants must be in possession of a three year tertiary qualification (Bachelors/B Tech Degree) (NQF level 7) in Public Administration/Business Information Systems/ Business Intelligence or related field. Minimum of 2-3 years Practical Experience in Data Management Statistical Analysis, Monitoring & Evaluation and Research. Candidates should have a valid driver's licence. Competencies: Knowledge of monitoring and evaluation principles, policy frameworks governing Monitoring and Evaluation. Knowledge of database operation, data management and analysis. The candidate should have proven skills in collecting and analyzing data from varying data sources. Research competency will be an added advantage. Supported by communication skills, facilitation and presentation 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, formal presentation skills and dealing with stakeholders. The ability to work under pressure with multiple deadlines and maintaining confidentiality.

DUTIES :

The successful candidate will be responsible for the following duties: Assist and support the monitoring and tracking of provincial performance relating to the implementation of Government and Provincial Priorities (MTSF, PGDP and SOPA). Produce and consolidate analytical quantitative performance data on the implementation Government and Provincial priorities and sector deliverables. Responsible for publication of quarterly performance statistics of the province. To assist with the analysing of the implementation of the Annual Performance Plans of provincial departments. To analyse performance reporting on national and provincial data systems (EPRS and PIMS). To coordinate the consolidation of sector development indicators towards the development of an Indicator Information Database. Develop reporting and monitoring matrixes relating to service delivery priorities and updating of sector statistical indicators. Assist in capacity building programmes and operational planning and preparation of reports for presentation at provincial forums and structures.

ENQUIRIES :

Ms. S Vallabh at 066 476 1645

POST 34/280 :

STATE ACCOUNTANT: CONTRACT MANAGEMENT REF NO: SA/CM/2023

SALARY CENTRE REQUIREMENTS :

R294 321 per annum (Level 07)

Kimberley

Applicants must be in possession of a tertiary qualification in Supply Chain Management, Finance or other Supply Chain related fields on NQF Level 6. Minimum of 3 years' relevant experience within a SCM/Contract Management/ Supplier or Vendor Management. Competencies: Knowledge of Contract Management, Supply Chain Management Framework and Regulations. Knowledge of PAIA and POPI Act, Preferential Procurement Policy Framework Act (PPPFA). Knowledge of Public Finance Management Act (PFMA), Knowledge of the demand and acquisition management, Knowledge of Basic Accounting System (BAS). National Treasury Supply Chain Management Guidelines, BBBEE Act, Report writing, Problem solving skills, Analytical thinking, Computer literacy (Word, Excel & PowerPoint).

DUTIES : Responsible for monitoring and ensuring compliance to applicable regulatory framework (PFMA; PPPFA), ensure compliance with the Framework for Supply Chain Management in particular the Contract Management Framework. Maintain an efficient and effective Contract Management within the Office of the Premier. Review existing contracts and lease agreements. Maintain an effective and efficient Contract Management System, Retention Contract Register and Variation Orders Register. Liaise and guide project managers/ users on all related contract issues. Monitor Supply Chain Management compliance. Review contract forms and documents. Co-ordinate Performance Assessments of contractors. Implement and monitor compliance of Departmental Contract Management Guidelines. Effective and efficient bid administration. Effective and efficient bid records management. Effective and efficient Contract Management. Supplier and end user relationship management.

ENQUIRIES : Ms. E. Appies at 073 868 9995

POST 34/281 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT STRATEGY AND STAKEHOLDER COORDINATION REF NO: AO/HRD/2023**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Kimberley

REQUIREMENTS : Applicants must be in possession of a 3 year tertiary qualification in Human Resource Management/ Public Management or related fields on NQF Level 6. Minimum of 3 years' relevant experience within a Human Resource Development field. 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. Knowledge of prescripts and legislation that informs training and development; basic research, analyzing and reporting; Good analytical skills, organizing skills and good report writing skills.

DUTIES : Responsible for rendering general administrative support services, independent drafting of memorandums, letters and submissions; keeping records, registers and statistics on skills development projects; compiling minutes of all forum meetings; liaising with management and tracking submissions; remaining abreast with procedures and processes that are relevant to the HRD domain. Provide technical assistance on the Coordination of the PSDF in the province; Booking of venues, catering and logistical arrangements for meetings; ensuring the distribution of the necessary documentation to members; providing secretariat functions to the forum; compilation reports and presentations; checking reports submitted and consolidating information on correct templates; ensuring the submission of reports to all stakeholders within set timeframes; following up with members to ensure that resolutions of meeting are honoured timeously. Coordinate logistics on the implementation of transversal internships, learnerships, artisanships and bursaries in the province; liaising with departments, SETA's, private sector organisations, Higher Education institutions, etc. On program implementation; attending to general queries by learners and stakeholders involved in projects; providing administrative support on learnerships, bursaries, internship and apprenticeship programs; coordinating the placement of unemployed youth into job opportunities; gathering relevant information for the generation on progress reports to management. Maintain provincial database; accurately updating the database with all information required for it to be efficiently operational; preparing monthly reports.

ENQUIRIES : Mr. J. Kale at 060 997 7580

DEPARTMENT OF TRANSPORT SAFETY AND LIAISON

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department.

APPLICATIONS : Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, Ocean Echo Building, Cnr Sidney and Lennox Street, P.O.Box 1368, Kimberley, 8300.

FOR ATTENTION
CLOSING DATE
NOTE

"Note" in line with DPSA Circular 19 of 2022, applicants are to submit the new Z83 application form and CV Only.

: Ms.J.J.Jafta
: 09 October 2023

: Note" in line with DPSA Circular 19 of 2022, applicants are required to submit the new employment Z83 form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications 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. Shortlisted applicants who are Non-RSA Citizens/Permanent Resident Permit Holders will be required to produce a copy of their Permanent Residence Permits on the day of their interview. Should you be 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 to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. 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. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

MANAGEMENT ECHELON

POST 34/282

: **DIRECTOR: CORPORATE SERVICES REF NO: S4.1/10/23**
: Directorate: Corporate Services

SALARY

: R1 162 200 per annum (Level 13), (all-inclusive remuneration package), (Competency Assessment is compulsory)

CENTRE

: Head Office: Kimberley (Northern Cape)

REQUIREMENTS

: An appropriate Bachelor's degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Human Resource Management / Governance and Public Leadership (NQF Level 7). Minimum of 5 years' experience in middle management position coupled with job related knowledge: Policy Development and Implementation, knowledge of Public Service Regulations, Basic Conditions of Employment Act, Labour relations Act and Public Service Prescripts. Job related skills: Computer literacy, Communication skills (Verbal and Written), presentation skills interpersonal skills, project management skills, financial management skills, conflict management, leadership skills, strategic capabilities, change management skills, a valid driver's license and the ability to work long hours. Successful completion of the pre-entry Certificate for SMS as endorsed by the National School of Government (NSG), certificate to be provided prior to appointment.

DUTIES

: Provide human resource administration support, human resource development and human resource planning services. Provide management services: Manage and coordinate Labour Relations and Legal Services, manage and promote Employee Health and Wellness programmes and Occupational Health and Safety programmes, render Security, Records Management and work environment auxiliary services. Manage and monitor the implementation of the Performance Management Development system (PMDS) in the department, co-ordinate and implement all Gender, Disability, Youth and Children (GDYC) related programmes and activities and provide high level management and strategic support services. Provide guidance on the interpretation of policies, strategies and procedure, coordinate employee information as required, attend to queries, ensure provincial compliance

through the management of information, risk and audit. Request progress reports on audit findings and ensure compliance with regards to policies, directives, instruction, regulations etc.

ENQUIRIES
NOTE

- : Ms. J.J Jafta at (069) 224 6157
- : Woman and persons with disabilities are encouraged to apply.