

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF SOCIAL DEVELOPMENT**

The Department of Social Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : To apply for the below positions, please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Management and Labour Relations, Private Bag X5016, Kimberley, 8300 or Applications that are hand delivered must be brought to the foyer (HR Block C) of Latlhi Mabilo Complex Building where they must be placed in the appropriately marked box at: 257 Barkley Road, Kimberley. Alternatively, applicants can email their applications to applications-dsd@ncpg.gov.za. Applicants must complete and sign an application register when an application is hand delivered. No applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 06 May 2024 at 16H00
- NOTE** : 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 considered. 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. In addition, Social Service Professionals will be required to submit proof or registration with the South African Council for Social Service Professions and certificate of service for recognition of previous experience. 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 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, citizenship verification and integrity assessment exercise. 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 three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. In line with the Department's employments Equity Plan, People with Disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 13/42** : **CHIEF FINANCIAL OFFICER REF NO: NCDSD/CFO/PROV/01/2024**
- SALARY** : R1 371 558 per annum (Level 14), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
- CENTRE** : Provincial Office: Kimberley
- REQUIREMENTS** : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Financial Management / Accounting /

Auditing and or related Management Field. A minimum of 5 years' experience at a Senior Managerial level within finance of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. 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 private and 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; Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa; Acumen and experience to manage and interact with key stakeholders at senior level; Proven strategic and leadership capabilities, programme and project management, and people management and empowerment. 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

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: Oversee and provide overall management in the implementation of financial management and administrative services; Oversee and manage the provisioning of assets and supply chain management services; Provide overall management and strategic direction in the Branch; Execute all responsibilities delegated by the Accounting Officer in terms of Sections 38 to 43 of the PFMA; Maintain an integrated accounting and financial management system, including financial reporting and internal control; Oversee the budgetary process within the Department and ensure alignment to Departmental strategic objectives as well as exercise budgetary control and provide early warning arrangements at strategic level; Oversee the preparation and submission of quarterly and annual financial statements including other financial reports and liaise with National Treasury and the Auditor-General in this regard; Participate in policy formulation and review by rendering advice to the Executing Authority, Accounting Officer and Executive and Senior Management on financial matters and financial consequences thereof; Oversee the development, revision and alignment of departmental policies, priorities and processes according to National Legislation, Public Service Regulations and national and international best practices; Liaise with CFO's of other government departments regarding financial transactions to ensure speedy recovery of expenditure incurred by the Department on behalf of other Departments; Liaise with the relevant role-players in the financial environment regarding transversal financial matters.
Ms. Shounee Wookey Tel No: (053) 874 9100

ENQUIRIES

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POST 13/43

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CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: NCDSD/CD/CMS/PROV/02/2024

SALARY

:

R1 371 558 per annum (Level 14), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)

CENTRE

:

Provincial Office: Kimberley

REQUIREMENTS

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A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Human Resource Management/Public Management / Administration and or related Management Field. A minimum of 5 years' experience at a Senior Managerial level within Human Resource Management, Operational Management, Planning, Monitoring and Evaluation or Administrative Support Functions of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. Extensive knowledge of legislation and policies governing corporate services, including, but not limited to: Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, Human Resource development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, PSCBC regulations. Strategic and Leadership Management programme and Project Management, Change and Knowledge Management, Good Corporate Governance Principles. Planning and Organizational Skills. Monitoring and Evaluation, Report Writing and Communication Skills. Leading and Controlling Skills. Computer Literacy. Decision-making and Networking skills. Leadership and team Building skills.

<u>DUTIES</u>	:	Analytical Problem-solving skills. Policy Development, Financial Management and formal presentation skills.
	:	Implementation and reviewing of HRM policies, Conduct presentations to the Departmental committees/meetings of all HRM matter. Monitor the implementation of Organizational Development. HR Plan and EE Plan. Manage the implementation of Employee Health and Wellness programme and special programme in the Department. Monitor the development and Implementation of HRD Strategy and Workplace Skill Development Plan. Monitor the implementation of EPMDS Procedures and Policies. Monitor the Implementation of sound Labour relations Processes. Oversee the Implementation of Corporate Support Services in the Department. Oversee and coordinate departmental strategic planning processes, the development of Annual Performance Plans and Annual Reports. Oversee the Development, Implementation and maintenance of Departmental Information Technology strategies. Oversee and direct the provisioning of internal and external communication and media service. Provide overall management and facilitation of properties and facilities management services. Advice and guide the HOD on matters relating to Corporate Services. Coordinate the Development of HRM delegations. Oversee the effective and efficient implementation of strategic management in the Department. To oversee Strategic Planning research and Policy Coordination in the Department. To oversee Monitoring and Evaluation Services in the Department. To oversee the change management and service delivery improvement services in the Department. Facilitate programme implementation, monitoring and reporting on the planned strategic outputs and outcomes of the Chief Directorate. Ensure integration and coordination of services with sector departments and all other relevant partners. Manage the review process of policies in line with new developments or amended legislation. Ensure the participation in formation of policy/legislation at the National and Provincial level. Ensure sound financial management within the Chief Directorate, by developing and managing the budget of the Chief Directorate, ensure expenditure of the allocated budget with the prescripts of PFMA and other policies and legislations, ensure the implementation of financial controls within the Chief Directorate, prevent unauthorized, irregular, fruitless and wasteful expenditure and report non-compliance to the CFO. Overall manage and develop the resources of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms. Shouneez Wookey Tel No: (053) 874 9100
<u>POST 13/44</u>	:	<u>CHIEF DIRECTOR: SOCIAL WELFARE SERVICES REF NO: NCDSD/CD/SWS/PROV/03/2024</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Social Work. A minimum of 5 years' experience at a Senior Managerial level within social work field of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. Extensive knowledge of legislation and policies governing social service profession, including, but not limited to: White Paper on Social Welfare, Children's Act, the Child Justice Act, the Prevention and Treatment of Substance Abuse Act, Domestic Violence Act, Social Assistance Act, Social Work Supervision Framework, etc. Strategic and leadership Management programme and project management, Change and Knowledge Management, Good Corporate Governance Principles. Planning and Organizational Skills. Monitoring and Evaluation, Report Writing and Communication Skills. Leading and Controlling Skills. Computer Literacy. Decision- making and Networking skills. Leadership and team Building skills. Analytical Problem-solving skills. Policy Development, Financial Management and formal presentation skills.
<u>DUTIES</u>	:	Oversee the provision of strategic direction to the specialist social services and Programmes. Manage and coordinate all activities towards ensuring the effective and efficient functioning of the Chief Directorate. Facilitating the implementation and monitoring of services of the following Directorates: Services to Families and Children, Restorative Services (including the Substance Abuse Treatment Centre), Special Needs, including services to older persons, persons with disabilities and services to the LGBTIQA+

community. Provide leadership, management, planning and coordination of the functions of the Chief Directorate. Facilitate programme implementation, monitoring and reporting on the planned strategic outputs and outcomes of the Chief Directorate. Ensure integration and coordination of services with sector departments and all other relevant partners. Manage the review process of policies in line with new developments or amended legislation. Ensure the participation in formation of policy/legislation at National and Provincial level. Ensure sound financial management within the Chief Directorate, by developing and managing the budget of the Chief Directorate, ensure expenditure of the allocated budget with the prescripts of PFMA and other policies and legislations, ensure the implementation of financial controls within the Chief Directorate, prevent unauthorized, irregular, fruitless and wasteful expenditure and report non-compliance to the CFO. Overall manage and development of the resources of the Chief Directorate.

- ENQUIRIES** : Ms. Shouneez Wookey Tel No: (053) 874 9100
- POST 13/45** : **DIRECTOR: SPECIAL NEEDS REF NO: NCDSD/DIR-SN/PROV/04/2024**
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
- CENTRE** : Provincial Office: Kimberley
- REQUIREMENTS** : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Social Work. A minimum of 5 years' experience at a Middle / Senior Managerial level within social work field of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. Extensive knowledge of legislation and policies governing social service profession, including, but not limited to: White Paper on Social Welfare, Children's Act, the Child Justice Act, the Prevention and Treatment of Substance Abuse Act, Domestic Violence Act, Social Assistance Act, Social Work Supervision Framework, etc. Strategic and leadership Management programme and project management, Change and Knowledge Management, Good Corporate Governance Principles. Planning and Organizational Skills. Monitoring and Evaluation, Report Writing and Communication Skills. Leading and Controlling Skills. Computer Literacy. Decision-making and Networking skills. Leadership and team Building skills. Analytical Problem-solving skills. Policy Development, Financial Management and formal presentation skills.
- DUTIES** : Coordinate and facilitate the provision of community-based care, prevention and support services to persons with disabilities. Coordinate and facilitate the provision of community-based and residential care and support services to older persons. Monitor the implementation of norms and standards in respect of services to persons with disabilities and older persons. Manage the provision of prevention, intervention and support services to the infected and affected groups according to the National Strategic Plan for HIV and AIDS. Manage the performance of the unit. Manage implementation of the strategic plan, annual performance plan and operational plans. Monitor and evaluate the quality, effectiveness and compliance with regulations of persons with disabilities and older persons. Monitor and evaluate programme implementation of community-based care programmes. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.).
- ENQUIRIES** : Mr. Tshepo Nosi Tel No: (053) 874 9100
- POST 13/46** : **DIRECTOR: CHILDREN AND FAMILIES REF NO: NCDSD/DIR-C&F/PROV/05/2024**
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
- CENTRE** : Provincial Office: Kimberley
- REQUIREMENTS** : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Social Work. A minimum of 5 years' experience at a Middle/Senior Managerial level within social work field of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. Extensive knowledge of legislation and policies governing social service profession, including, but not limited to: White Paper on Social Welfare, White Paper on Families, Older Persons Act,

the Prevention and Treatment of Substance Abuse Act, Domestic Violence Act, Social Assistance Act, Social Work Supervision Framework, etc. Strategic and leadership Management programme and project management, Change and Knowledge Management, Good Corporate Governance Principles. Planning and Organizational Skills. Monitoring and Evaluation, Report Writing and Communication Skills. Leading and Controlling Skills. Computer Literacy. Decision-making and Networking skills. Leadership and team Building skills. Analytical Problem-solving skills. Policy Development, Financial Management and formal presentation skills.

DUTIES : Coordinate and facilitate the provision of community-based prevention and early intervention to children with behavioural problems and children in need of care and support. Coordinate and facilitate the provision of community-based and alternative care and support services to children. Monitor the implementation of norms and standards in respect of services to children in alternative care. Manage the provision of prevention, intervention and support services to families. Manage the performance of the unit. Manage implementation of the strategic plan, annual performance plan and operational plans. Monitor and evaluate the quality, effectiveness and compliance with regulations of persons with disabilities and older persons. Monitor and evaluate programme implementation of community-based care programmes. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and coordinate all resources (e.g. finances, equipment, human resources, etc.).

ENQUIRIES : Mr. Tshepo Nosi Tel No: (053) 874 9100

POST 13/47 : **DISTRICT DIRECTOR: FRANCES BAARD DISTRICT REF NO: NCDSD/DD-PROV/06/2024**

SALARY : R1 162 200 per annum (Level 13), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)

CENTRE REQUIREMENTS : Provincial Office: Kimberley

: A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Social Work / Community Development/Public Management or related field. A minimum of 5 years' experience at a Middle Managerial level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. Extensive knowledge of legislation and policies guiding the public sector, including, but not limited to Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, Human Resource development Strategy, Public Finance Management Act and its regulations, Treasury Regulations. Strategic and leadership Management programme and Project Management, Change and Knowledge Management, Good Corporate Governance Principles. Planning and Organizational Skills. Monitoring and Evaluation, Report Writing and Communication Skills. Leading and Controlling Skills. Computer Literacy. Decision-making and Networking skills. Leadership and team Building skills. Analytical Problem-solving skills. Policy Development, Financial Management and formal presentation skills.

DUTIES : Provide strategic guidance and support in rendering of social welfare services in the District. Oversee the implementation of community development services, including youth development and sustainable livelihoods interventions. Oversee the provision of therapeutic, educational and vocational skills programmes to children in need of care and protection as well as children in conflict with the law. Monitor the Implementation of sound Labour relations Processes. Oversee the Implementation of Corporate Support Services in the District. Manage discipline, grievance and disputes within the district. Oversee the effective and efficient implementation of the departmental strategic and annual performance plan in the district. Oversee the change management and service delivery improvement services in the district. Oversee the effective monitoring and evaluation of compliance with service delivery norms and standards and agreements in terms of funded Non-Profit Organisations. Manage intergovernmental stakeholder relations in the District. Oversee Quality Management of documents within the district. Manage Resources in the District: Financial Resources. Manage Human Resource in the District and maintain discipline. Manage Human Development of personnel according to agreed interventions. Manage the provision of equipment (assets) required by personnel for achievement of outputs in their respective Job Descriptions.

- ENQUIRIES** : Mr. Ichabod Manyane Tel No: (053) 802 7769
- POST 13/48** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NCDSD/DIR-SCM/PROV/07/2024**
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
- CENTRE** : Provincial Office: Kimberley
- REQUIREMENTS** : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Supply Chain Management/ Economics/ Finance/ Financial Management. A minimum of 5 years' experience at a Middle Managerial level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996 in Supply Chain Management environment. Knowledge: Compensation Fund policies, procedure and processes. Customer Service principles (Batho Pele principles). Technical knowledge of Risk Management. Budgeting and Financial Management. Understanding of supply chain management policies and procedures. Understanding of the white paper on the transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Generally Recognized Accounting Practices (GRAP). Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential procurement Policy Framework. Public Finance Management Act (PFMA). National Treasury regulations. Promotion of Access to Information Act. Protection of Personal Information Act (POPI). Skills: Technical proficiency. Business Writing Skills. Communication (verbal and written). Problem Solving and Decision making. People Management and Empowerment. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management. Environment Awareness.
- DUTIES** : Oversee and monitor supply chain, assets, logistics and transport management in the Department. Manage demand and acquisition functions to ensure effective and efficient procurement of goods and services. Ensure effective implementation and management of supply chain management functions in line with the National Treasury SCM framework. Manage risks with regard to supply chain management in the Department to minimize risks and enhance performance with regard to supply chain management processes. Manage logistics processes for effective and efficient payment of procured goods and services. Manage assets and disposal processes in the Department. Develop and implement sound supply chain management policies and procedures. Monitor the implementation and application of the Preferential Procurement Policy Framework Act (PPFPA) and Broad Based Black Economic Empowerment Act (B-BBEE). Respond to Auditor General's audit queries on matters related to supply chain management. Serve as a member of Bid Evaluation Committees and provide technical guidance and assistance to the evaluation committees, specification committees and inter-departmental bid committees. Manage the resources of the Directorate to ensure proper functioning of the Directorate. Submit monthly reports on SCM related matters to the CFO. Prepare inputs for the interim and annual financial statements.
- ENQUIRIES** : Mr. Thabiso Monyane Tel No: (053) 874 9100

OTHER POSTS

- POST 13/49** : **SOCIAL WORK MANAGER: JOHN TAOLO GAETSEWE DISTRICT REF NO: NCDSD/SWM-JTG/08/2024**
- SALARY** : R878 778 - R1 208 637 per annum, (Salary will be in accordance with OSD Determination)
- CENTRE** : District Office: Kuruman
- REQUIREMENTS** : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Social Work. A minimum of 5 years' experience at a Middle/Senior Managerial level within social work field of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. A valid driver's licence. Extensive knowledge of legislation and policies governing social service profession, including, but not limited to: White Paper on Social Welfare, White Paper on Families, Older Persons Act, the Prevention and Treatment of Substance Abuse Act, Domestic Violence Act, Social Assistance Act, Social Work Supervision Framework, etc. Strategic and

leadership Management programme and project management, Change and Knowledge Management, Good Corporate Governance Principles. Planning and Organizational Skills. Monitoring and Evaluation, Report Writing and Communication Skills. Leading and Controlling Skills. Computer Literacy. Decision-making and Networking skills. Leadership and team Building skills. Analytical Problem-solving skills. Policy Development, Financial Management and formal presentation skills.

DUTIES : Oversee the provision of and strategic direction to social services and programmes. Facilitating the implementation and monitoring of services of the following Sub-Programmes: Services to Families and Children, Prevention of and Treatment for Substance Abuse, Restorative Services, Services to older persons, persons with disabilities and services to the LGBTIQ+ community. Provide leadership, management, planning and coordination of the functions of the Social Welfare Services in the District. Facilitate programme implementation, monitoring and reporting on the planned strategic outputs and outcomes of the district. Ensure integration and coordination of services with sector departments and all other relevant partners. Manage the review process of policies in line with new developments or amended legislation. Ensure the participation in formation of policy/legislation at National and Provincial level. Ensure sound financial management within the Sub-Programme, by developing and managing the budget of the Sub-Programme, ensure expenditure of the allocated budget with the prescripts of PFMA and other policies and legislations, ensure the implementation of financial controls within the Sub-Programme, prevent unauthorized, irregular, fruitless and wasteful expenditure and report non-compliance to the District Manager. Overall manage and development of the resources of the Sub-Programme.

ENQUIRIES : Ms. C Smous Tel No: (053) 712 3403

POST 13/50 : **INSTITUTIONAL MANAGER: LORATO PLACE OF SAFETY REF NO: NCDSD/IM-LPOS/FB/09/2024**

SALARY : R878 778 - R1 208 637 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : Lorato Place of Safety: Kimberley

REQUIREMENTS : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP) and a minimum of 10 years appropriate experience in social work of which 5 years must be at supervisor level after registration as a Social Worker registered with the SACSSP. A valid driver's licence. Knowledge of relevant Social Work programmes. Ability to compile complex reports. Knowledge of legislation and white papers governing child and youth care work (Blue Print 2010), Minimum Standards and procedures, Constitution of the RSA, Children's Act 38 of 2005, Child Justice Act, Social Services Professions Act (no 110 of 1978), OUA Charter on the rights and welfare of the African Child, Criminal Procedures Act, 1977 (no 51 of 1977), Probations Services Act, 1991 (no 116 of 1991), United Nations Convention on the rights of the child, Inter-grated Service Model, South African Schools Act 1999, Prevention and Treatment of Drug Dependency Act, 1992 (no 20 of 1992). Knowledge of Legislation and regulations applicable to the public service which include; Public Finance Management Act 1 of 1999, Labour relations Act. Skills and competencies: Budgeting and Financial Management, Strategic Planning, Report writing, Project Management, Human Resource Management / Labour Relations, Diversity Management, Communication Skills, Interpersonal Skills, Leadership Skills, ability to perform under pressure. Personal attributes: Be results-oriented, highly motivated, Self-driven, honest, innovative, respectful, creative. Candidate must have the ability to plan, ability to interpret policies, conduct needs assessment, able to exercise sound judgment, possess cultural awareness and sensitivity. Demonstrate sound work ethics.

DUTIES : Manage, Monitor and Evaluate Services of the respective units (Social Work, Health Care, Child and Youth Care and administration) to ensure integrated, efficient and effective service delivery that addresses the holistic development of children in the institution. Overall Management of the Institution to ensure effective and efficient services are rendered within the prescribed Legislative Framework by managing and controlling available resources. Management of the Human Capital at the Institution effectively and efficiently. Management of the Administration Unit (HRM, HRD, Finance & SCM), quality control of the

work delivered and advising with regard to all aspects of the work. Providing mentorship and guidance to all supervisors to assist them to integrate theory and practice, and to develop appropriate skills. Manage, Monitor, and Evaluate Efficient, effective & Economical Financial Management of the Institution's budget and accrued assets and ensure the management of inventory & assets. Development of a Monitoring and Implementation plan for the services rendered by the Centre. Ensure that all the administrative functions in the unit are performed to the required standards, and effectively use clear objectives, targets and priorities and organize resources in order to maximize quality and efficiency. Implement functions related to risk management process in all institutional functions.

ENQUIRIES : Ms. Keitumetse Makweya Tel No: (053) 807 5900

POST 13/51 : **CORPORATE AND FINANCIAL SERVICES MANAGER: NAMAKWA DISTRICT REF NO: NCDSD/CORPFIN/NAM/10/2024**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11)
 : District Office: Springbok
 : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Human Resources Management / Public Management / Financial Management. 5 years' experience in corporate services environment at junior management level (Assistant Manager), Extensive experience in general management including but not limited to financial management, human resource management, supply chain management practices and systems such as BAS, Logis and PERSAL. Knowledge of Legislation and regulation applicable to the public service which include; Public Finance Management Act 1 of 1999, Labour relations Act. Extensive knowledge of employment performance management and development system, government conditions of services and employee and wellness. Skills and competencies: Budgeting and Financial Management, Strategic Planning, Report writing, Project Management, Human Resource Management / Labour Relations, Diversity Management, Communication Skills, Interpersonal Skills, Leadership Skills, be able to perform under pressure. Personal attributes: Be results oriented, highly motivated, Self-driven, honest, innovative, respectful, creative. Candidate must have the ability to plan, ability to interpret policies, conduct needs assessment, able to exercise sound judgment, possess cultural awareness and sensitivity. Demonstrate sound work ethics.

DUTIES : Coordinate and facilitate the provisioning of corporate support services in the district which includes but is not limited to; infrastructure and facilities management, provision of auxiliary services, including records management and security services to all local offices in the district. Coordinate and facilitate financial management function in the district, included, but not limited to: monitor expenditure trends and budget control, supply chain management and financial accounting. Coordinate and facilitate customer care services and service deliver improvement in the district. Monitor expenditure against annual budget and annual performance plan. Manage and monitor performance of employees in Programme 1 at district level. Ensure effective implementation and management of supply chain management functions in line with the National Treasury SCM framework. Manage risks with regard to supply chain management in the Department to minimize risks and enhance performance with regard to supply chain management processes. Manage logistics processes for effective and efficient payment of procured goods and services. Manage assets and disposal processes in the Department. Develop and implement sound supply chain management policies and procedures. Monitor the implementation and application of the Preferential Procurement Policy Framework Act (PPPFA) and Broad Based Black Economic Empowerment Act (B-BBEE).

ENQUIRIES : Mr. Sammy Cloete Tel No: (027) 712 8606

POST 13/52 : **MANAGER: ORGANISATIONAL DESIGN REF NO: NCDSD/DD-OD/PROV/11/2024**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11)
 : Provincial Office: Kimberley
 : A recognised B-Degree NQF 7 in Human Resources Management or Organisational Development. 5 years management experience at Assistant

Manager level in the organizational development field Extensive knowledge on legislation and policies governing HRM and Organisational Development is essential. Extensive knowledge of Public Service legislation and other directives / frameworks applicable to Organizational Development and Job Evaluation. Extensive Knowledge of the management of the PERSAL Establishment Knowledge on Information Management. Knowledge of programme and project management principles. Knowledge of business administration, business process and procedures. Knowledge of quality management and techniques to simplify work processes and procedures. Knowledge of principles and processes for providing customer and personal service. Knowledge of business and management principles involved in strategic planning, resources allocation, human resource modelling, management techniques, production methods, and co-ordination of people and resources. Knowledge of human resource planning and development. A code 08 driving license is required. Project management skills will be added an advantage. Good Interpersonal skills. Good analytical and research skills. People management and empowerment skills. Willingness to work under pressure and irregular hours. Presentation skills. Strategic planning skills. Well-developed management and leadership skills. Problem solving skills. Good communication skills. Good report writing skills.

DUTIES : Development and implementation of the MTEF Human Resources Planning strategies and processes. Manage and coordinate organizational design and management services in line with the prescribed directives. Manage and coordinate job analysis and evaluation services. Develop and facilitate the implementation of organizational development policies and strategies. Manage and maintain the PERSAL staff establishment. Develop and implement change management processes. Manage and oversee the norms and standards for all Social Services Professions. Conduct the Organizational Functionality Assessment, compile an outcome and report, and ensure quarterly monitoring. Conduct organizational and environmental assessments within the Department to identify areas where the organization could improve its performance culture and structure by the development of strategies, plans and policies to ensure improvement. Assist Strategic Management Services with the process of business process mapping and the development of the service delivery improvement model for the Department. Manage and maintain a Human Resources Information System to ensure early detection of service delivery challenges in the Human Resources Field and develop strategies to address gaps.

ENQUIRIES : Ms. Yolande van Dyk Tel No: (053) 874 9207

POST 13/53 : **ASSISTANT MANAGER: ORGANISATIONAL DESIGN REF NO: NCDSD/AD-OD/PROV/12/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Provincial Office: Kimberley

REQUIREMENTS : An NQF 7 Bachelor's Degree in Human Resources Management or Organizational Development qualification coupled with at least 3-5 years' experience proven in Junior management experience in the Organizational Development field. Extensive knowledge of Public Service legislation and other directives / frameworks applicable to Organizational Development and Job Evaluation; Extensive knowledge of PERSAL Establishment administration, PERSAL Course Certificate on Establishment should form part of applications. A valid driver's license and willingness to travel. Job Knowledge. Ability to work in a team, Good planning and organizing skills, Ability to perform under pressure, Facilitation and presentation as well as good analytical and change management skills, Good report writing skills, Computer literacy skills, Good interpersonal and communication (written and verbal) skills, Good conflict management skills, Project management skills.

DUTIES : Initiate and facilitate the provincial organizational development strategy and develop Organisational Development interventions. Facilitate and implement organizational design activities. Render advice on organizational development matters. Facilitate and conduct job evaluation of identified post. Facilitate post provisioning and establishment alignment. Alignment of non-OSD Job Descriptions and job description management system. Development and Monitor of the MTEF Human Resource Plan. Establish and maintain an HR Information Management System. Facilitate the Human Resources Capability assessment process, develop and monitor the action plan to improve services

rendered by Human Resources. Development and monitoring of the Organisational Functionality Assessment. Ensure the implementation of the norms and standards for all Social Services Professions within the Department through the application of Organisational Development principles. Represent the Department at the Public Health and Social Development Bargaining Council as and when required.

ENQUIRIES : Ms. Yolande van Dyk Tel No: (053) 874 9207

POST 13/54 : **ASSISTANT MANAGER: FINANCE REF NO: NCSDS/AD-FIN/FB/13/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : District Office: Kimberley

REQUIREMENTS : A relevant qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Financial Management / Accounting / Auditing. 3 years' experience at junior management level. Extensive knowledge in terms of legislation and policies, including but not limited to: PPPFMA (Preferential procurement Policy Framework); Public Finance Management Act (PFMA); National Treasury regulations; Promotion of Access to Information Act and the Protection of Personal Information Act (POPI). Skills: Technical proficiency. Business Writing Skills. Communication (verbal and written). Problem Solving and Decision making. People Management and Empowerment. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management.

DUTIES : Manage, develop, review and oversee implementation of financial management systems and procedures. Manage, develop, review and oversee implementation of financial administration and financial and management accounting systems and procedures in the district. Manage, develop, review and oversee the implementation of supply chain (demand & acquisition), logistics and disposal and asset and fleet management systems and procedure in the district. Management of accruals and commitments and creditor reconciliations. Manage the Unit: Finance and undertake all administrative functions required with regard to Financial and Human Resource Management: Maintenance of discipline. Management of performance and development of staff in the Finance Unit.

ENQUIRIES : Ms. Keitumetse Makweya Tel No: (053) 807900