

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows:
The Head of the Department, Post To: Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or Hand Deliver to: MetLife Towers, (Post Office Building), T Floor (Registry Office), Post Office Building, Kimberley or Email applications to: dedathra@ncpg.gov.za
- FOR ATTENTION** : MS. M. Musa
- CLOSING DATE** : 24 April 2026
- NOTE** : Interested applicants must submit their applications for employment to the address specified above. The application must include a duly completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <https://www.dpsa.gov.za/>, and a detailed Curriculum Vitae CV; contactable referees (telephone numbers and email addresses must be indicated). Please note a separate application is required for each position applied for. Applications received using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview following a formal communication from Human Resources unit. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department reserves the right not to make any appointment(s) to the above post/s. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign the performance agreement within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

POST 12/152 : **ASSISTANT DIRECTOR – ASSET MANAGEMENT REF NO: NCDEDAT/2026/01**

SALARY : R468 459 - R551 823 per annum (Level 09) (All-inclusive package)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of a relevant tertiary qualification at NQF 7 (bachelor's degree) in Accounting/Finance/Business Administration. 3-years related financial or asset management supervisory experience. A valid driver's license. Skills & Knowledge: In-depth knowledge of the Treasury Regulations, Public Service Regulations, Public Finance Management Act, Division of Revenue Act, Modified Cash Standard, Accounting Manuals, Treasury Instruction Notes, Government financial systems operations. Report writing skills, people management skills, research and analytical skills, conflict management skill, problem-solving skills, communication skills, financial management and policy development and interpretation. Up to date of latest legislation and changes of accounting treatment of transactions. Be a self-starter in processes of Asset Management.

DUTIES : Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers. Receipt of all moveable assets, perform quantity and quality control, allocation of inventory and bar code to assets, capturing of information in the relevant registers. Provide asset and inventory management services. Conduct physical asset verification with reconciliation of asset count data. Perform asset disposal process within the department. Compile of Asset management submissions for asset related matters and letters of communication. Monitor and review the allocation of assets to asset holders, determination of the asset allocation according to furniture and equipment policy and procedures of the department, capturing of asset information on the inventory list (room list) of the asset holder, issuing of asset inventory list (room list) list to asset holder, the delivery of assets to the asset holder, approval of the moveable asset register updates. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Monitor assets for compliance with asset control prescripts, monitoring assets for physical condition, utilisation functionality and financial performance, monitoring the performance of asset verification according to prescribed time frames, compile reports on the state of assets. Promote correct implementation of sound asset management practices by informing, guiding and advising departmental employees on asset management matters; and contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Supervise employees to ensure sound physical asset management. This would inter alia, entail the following, general supervision of employees, allocate duties and do quality control of the work delivered by supervisees, advice and lead all aspects of the work, manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient functioning, address enquiries and provide advice and guidance on asset allocation and control. Compile asset additions monthly reconciliations and monthly compliance report. Compile asset quarterly financial statements notes and annual financial statement notes.

ENQUIRIES : Mr. F Booysen Tel No: (053) 839 4023

POST 12/153 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: NCDEDAT/2026/02**

SALARY : R468 459 - R551 823 per annum (Level 09) (All-inclusive package)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of NQF 7 (bachelor's degree) in Financial Management/ Financial Accounting or related fields. 3 years Admin Officer/ State Accountant within the Financial Accounting environment. Skills & Knowledge: In-depth knowledge of the Treasury Regulations, Public Service Regulations, Public Finance Management Act, Division of Revenue Act, Modified Cash Standard, Accounting Manuals, Treasury Instruction Notes, Government financial systems (BAS and LOGIS) and SCOA. Report writing skills, people management skills, research and analytical skills, conflict

- management skill, financial management and policy development and interpretation.
- DUTIES** : Ensure that payments due to suppliers are settled within 30 days according to PFMA and Treasury Regulations and expenditure is correctly classified and captured. Ensure that revenue collected is recorded and reported according to PFMA, Treasury Regulations and DORA. Review bank reconciliation of the department (Ensure that all exceptions are cleared and required controls are implemented). Oversee the petty cash process. Monitoring the departmental cash flow daily. Oversee the identification and accurate recording of debts owed to the department. Ensure timeous submission of the note to the IFS/AFS and assist in the compilation of IFS/AFS. Ensure all interdepartmental receivables/payables are attended to timeously. Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following: General supervision of employees to allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Developed, implement and monitor work systems and processes to ensure efficient and effective functioning.
- ENQUIRIES** : Ms. M Gooiman Tel No: (053) 839 4030
- POST 12/154** : **ASSISTANT DIRECTOR: RECORDS, SECURITY AND FACILITIES MANAGEMENT REF NO: NCDEDAT/2026/03**
- SALARY CENTRE REQUIREMENTS** : R468 459 - R551 823 per annum (Level 09) (All-inclusive package)
: Kimberley Office
: Applicants must be in possession of NQF 6 tertiary qualification in Public Administration or Public Management/Administration. 3-4 years' admin officer experience within the Public Service Records/Facilities/Security Management environment. and A valid driver's license. Skills & Knowledge: Knowledge of Security, Facilities and Records Management. Knowledge of the National Archives and Records Services of South African Act of 1996. Knowledge of relevant legislation government processes. Procedures and policies. Technical skills. Planning and organising skills. Communication skills (both verbal & written). Interpersonal/stakeholders' skills. Analytical skills. Problem-solving skills. Negotiation skills. Conflict management. Policy formulation, Project Management.
- DUTIES** : Coordinate departmental records management services: Attending to clients and escalation of enquiries, Advise the department on nature of information that can be provided to the public through PAIA, Opening and closing files according to the record classification system, Ensuring compliance with statutory regulations (e.g., POPIA, PAIA, National Archives). Managing both physical and digital records (EDRMS). Developing retention schedules and security protocols. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files, Ensure all records are kept safe, Keep records of archived documents, Ensure a systematic disposal programme is in place and assist with disposal of documents, Scanning files for electronic database purposes, Organizing and packing files for archives and distribution, Development of records management policy and Standard Operating Procedures. Facilitating effective and efficient departmental facilities management services: Organizing and allocating parking spaces for departmental officials. Attending to complaints regarding maintenance issues of departmental buildings, liaising with relevant service providers, landlords and other relevant stakeholders to resolve maintenance issues. Sourcing office accommodation for departmental officials as well as interns when need arises. Monitoring the implementation of repair and maintenance activities within the department Implement policies, protocols, norms, standards and strategies relating to Facility Management. Coordinating auxiliary services within the department: Provision of cleaning services for all departmental buildings Inspecting the quality and quantity of cleaning materials provided by service providers to ensure it is up to standard and in accordance with specifications. Hygiene and pest control services for the department. Rendering security support services within the department: Rendering screening and vetting processes within the department, Monitoring the biometric access system of the department, attending meetings relating to security activities and requirements within the department. Provision of general management within

the Security, Records management and Facilities Component: Supervision of subordinates, Delegation of work, leave management administration, enabling staff development and ensuring proper performance management, Maintaining discipline within the component according to relevant departmental policies and prescripts

ENQUIRIES

: Ms. M. Tihalogang Tel No: (053) 839 4088