

**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 or emailed to [applications@nccoghsta.onmicrosoft.com](mailto:applications@nccoghsta.onmicrosoft.com)
- FOR ATTENTION** : Human Resource Registry
- CLOSING DATE** : 01 March 2024
- 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 the Z83 form 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 the 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.

**OTHER POST**

- POST 06/98** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: CM (RM) 01/02/2024**  
Sub-Directorate: Risk Management  
(3 Year Contract)
- SALARY** : Prescribed Rates by the National Treasury for remuneration of Members of Commissions & Committees of enquiry and audit.
- CENTRE** : Provincial Office: Kimberley (Larry Moleko Louw Building)
- REQUIREMENTS** : A postgraduate qualification in Risk Management/Audit/Accounting CA/MBA/MBL/CIA/ Certified risk management practitioner will be an added advantage / At least 10 years' experience in Accounting, Risk Management or Auditing field / Knowledge of Municipal Finance Management Act (MFMA) and Public Finance Management Act (PFMA), regulations/prescripts applicable to Local Government and Provincial Government / Excellent knowledge of the Risk Management and Corporate Governance and the Public Sector Risk Management

Framework / Experience in serving on oversight structures. Skills: Excellent knowledge of the Risk Management and Corporate Governance, Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework, Integrity Management Framework and legislation applicable to the Finance sector. Prior Experience in serving on oversight committees (Eg Audit Committees, Risk Management Committees, etc.) Analytic reasoning abilities and good communication skills Interpersonal relations Tolerance Productivity Research methodology skills Plan and Organise Project management skills Report writing Understanding of PFMA and its Regulations, National Treasury practice notes relevant to the Provincial Departments and Public Entities Knowledge and understanding of the roles of Internal and External Auditors Understanding Public Service Regulation framework. A person who has Government interest in delivering a better service to its citizens.

**DUTIES**

: The candidate will chair the Risk and Ethics Management Committee meetings and provide an oversight role in the following: Review and monitor the implementation of fraud, risk and ethics management framework, policy, strategy and committee charter within the Department. Assisting in the review of the risk and ethics management action plans and ensuring compliance with such plans. Integrating fraud, risk and ethics management into planning, monitoring and reporting processes. Provide advice / guidance on setting and reviewing of risk appetite and tolerance levels of the Department. Ensure compliance with statutory requirements for fraud, risk and ethics management. Providing reports to the Accounting Officer, Audit Committee and other oversight committees on a quarterly basis or as the need arises. Recommend best practice to improve risk and ethics management within the Department.

**ENQUIRIES**

: Ms M Lekwene Tel No: (053) 807 9711

**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 T&I Building, 69 Memorial Road, Monument Heights, Office of the Premier, Ground Floor (Security).

**FOR ATTENTION**

: Mr. V. Fredericks

**CLOSING DATE**

: 01 March 2024

**NOTE**

: The Northern Cape Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender, race and disability representivity. Employment decisions shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at [www.dpsa.gov.za/vacancies](http://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. Where applicable, 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, security vetting, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. A further requirement for all SMS post(s) is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG), No appointment shall be finalized without the relevant candidate producing the Nyukela pre-entry certificate for SMS. 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/>. 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 assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate(s) will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually where applicable. If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

**POST 06/99** : **SENIOR MANAGER: FINANCIAL MANAGEMENT REF NO: SM/FM/02/2024**

**SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)

**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a recognised Bachelor's Degree / Advanced Diploma (NQF L7) in Finance/Accounting, together with at least 5 years' middle management experience in Financial Management, Accounting, Auditing, Risk Management, Budgeting, Reporting, Asset Management and Supply Chain Management. Specialisation in Public Finance Management will be an added advantage. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests. Competencies: Excellent knowledge of financial management, contract management, supply chain management systems and budgeting principles; Expert knowledge of Basic Accounting Systems, procedures and controls within the public sectors; Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting, management accounting, cost accounting, internal controls, internal and external audit, information systems and Supply Chain Management; Knowledge and understanding of Facilities and Property management; Proven strategic and leadership capabilities, programme and project management, and people management and empowerment; Well-developed research and development methodologies. Excellent communication skills (written and verbal); Client orientation and customer focus, honesty and integrity, and time management skills; Excellent project management, problem solving, report writing, computer and analytic skills are key to this post.

**DUTIES** : The successful candidate will be responsible for the following: To manage the financial and management accounting functions as identified in the Public Finance Management Act, 1999 and the Treasury Regulations to ensure sound financial management of the Office of the Premier. Management of Operations, Budget, and Capacity Management. Manage and coordinate the development, implementation, maintenance and reporting on the Financial Management annual performance plan and performance indicators. Oversee and coordinate the forecasting, planning, implementation, and reporting on the Office of the Premier's budget. Manage the Financial Management, office administration and assets management including planning, utilisation and auditing of office resources and assets, development. Manage the preparation and production of Financial Management monthly, quarterly, and annual reports. Manage the month-end and year-end processes and oversee the compilation of the Interim and Annual Financial Statements. Oversee and report on Donor funding. Manage the development, implementation, and maintenance of the Office of the Premier's financial management framework to meet legislative and regulatory prescripts relating to public finance management and accounting, asset management and payroll administration, and enable compliance to PFMA, Treasury Regulations. Assist the CFO in the development and implementation of the Office of the Premier's financial policies, procedures, delegations of authority, report and ensure that non-compliance issues are addressed, and recommendations made for amendments to processes and controls. Assist the CFO in manage the production, implementation, capacity building and maintenance of budget forecasting methods and tools. Oversee the Risk processes within the Finance Unit of OTP. Assist the CFO during internal and external audits, including preparation and the implementation of corrective measures regarding audit findings. Serve as liaison officer between the clients, service providers and government departments and ensure compliance with

financial information management prescripts. Support and give guidance to service providers and consultants on payment processes. Support and advice to the CFO on financial matters.

**ENQUIRIES** : Ms N Kruger at 066 344 0005

#### **OTHER POSTS**

**POST 06/100** : **DEPUTY DIRECTOR: EXECUTIVE COUNCIL SECRETARIAT REF NO: DD/EXCO/02/2024**

**SALARY** : R811 560 per annum (Level 11), (all-inclusive remuneration package)  
**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a recognised Bachelor's degree / Advanced Diploma (NQF 7) in Public Management/Administration or related fields. Candidates must also have a minimum of 5 – 10 years Management relevant experience within the Executive Council Secretariat environment. Competencies: The following key competencies and skills are required for the position: Strategic and leadership management; Policy development and the ability to drive implementation; excellent planning, organizing and analytical skills; knowledge and understanding of key public service legislative framework. The ability to initiate, plan, manage, monitor and evaluate specific outputs in order to achieve desired objectives. Be able to initiate and support organizational change. Be able to manage and compile budgets and have an understanding of government procurement processes. Ability to innovate and solve problems. Knowledge of digitalisation processes. Knowledge of People Management and Empowerment, Computer literacy a valid driver's licence are further prerequisites.

**DUTIES** : Planning, arranging and coordinating Executive Council Meetings, Treasury Committee Meetings including Operation Clean Audit Committee and Makgotla including Fora as directed by the Senior Manager. Plan. Compiling of EXCO Agenda for approval. Drafting of Minutes and compile action list for implementation. Maintain database of all resolutions for follow-up and tracking and periodic reporting to evaluate the effectiveness of the implementation of resolutions. Liaise with all key stakeholders and monitor the implementation of EXCO resolutions and ensure that issues which have been referred to implementing departments and agencies through the Cluster Secretariat are dealt with and followed up. Provide support to the Technical Cluster Secretariats for follow-through on resolutions and reports referred to Cluster Committee. Maintain a co-ordinated system for receiving and compiling material for EXCO, Treasury Committee and OPCA Committees. Maintain tracking system in line with relevant Record Management and Information Security prescripts. Design mechanism to manage the request for archived resolutions and reports. Manage resources to ensure that the objectives of the component are achieved.

**ENQUIRIES** : Ms. S. Gorrah at 060 980 9175

**POST 06/101** : **WEB MANAGER: INFORMATION TECHNOLOGY REF NO: WM/IT/02/2024**

**SALARY** : R811 560 per annum (Level 11), (all-inclusive remuneration package)  
**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a recognised Bachelor's Degree (NQF 7) in Information Technology coupled with 6 – 10 years' experience in web development. Competencies: Knowledge in Computers Systems analysis, Programming, Software Management, Database design of Information, Systems. Developing information systems, Program testing, Maintain information systems, System design, Program project planning, Analytical thinking, Web development, Research/analysis. Skills: Mathematics, Organizing, Computer literacy, Interpersonal relations, Problem solving, Ability to work independently and under pressure, Conflict Management. Ability to take decisions in respect of own work, prioritizing projects, make recommendation to users that could impact on the department/provincial administration. Attributes: Customer focused and responsiveness, Accuracy, Innovativeness and creativity, self-motivation.

**DUTIES** : The successful candidate will be responsible for the following duties: Formulate and implement a comprehensive web and application development strategy

aligned with the overall strategic direction and management plans of the Office of the Premier. Develop strategic plans for online web optimization, encompassing email campaigns and online promotions. Stay abreast of industry trends and emerging technologies to continuously enhance online presence and user experience. Represent the Northern Cape Provincial Government at various forums related to e-Government initiatives. Establish and maintain collaborative relationships with external stakeholders to foster partnerships and share best practices. Foster an enabling environment for other provincial web managers to perform their functions more effectively and efficiently by providing necessary technical support and resources. Collaborate with different departments to understand their specific needs and align web development efforts accordingly. Manage the Web and Application Development Section within the Office of the Premier. Oversee the day-to-day operations, including project planning, execution, and monitoring of web and application development activities. Make informed decisions concerning web and application development projects. Prioritize projects based on their impact on the department and provincial administration.

**ENQUIRIES**

: Mr. M. Segrys at 076 772 4749

**POST 06/102**

: **GISC TECHNOLOGIST REF NO: GISC/PP/02/2024**

**SALARY**

: R433 410 – R461 583 per annum, (all-inclusive remuneration package), (Depending on qualification and experience)

**CENTRE**

: Kimberley

**REQUIREMENTS**

: Applicants must be in possession of a 3-4 years Geographic Information Systems Bachelor's degree or related Bachelor's Degree. 6-year post qualification GISc Technologist experience. Certified GIS Enterprise professional. Compulsory registration with SAGC or PLATO as a GIS technologist, GIS Professional or Certification as a GIS Enterprise professional. Valid Driver's license. A Certification in IT and server administration will be an added advantage. Competencies: The following key competencies and skills are required for the position: GISc implementation; Geo database design and repository management; Geo statistical analysis; Standard development and policy formulation; Technical report writing, Spatial analysis knowledge; GIS applications; Legal requirements and compliance; High level spatial design and modelling. Organisational Process knowledge; Systems maintenance; Mobile equipment operating; Open Access; Advanced computer skills; Interaction and communication. An understanding of provincial and municipal planning systems. Strong experience with two or more GIS platforms (ArcGIS platform, QGIS, ERDAS etc.) Must have knowledge of technical and strategic report writing and understanding of legal compliance. Experience in Geo-Database design and Enterprise GIS Administration. Experience in Spatial and statistical analysis and development of information products like analytics dashboards, story maps etc.

**DUTIES**

: The successful candidate will be responsible for the following duties: Develop and manage spatial information applications within the organizational process. Provide access to Spatial Information and Geographic Information Services to all clients in the (Northern Cape Sector Departments and Local Government). Develop training manual end users on skills regarding to GISc at all times. Ensure interoperability between systems to maximize efficiency. Publish data, into a web based GISc system to provide Geographical Information through the internet. Ensure easy access to spatial information at all times. Document GISc processes undertaken during optimisation and integration. Undertake spatial modelling. Coordinate and manage the design, development and creation of geospatial databases. Research, investigate and advice on new GIS technologies. Develop new methods/technologies for solving spatial data problems. Research and implement new GIS standards Undertake system audit. Undertake requirements analysis. Undertake cost-benefit analysis. Develop process model and workflows diagram Ensure implementation of GIS Standards Draft Terms of Reference for GIS projects Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Perform Quality Assurance of all the data and information products. Assist with the procurement process for the GIS related

- projects. Assist GIS Server administration and publishing webservice in the GIS portal.
- ENQUIRIES** : Ms. J. Meyer at 060 742 2577
- POST 06/103** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DD/EHWP/02/2024**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive remuneration package)  
: Kimberley  
: A registered Clinical Psychologist or Social Worker or Counsellor coupled with a minimum of 5 years' experience in workplace counselling, workplace health programmes and interventions. Registration with the Health Professions Council of South Africa (HPCSA) or South African Council of Social Services Professions (SACSSP). The incumbent must be computer literate with excellent data management, report writing and oral presentation skills. Proven knowledge of the Employee Health and Wellness Strategic Framework and operationalising the four pillars. The incumbent will have to maintain a strict code of confidentiality and maintain professional standards at all times. Knowledge of the Public Service Regulations and Basic Conditions of Employment is essential. Competencies: Proven skills in research as well as data and information management will serve as a strong recommendation. Dynamic thought leader in the field of health promotion. Excellent track record in the implementation of evidence-based workplace health programmes. A degree in employee assistance programmes will be an advantage.
- DUTIES** : The successful candidate will manage the rendering of Employee Health and Wellness services relating to health matters which will include the following: The rendering of a consultation service; the assessment of health and psychosocial problems (that is psychological; somatic; HIV/AIDS related, etc). The referral of cases when necessary. The monitoring of occupational health and safety matters. Design systems that manage employee health and wellness strategies, plans and policies. Implement evidence-based workplace health programmes that promote the well-being of employees. Design information systems to track ill-health determinates, with corresponding health risk reduction actions. Continuous monitoring and follow-up of cases. Liaison with stakeholders within the programme.
- ENQUIRIES** : Mr. B. Thekisho at 082 960 1982
- POST 06/104** : **ASSISTANT DIRECTOR: OFFICE ON THE STATUS OF PERSONS WITH DISABILITIES REF NO: AD/OSPD/2024**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Kimberley  
: Applicants must be in possession of a National Diploma or Bachelor's Degree (NQF level 6 or 7) in Development Studies, Disability Studies, Social Sciences, Public Administration/Management coupled with 3-5 years' administrative experience. Sound knowledge of international treaties and domestic policies impacting on the lives of persons with disabilities, understanding disability from a social-political and human rights perspective, as well as advocacy and awareness strategies. Knowledge and understanding of government outcomes planning and theory of change. Competencies: Policy analysis and report writing. Coordinate the mainstreaming of disability considerations into the government-wide performance monitoring and evaluation system and capacity building. Oversee management of the unit operations and staff members. Financial management, presentation skills, interpersonal skills, supervisory skills and conflict management.
- DUTIES** : The successful candidate will be responsible for the following duties: To coordinate disability awareness and inclusion campaigns. Monitor, evaluate and report on the implementation of the White Paper on the Rights of Persons with Disabilities, United Nations Convention on the Rights of Persons with Disabilities and Job Access Strategic Framework. Provide technical support on Disability-responsive reporting and planning guidelines and requirements to departments and municipalities.
- ENQUIRIES** : Ms. K. Sebico at 066 418 8822

**POST 06/105** : **ASSISTANT DIRECTOR: TRANSVERSAL HUMAN RESOURCE DEVELOPMENT COORDINATION REF NO: AD/HRDT/02/2024**

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

: Applicants must be in possession of a recognised National Diploma or Bachelor's Degree (NQF level 6 or 7) in Human Resource Management / Public Management and related fields, coupled with at least 3 to 5 years Human Resource Development related experience; Knowledge of the HRD landscape and systems, Experience in stakeholder relations co-ordination, Knowledge and understanding of all HRD related prescripts, policies and legislation. Competencies: Proven understanding of the HRD Strategy for the Public Sector, Training and Development in the public sector and related policies. Ability to do qualitative and quantitative data analysis and report writing. Ability to prepare power point presentations and presentation skills, excellent writing and communication skills. Proven track record in stakeholder relationship management and co-ordination. Excellent planning and organising skills. Ability to communicate across a cross section of stakeholders, conflict resolution, supervision of junior employees.

**DUTIES** : Co-ordinate the submission of Work Place Skills Plans(WSP) by all departments annually, render support and capacity building, Co-ordinate the submission of HRD Implementation plans and HRD Monitoring reports by all provincial departments annually in line with the Public Sector HRD Strategy and liaise with DPSA, Co-ordinate the submission of Annual Developmental programmes Reports to DPSA by all provincial departments, Co-ordinate the Quarterly submission of Quarterly Training Monitoring Reports by all provincial departments, Consolidation of all departmental Quarterly Training Monitoring Reports into A Provincial Quarterly Training report and presentation to the Provincial Skills Development Forum, Co-ordinate nominations for various mandatory training programmes across all provincial departments, Co-ordinate logistics for each training taking place, e.g. venues, catering, training materials, Liaise with NSG on the training, Communicate logistics to nominees, Liaise with training provider and facilitator, Co-ordinate the submission of portfolios of evidence by trainees, Co-ordinate Internship programmes, Work Integrated Learning programmes, and Learnership programmes by performing the following: Develop project implementation Plan, Recruitment of learners/interns, Co-ordinate work placements, Co-ordinate mentors, Manage learner contracts, Manage learners appointments, Manage learners attendance, Manage learner performance reviews, Arrange quarterly HRD Forum meetings, Invite departments, Prepare the agenda, Prepare minutes, Invite national stakeholders eg, PSETA,DPSA,NSG, Manage and co-ordinate activities which arise from the forum, Co-ordinate interventions by PSETA,DPSA and NSG.

**ENQUIRIES** : Ms. R. Benjamin at 060 980 5654

**POST 06/106** : **ASSISTANT DIRECTOR: PROVINCIAL COUNCIL ON AIDS SECRETARIAT REF NO: AD/PCA/02/2024**

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

: Applicants must be in possession of a recognised National Diploma or Bachelor's Degree (NQF level 6 or 7) in Public or Business Administration coupled with 3-5 years' administrative experience. Knowledge and understanding of public service policies and procedures. Competencies: Well-developed knowledge and the ability to use word processing, spreadsheets and presentation packages and other software utilized in the department; Knowledge on the relevant legislature/policies/prescripts and procedures; Management skills; Computer literacy; Good written and verbal communication; ability to develop written reports and action plans; sound organizational skills; Ability to do research and analyse documents and situations in order to compile documents and draft submissions; Conflict resolution skills.

**DUTIES** : Provide secretariat support function to the Provincial AIDS Council Secretariat; Develop reports, presentations and memoranda; Conduct preliminary discussions to proactively resolve and address the needs of both internal and external clients; Organize and attend meetings, conferences, workshops and summits; Ensure the

effective and efficient functioning of the Office of the Provincial AIDS Secretariat in terms of all acts and delegations including Human Resource Management Development and Office Management.

**ENQUIRIES** : Ms. K. Setima at 066 472 9184

**POST 06/107** : **ASSISTANT DIRECTOR: HUMAN RESOURCE STRATEGY AND TRANSVERSAL CO-ORDINATION REF NO: AD/HRSTC/02/2024**

**SALARY** : R424 104 per annum (Level 09)

**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a recognised National Diploma or Bachelor's degree (NQF level 6 or 7) in Human Resource Management / Public Management and related fields, coupled with at least 3 to 5 years Human Resource Development related experience; Knowledge of the HRD landscape and systems, Experience in stakeholder relations co-ordination, Knowledge and understanding of all HRD related prescripts, policies and legislation. Competencies: The preferred candidate will have sound knowledge of the Legislative Framework governing the Human Resource Development/Skills Development functional area as well as knowledge of Research and Analysis, Project Management, and Database Management. The candidate should also have well-developed communication skills, which includes formal presentation, strong written communication, in particular report-writing and minutes-taking, listening and computer skills. This post requires a person with proven organizing and coordinating capabilities, as well as excellent planning and analytical skills, coupled with strong interpersonal skills.

**DUTIES** : The successful candidate will be responsible for the following duties: Coordinate the determining of the skills needs within the province through analysis; Facilitate skills audit processes; Coordinate sector reports; Coordinate sector partnerships; Facilitate programmes for internships, Learnerships, artisans, bursaries and provide secretariat function to the Human Resource Development Council/PSDF.

**ENQUIRIES** : Mr. J. Kale at 060 997 7580

**POST 06/108** : **CHIEF REGISTRY CLERK REF NO: CRC/RM/02/2024**

**SALARY** : R294 321 per annum (Level 07)

**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a National Diploma (NQF Level 6) in Public Management/ Public Administration or equivalent qualification coupled with 3-5 years' experience in the records management field. Competencies: Job knowledge, interpersonal relations, flexibility, teamwork, computer, planning and organising, language, good verbal, writing and communication skills, knowledge of registry duties, practices as well as the ability to capture data and operate a computer, working knowledge and understanding of the legislative framework governing the Public Services, knowledge of storage and retrieval procedures in terms of the working environment.

**DUTIES** : Supervise and provide registry services, supervise the handling of incoming and outgoing correspondence, supervise and render an effective filing record management service, supervise and operate machines in relation to the registry function, supervise the processing and process documents for archiving and disposal, supervise human resources and financial resources.

**ENQUIRIES** : Mr. S. Mojatau at 081 887 3088

**POST 06/109** : **ADMIN OFFICER: PERFORMANCE MONITORING AND EVALUATION REF NO: AO/PM&E/02/2024**

**SALARY** : R294 321 per annum (Level 07)

**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a National Diploma (NQF Level 6) in Public Management/ Public Administration or equivalent qualification coupled with 3-5 years' experience in Office Management, Public Administration. Competencies: Extensive knowledge of the functioning of Provincial Government, Data Management Systems, Monitoring and Evaluation operations, knowledge of the Financial Procurement systems and the relevant policies and Record keeping. The



ability to interpret and apply policies. The ability to compile reports and statistics, accurately record minutes and decisions at meetings, problem solving skills. Proven computer literacy skills with advanced proficiency in MS-EXCEL, MS-WORD, MS-PowerPoint. The post requires a person with proven organizing and administration capabilities, dealing with stakeholders, ability to work under pressure with multiple deadlines and maintaining confidentiality.

**DUTIES** : The successful candidate will be responsible for the following: To provide administrative support to the Directorate in relation to integrated Monitoring and Evaluation. Coordinate and facilitate communication and correspondence to departments. Assist with the compilation of monitoring statistical data. Consolidate analysis reports and presentations required by the Directorate. Assist departments with M & E system technical troubleshooting (PIMS and EQPRS). Assist with administrative support for capacity building and monitoring engagements. Assist with tracking progress on departmental quarterly reporting and submission of service delivery improvement plans. Provide administrative supports for all M & E Fora. Assist with logistical planning and procurement, handling subsistence and travel claims.

**ENQUIRIES** : Ms. S. Vallabh at 066 476 1645

**POST 06/110** : **PRINCIPAL PERSONNEL OFFICER REF NO: PPO/HRA/02/2024**

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

**REQUIREMENTS** : Applicants must National Diploma in Human Resource Management/Public Management/Public Administration (NQF Level 6) coupled with 3-5 years' experience in Human Resources Administration. Knowledge of Public Service Act and Regulations, Basic Condition of Employment Act and key legislative prescripts related to Human Resource Practices. Proven extensive knowledge of the PERSAL System. Competencies: The following key competencies and skills are required for the position: In depth knowledge of Human Resource Administration practices and procedures; Ability to analyse PERSAL reports; Good written and verbal communication skills; Analytical skills, computer literacy, (MS word, Excel and PowerPoint); Sound supervisory skills, excellent interpersonal skills, communication, decision making and problem solving skills; Ability to develop written reports and action plans; Ensuring attention to detail in respect of tasks; Ability to plan, prioritize and execute tasks in order of importance. Ability to maintain a high level of confidentiality; Conflict resolution skills; Facilitation and presentation skills. Self-motivated, highly organised and the ability to work under pressure and to display initiative; and the ability to interpret and implement directives.

**DUTIES** : The successful candidate will be responsible for the following duties: Manage day to day functioning of HR practices and ensure high quality of service. Supervise, plan and co-ordinate the work activities of Personnel Officers. Supervise staff by allocating and ensuring quality of work, personnel development; assessing staff performance and apply discipline. Ensure that all records, post establishment and HRA databases are maintained and updated regularly. Facilitate and administer recruitment and selection processes which includes the coordination of advertisement of vacant and funded positions, drafting of adverts, receiving and screening of applications. Ensure the facilitation of all logistical arrangements for shortlisting and interview processes. Provide a secretariat support service at shortlisting and interview sessions. Prepare shortlisting and appointment submissions. Facilitate Pre-Employment Suitability Checks (Reference Checks, Verification of Qualifications & Vetting). Facilitate post provisioning by ensuring the accurate capturing of transactions on PERSAL (Appointments, Promotions, Grade Progression, Translation in Rank, Transfers and MMS/SMS Packages). Update and maintain personal profiles on PERSAL. Prepare submissions for Transfers/Promotions/Relocations. Approve transactions on PERSAL according to delegations. Prepare reports on human resource administration issues and statistics.

**ENQUIRIES** : Mr. E. Mokgosi at 076 833 2501

**POST 06/111** : **SENIOR PROGRAMMER: INFORMATION TECHNOLOGY REF NO: SP/IT/02/2024**

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

**REQUIREMENTS** : Applicants must be in possession of a recognised National Diploma or Bachelor's degree (NQF level 6 or 7) in Information and Communication Technology or equivalent with a minimum of three years' experience within a web development environment. Competencies: Basic HR Matters; Computer hardware and software; Software Development; Website Development; Knowledge of operating systems; Database Development; Research/analysis; Computer system analysis; Program testing; Maintain information systems; Administration procedures relating to specific work environment.

**DUTIES** : The successful candidate will be responsible for the following: Collaborate with the development team to assist in creating and maintaining Provincial and Departmental Websites and Applications. Utilize your expertise in software development and website development to contribute to the design and functionality of these platforms. Develop databases for back-end implementation on both Desktop and Web Applications. Ensure the efficient and secure management of data, optimizing database performance for seamless application functionality. Establish effective communication channels with internal and external stakeholders. Collaborate with various departments to gather information and content for dissemination on departmental websites and systems. Demonstrate a strong understanding of computer hardware and software, along with knowledge of operating systems. Apply computer system analysis and program testing to guarantee the reliability and functionality of developed applications. Engage in research and analysis activities to stay updated on industry trends, emerging technologies, and best practices. Implement findings to enhance the quality and efficiency of web development within the department.

**ENQUIRIES** : Mr. M. Segrys at 076 772 4749

**POST 06/112** : **STATE ACCOUNTANT: PAYMENTS ADMINISTRATION REF NO: SA/FA/02/2024**

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

**REQUIREMENTS** : Applicants must be in possession of a National Diploma in Accountancy coupled with at least 3-5 years' experience in Finance. Competencies: The following key competencies and skills are required for the position: Knowledge of the Public Finance Management Act and Treasury Regulations, people management and empowerment, strong computer skills (MS Excel, MS Word, etc). Knowledge of financial operating systems (BAS, LOGIS, PERSAL), sound analytical and numerical skills, client orientation and customer focus, the ability to work under pressure, verbal and communication skills.

**DUTIES** : The successful candidate will be responsible for the following duties: Assist the unit in ensuring that policies and standard operating procedures are compiled with, assist in the Preparation of monthly or quarterly financial and non-financial reports, assist the Assistant Director in ensuring Compliance with all Legislative requirement, assist the unit in the maintenance of a sound control environment, maintenance of a supplier invoices reconciliations system, monitoring and tracking of the payments to suppliers, verification of supplier invoices, authorisation of supplier payments, ensuring that financial transactions or payments are accurate, ensure the safeguarding of payment records, assist in inputs required regarding any other activities within the unit and supervise subordinates.

**ENQUIRIES** : Mr. J. Carolus at 066 189 8528

**POST 06/113** : **PERSONNEL OFFICER REF NO: PO/HRA/02/2024**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a Senior Certificate or an appropriate equivalent qualification. A post matric qualification (Diploma/Degree) will serve as

an added advantage. Candidates must have 0 – 2 years' administrative experience. Competencies: Good written and verbal communication skills, basic interpersonal relations, accuracy, planning and organizing skills, 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 candidate will be responsible for the following duties: Administering the advertising process; receive and record job vacancy information; co-ordinate the interviewing process; provide administrative support; handle human resource enquiries; assist with all matters related to the staff establishment; instate transactions on PERSAL with regard to appointments, relocations, transfers, movements, promotions, MMS packages etc.

**ENQUIRIES** : Mr. E. Mokgosi at 076 833 2501

**POST 06/114** : **REGISTRY CLERK REF NO: RC/RM/02/2024**

**SALARY** : R202 233 per annum (Level 05)

**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a a Senior Certificate or an appropriate equivalent qualification. A post matric qualification (Diploma/Degree) will serve as an added advantage. Candidates must have 0 – 2 years' administrative experience. Competencies: The following key competencies and skills are required for the position: Knowledge of limited range of work such as filling, storage and retrieval of information/ documents; planning and organising daily tasks and own work; knowledge of labour-saving devices; working procedures in respect of working environment; Numeracy; organising; Literacy; routine verbal exchange of information and basic interpersonal relationship.

**DUTIES** : The successful candidate will be responsible for the following duties: Provide registry counter services. Attend to clients, handle telephonic and other enquiries received and received and register hand deliver mail/ files. Handle incoming and outgoing correspondence. Receive all mail, sort, register and dispatch mail and distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system, Filing/ storage, tracing (electronically/manually) and retrieval of documents and files and complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register, Frank post, record money and update register daily and lock post in postbag for messengers to deliver to Post Office.

**ENQUIRIES** : Mr. S. Mojatau at 081 887 3088

**POST 06/115** : **ADMINISTRATION CLERK FOR POLICY AND PLANNING REF NO: AC/P&P/02/2024 (X2 POSTS)**

**SALARY** : R202 233 per annum (Level 05)

**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a Senior Certificate or an appropriate equivalent qualification. A post matric qualification (Diploma/Degree) will serve as an added advantage. Candidates must have 0 – 2 years' administrative experience. Competencies: Good written and verbal communication skills, basic interpersonal relations, accuracy, planning and organizing skills, 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 candidate will be responsible for rendering general clerical support services by organising, storing, capturing and retrieving correspondence and data; Updating registers and statistics; Handling routine enquiries; Distributing documents/packages to various stakeholders as required; Keeping and maintaining the filing system for the Unit; Typing letters and/or other correspondence when required; Keeping and maintaining the incoming and outgoing document register, personnel records, and attendance register of the Unit; Renders administrative support services that entail travel and accommodation arrangements, procurement services, etc. Provides support to the Unit Head regarding meetings or events. Keep record of and follow up on all decisions and actions of the Unit. Ensures the effective flow of information and documents to and

from the Unit. Collect, analyse, collate information and draft reports, documents and presentation as required.

**ENQUIRIES** : Ms. J. Meyer at 060 742 2577

**POST 06/116** : **FOOD SERVICE AID REF NO: FS/FM/02/2024 (X2 POSTS)**

**SALARY** : R125 373 per annum (Level 02)

**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of an NQF level 1 or 2 (Abet level 2 certificate or equivalent). Experience in food aid services will serve as an added advantage. Competencies: The following key competencies and skills are required for the position: Cleaning; food aid services; how to use office and household equipment; working procedures in respect of working environment; routine administrative procedures; interpersonal relationships; communication skills; basic numeracy; literacy; organising and be able to work within a team or independently.

**DUTIES** : The successful candidate will be responsible for the following duties: Clean kitchen utensils and equipment; Provide catering support services; Keep stock of kitchen utensils and equipment; Apply hygiene and safety measures; Maintain quality control measures of all food provided; Removal of garbage disposal, Prepare food, snack and beverage (water, tea, coffee, milk, sugar and cold drinks); Setup and convey crockery, Cutlery and equipment to dining areas; Serve food, beverages and be responsible for food supplies including reporting waste and losses.

**ENQUIRIES** : Ms. C. Monoametsi at 066 109 9299