

**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** : 15 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 POSTS**

- POST 08/25** : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: HS (HSP&P) 01/02/2024**  
 Directorate: Human Settlements Programmes and Projects
- SALARY** : R1 146 540 per annum, (all-inclusive salary package OSD)
- CENTRE** : Provincial Office: Kimberley (Larry Moleko Louw Building)
- REQUIREMENTS** : A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment, with a minimum of 6 years post qualifications professional experience is required, Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) is compulsory. A valid driver's license and the ability/willingness to travel are essential. Extensive understanding of the NEC, JBCC and GCC form of contract. Knowledge of programme and project management, Project design and analysis, legal and operational compliance as well as the creation of a high-performance culture. Applicable legislation and prescripts in the Project Management field, Civil and Construction industries. Skills: Communication skills, Problem-solving and analysis skills, Decision making and conflict management skills, Research and development, Strategic capability and leadership, Financial management and computer skills, Negotiation skills.
- DUTIES** : Technical specification and evaluation of professional service providers' and contractors' bids in terms of project specification, scope of works, general condition of contract, bill of quantities, EPWP requirements and Occupational Health and Safety Act. Ensure that construction projects are implemented in line with the NHBRC requirements and standards, Manage construction projects on his/her own, ranging from large-scale capital projects, to maintenance projects and service contracts, Ensure that the needs of clients are well interpreted into manageable scopes of work, Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans, Coordinate all internal resources required to ensure the bidding process for appointment of contractors, Conduct technical inspections and integrity surveys on various construction assets, Ensure that appointed consultants manage the quality of work within their professional scope and responsibility, Ensure that contractors timeously receive all relevant specifications and details to construct, Adjudicate all applications of variation orders and extensions of time, and make

recommendations to the approving authority within the Department, Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously, Prepare and submit project information to be filed to the Head of Directorate Secure all required funding for the projects through internal set processes, Ensure that project information is filed appropriately for easy access during audit, Cultivate a culture of good working relationships with fellow colleagues within the Department, Adhere to conditions of Occupational Health and Safety, Conduct research on new best practices of materials, techniques and methods, Ensure delivery of projects within parameters of time and cost to establish and promote effective relationships with clients, Provide expert advice to the Department. Monitor the performance of Project Managers under his/her supervision, Mentor, develop and offer technical support to improve performance.

**ENQUIRIES** : Ms. F. Fredericks Tel No: (053) 830 9529

**POST 08/26** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO: HS 05/02/2024**  
Directorate: Human Settlements

**SALARY** : R310 767 per annum, (OSD)  
**CENTRE** : Provincial Office: Kimberley - Larry Moleko Louw Building  
**REQUIREMENTS** : An appropriate tertiary qualification in Natural or Environmental Sciences/ Management and relevant equivalent qualification (NQF 6/7) plus 0-2 years' experience in Environmental Management or relevant field. A valid driver's license. Skills: A clear understanding of the Department's role and policy with respect to Environmental Management. Broad knowledge in EIA Regulations and administration in terms National Environmental Management Act (Act No.107 of 1998) (NEMA) and other related environmental regulations governing the environment. Knowledge on Integrated Environmental Management. A basic understanding of government's procurement processes. Innovative thinking, negotiating and networking skills. Good verbal and written communication and report writing skills are essential. The willingness to travel extensively and work irregular hours. Knowledge of Human Resources policies. A clear understanding of transformation in the Public Service.

**DUTIES** : Ensure human settlements projects are implemented in line with environmental regulations and policies. Facilitate environmental monitoring and audit during human settlements construction projects. Facilitate environmental impact assessment during town planning phase. Liaise and coordinate with different stakeholders during the planning and implementation of all Human Settlement projects. Report on progress with EIA activities in accordance with programme and contractual deliverables.

**ENQUIRIES** : Ms. L. Tshilate Tel No: (053) 830 9514

#### **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** : 15 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 08/27** : **HEAD OF DEPARTMENT FOR AGRICULTURE, ENVIRONMENTAL AFFAIRS, RURAL DEVELOPMENT AND LAND REFORM REF NO: HOD/AEARDLR/02/2024**
- SALARY** : R1 663 581 per annum (Level 15), (all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance)
- CENTRE REQUIREMENTS** : Kimberley  
: A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development-oriented service delivery in pursuit of the National Development Plan and the Medium-Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver's licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites.
- DUTIES** : Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department. Manage and oversee implementation of Agricultural Technical Services within the Northern Cape Province; Manage and oversee the provisioning of Food Security, Agrarian Transformation and Partnership services within the Northern Cape Province; Manage and oversee the implementation of Enterprise Development and Agro Processing Services within the Northern Cape Province; Manage and oversee the implementation of and Biodiversity and environmental management services within the Northern Cape Province; Manage and oversee the implementation of rural development services within the Northern Cape Province; Ensuring the efficient and effective macro planning in the department, transformation, quality assurance, regulation, promotion and development in the Northern Cape Province; Providing guidance, support and direction in terms of policies, legislation and strategies; Ensuring the promotion of a safe and secure environment for visitors and tourism entrepreneurs in the Northern Cape Province; Developing and implementing a plan for accelerated provincial transformation in the Agriculture Environmental Affairs, Rural Development and Land reform environment; Setting the strategic focus of the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Providing requisite leadership to senior managers in setting and achieving the goals of the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Ensuring that sound people and financial management practices are adhered to within the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform, according to the PFMA; Championing change within the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Evaluating the performance of the Department on a continuous basis, against pre-determined key measurable objectives and standards; Ensuring audit outcomes reflecting financial statements are free from material misstatements, free from material findings on non-compliance with legislation, as well as reflecting that the Department has sufficient internal controls in place; Developing and implementing an effective and efficient supply chain management system for the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Developing and implementing an effective and efficient diversity management system within the Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Ensuring integrated governance in terms of the services and functions of the Northern Cape Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Ensuring regional and international integration in terms of the services and functions of the Department of Agriculture, Environmental Affairs, Rural Development and Land Reform; Ensuring

adherence to the MISS by the Department; Ensuring an interface with external role players for effective governance by optimizing communication and stakeholder relationships.

**ENQUIRIES**

: Mrs. Z. Langeveldt at 066 484 5888

**POST 08/28**

: **DEPUTY DIRECTOR GENERAL: INSTITUTIONAL DEVELOPMENT REF NO: DDG/ID/02/2024**

**SALARY**

: R1 663 581 per annum (Level 15), (all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)

**CENTRE**

: Kimberley

**REQUIREMENTS**

: A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development-oriented service delivery in pursuit of the National Development Plan and the Medium-Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver's licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites.

**DUTIES**

: The successful candidate will be responsible to manage, support and provide strategic direction and leadership to the Institutional Development Branch and will be expected to: Manage and coordinate the implementation of provincial Human Resources Management and Development policies and frameworks. Coordinate and manage the Northern Cape Provincial Government Communication services to ensure the provisioning of an effective and efficient media strategy and liaison services to the Office of the Premier and the Executive Council. Manage and coordinate the provisioning of State Law Advisory Services for the Northern Cape Provincial Administration which includes the provisioning of legal advice to the Premier, Members of the Executive Council, Heads of provincial departments and municipalities. Monitor and ensure compliance with all applicable legislation. Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Branch. Provide strategic direction and leadership to Senior Managers in setting and achieving the goals of the Branch. Provide leadership and guidance yearly with the review of the annual Performance plans in line with the MTSF and every five years with a specific intent to deliver on the department's objectives. Ensure that sound people and financial management practices are adhered to within the Branch. Evaluate the performance of Branch on a continuous basis, against pre-determined key measurable objectives and standards.

**ENQUIRIES**

: Mrs. Z. Langeveldt at 066 484 5888