

**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: HRA@ncdedat.gov.za
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 07 August 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 26/175 : **DEPUTY DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION REF NO: NCDEDAT/2026/05 (X1 POST)**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive TCE package)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of a tertiary NQF level 7 Degree in Human Resource Management. A minimum of 3-4 years' relevant experience at Assistant Director level within a Human Resource Management environment. Valid Driver's license. Knowledge & Skills: Knowledge and understanding of Human Resource Management environment. Knowledge of the PERSAL System (Added advantage: PERSAL controller), Knowledge of policies/ implementation strategies. Knowledge of Human Resource Management Legislation/ Directives. Leadership Skills. Planning and organising skills. Problem-solving skills. Policy Development Skills. Presentation Skills. Interpretation skills. Interpersonal skills. Conflict Management skills. Analytical thinking. Communication skills (verbal/written). Computer skills. Research skills. Project management skills.

DUTIES : Managing service benefits within the Department: Manage the application and implementation of all service benefits (GEPF, GEHS, PILIR, etc.). Manage coordination of employee service terminations (retirements, resignations, etc.). Ensure the accurate implementation of leave on PERSAL, leave audits of employees and payment of leave gratuities and provision of advice and support regarding leave management. Manage exit interviews. Managing Recruitment and Selection services within the department: Manage the recruitment, selection and appointment of employees whilst ensuring compliance with employment laws and regulations during the recruitment and Selection process (advert, interviews and appointments). Manage and monitor the departmental vacancy rate. Ensure proper administration of appointments, promotions etc. Ensure accurate capturing of personnel information on PERSAL. Management of HR records: Ensure proper human resource record keeping. Ensure an updated filing system. Implement filing control measures. Provide support during Audits. Coordinate submission of HR records reports. Provide operational leadership in management, coordination, monitoring and evaluation of human resources and activities within the HRA & P unit: Management of human resources including Discipline management. Training and Development, PMDS, EHW management, Attendance and leave management, Mainstreaming of females, youth and persons with disabilities. General management in terms of: Budget monitoring. Input, preparation, implementation, monitoring and reporting on Strategic/ Annual Performance/ Operational and HR Plan of the unit. Management of governance structures and systems e.g. PERSAL. Utilisation and care of assets within the unit. Determine specifications for procurement of goods and services. Provision of accurate human resource information, i.e. vacancy rate, turnover rate, etc., for reporting purposes, e.g. HR Plan, HRPIR, EE Report, MANCO Presentations. Attend strategic sessions. Provide input towards the Risk register of the sub-directorate. Attending quarterly forums on HR-related matters which impact audit outcomes. Presenting to and attending internal forums e.g. Staff information sessions, Planning Forum, EMC, Strategic sessions etc. to create awareness and educate on correct application and implementation procedures relating to HR matters to minimise risks associated with audit queries and findings

ENQUIRIES : Ms. MR Musa Tel No: (053) 839 4076

POST 26/176 : **DEPUTY DIRECTOR REF NO: NCDEDAT/2026/06 (X1 POST)**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive TCE package)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of a tertiary NQF level 7 Degree in Communication/ Journalism. A minimum of 3-4 years' experience at Assistant Director level within a communications environment. A valid driver's license. Knowledge & Skills: Knowledge of government communication frameworks. Understanding of the Public Service Act and Public Service Regulations. Familiarity with the Government Communication and Information System (GCIS) prescribed standards. Expertise in integrated communication planning and stakeholder engagement models Grasp of risk- and crisis-communication

DUTIES

protocols in a public-sector context. Communication Skills. Interpersonal skills. Team leadership. Computer literacy. Graphic Design. Professional writing and editing skills. Strategic and Planning skills. Basic Project Management.

: Manage the development and implementation of the communication strategy in terms of both internal and external departmental communication: Develop and maintain an internal and external communication policies and strategies aligned with Departmental goals. Manage the development (including layout, design) and distribution of a regular employee newsletter featuring project updates, success stories, and upcoming events. Manage and update the departmental intranet or collaboration platform with news, policy changes, and resource libraries. Quality-assure leadership messages, memos, and all-staff emails before publishing. Provide communication toolkits and templates for officials to ensure consistent application/ adherence to Corporate Image standards of the department. Produce and distribute press materials, including press releases, media advisories, and executive statements to announce news, product launches, and corporate milestones. Manage corporate content which promotes the departmental public image on social-media channels; schedule regular posts, monitor engagement, and update messaging for consistency and timeliness. Maintain relationships with journalists, analysts, influencers, and industry partners; maintain segmented media and influencer databases for targeted outreach. Provide input to and implement proactive and reactive crisis-communication strategies and protocols; assisting in drafting of holding statements, manage rapid response workflows, and liaise with legal and leadership to protect reputation. Provide content management and media liaising support services: Develop and maintain an integrated content calendar covering digital, social, print, and multimedia channels. Edit and publish articles, blog posts, videos, infographics, and podcasts, ensuring alignment with brand voice and objectives. Review and distribute press releases, media advisories, talking points, and backgrounders to announce news, events, and milestones. Coordinate interviews, press conferences, and media visits; brief spokespeople and provide necessary materials. Respond promptly to media inquiries, fact-check requests, and interview arrangements; serve as the central liaison between journalists and internal subject-matter experts. Maintain diplomatic content and media interactions, comply with legal, regulatory, and brand guidelines and secure necessary approvals before publication. Implement a rapid-response protocol for crisis situations, ensuring timely content updates and press handling to protect reputation. Provide public liaison and events management services: Develop and maintain a public liaison and events strategy aligned with organisational objectives and community needs. Coordinate distribution of public outreach materials, including newsletters, brochures, social-media posts, and community notices. Liaise with government officials, local authorities, and community leaders to secure permits, endorsements, and participation. Facilitating activities relating to media accreditation, press zones, and interview schedules; prepare spokespeople with talking points and Q&A briefs. Provide post-event follow-up services: distribute thank-you notes, collect feedback via surveys, analyse satisfaction metrics and produce impact/feedback reports. Maintain and refine an events toolkit: templates, checklists, vendor lists, risk-assessment forms, and promotional collateral. Provide operational leadership in the management, coordination, monitoring and evaluation of human resources and activities within the Communications unit: Management of human resources including Discipline management, Training and Development, PMDS, EHW management, Attendance and leave management, Mainstreaming of females, youth and persons with disabilities. General management in terms of: Budget monitoring, Input, preparation, implementation, monitoring and reporting on Strategic/ Annual Performance/ Operational and HR Plan of the unit. Utilisation and care of assets within the unit. Recordkeeping and reporting.

ENQUIRIES

: Mr. TG Ngamole Tel No: (053) 839 4028

POST 26/177

: **LABOUR RELATIONS OFFICER REF NO: NCDEDAT/2026/07 (X1 POST)**

SALARY CENTRE

: R338 106 – R398 277 per annum (Level 07)
: Kimberley Office

REQUIREMENTS

: Applicants must be in possession of a tertiary NQF level 6 qualification in Labour Law/ Labour Relations/HRM or related fields. 1-2 years relevant experience within a Labour Relations field. A valid driver licence will be an added advantage. Skills & Knowledge: In-depth knowledge of Labour

Relations Legislation, Processes of Labour Relations matters, Knowledge of the Public Service Act & regulations, Processes of the CCMA, PSCBC and GPSSBC. Good communication skills, computer literacy, facilitation skills, conflict resolution skills, analytical skills, presentation skills, negotiation skills, organising skills and interpersonal relationship skills.

DUTIES

: Rendering of Labour Relations Advisory Services: Provide advice and guidance on labour relations issues to management and employees, ensuring alignment with legislative frameworks. Conducting relevant research to keep abreast with changes in legislation. Ensure adherence to labour laws, regulations, collective agreements, and internal HR policies, supporting the Department's compliance goals. Act as an advisor to management on proactive strategies to minimise workplace conflicts, ensuring a fair and consistent approach to employee relations. Attend, participate and present at internal and external forums/sessions. Conducting relevant research and interpreting results in order to advise accordingly. Provision of dispute resolution & case management services: Investigate employee grievances, misconduct, and disputes. Represent the department in disciplinary hearings, grievance procedures, and mediation processes. Proactively manage case files and track outcomes. Liaise with unions and other stakeholders on dispute resolution and collective bargaining matters. Compilation of charge sheets. Accompanying and/ or serving documents to stakeholders. To capture, report, track and safeguard information pertaining to Labour/Employee Relations: Establish, maintain and update/ capture information on relevant systems databases. Collection of and coordination/ consolidation of information collected for compliance reporting. Compilation of draft compliance reports and escalating for quality assurance. Record keeping of compliance reports/ dispute resolution bundles and outcomes and consequence management related documents. Compile and distribute agendas relating to Labour relations sessions to members of relevant meetings/ committees/ sessions etc. Compilation of draft minutes of Labour Relations sessions held in line with discussions and decisions. Coordinating meetings and information sharing sessions with internal and external stakeholders ensuring logistical arrangements are in place. Preparing bundles/ case files. Input into policy development/ reviewal. Provide capacity building services within the department: Coordinating meetings and information sharing sessions with internal and external stakeholders which included presenting/ sharing information in terms of Labour Relations processes and procedures. Liaising with HR to ensure training programs align with organisational needs and strategic HR goals.

ENQUIRIES

: Mr. L. Vezi Tel No: (053) 839 4000