

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

<u>APPLICATIONS</u>	:	Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at T & I Building, 69 Monument Heights, Office of the Premier, Ground Floor (Security) and/or email addresses provided for each individual post.
<u>FOR ATTENTION</u>	:	Ms. K. Moremi
<u>CLOSING DATE</u>	:	11 September 2026
<u>NOTE</u>	:	The Northern Cape Office of the Premier is committed to providing equal opportunities and practicing affirmative action employment. We intend to promote equity through the fulfillment of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to females as per the Northern Cape Office of the Premier Employment Equity Targets. Women and people with disabilities are encouraged to apply. Compliance: Applications must be submitted on the approved New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated; however, the initial on the second page of the form is not mandatory. The form is obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za. Applicants must indicate the post and the correct reference number on the Z83 application Form. The New Z83 Form must be accompanied by a detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees, and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 03 of 2025 states that the form must be completed in a manner that provides sufficient information about the candidate and the post applied for by completing all relevant fields. Please note that Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information. However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants currently employed by the public service do not need to complete the section as it is intended for those seeking re-employment. Failure to provide information on the CV as requested the applicant may be disqualified. Applications received after the closing date will, as a rule, not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for the interview process on a date, time and place as determined by the Department. All shortlisted candidates, including 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 must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA, which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS, and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification, verification of any dismissal for misconduct, and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if he/she is not a Director/Shareholder of a company or

conducting 162 any business with an Organ of State and whether he/she is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointments. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 31/387 : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: CD/HRM&D/2026**

SALARY : R1 554 696 per annum (Level 14), (all-inclusive salary package)
CENTRE : Kimberley
REQUIREMENTS : Applicants must be in possession of a Bachelor's Degree (NQF Level 7) in Human Resource Management, Public Administration, Industrial Psychology, Labour Relations, Organisational Development as recognised by SAQA, coupled with five (5) years' experience at Senior Managerial (SMS) level, within a Human Resource Management environment, proven experience in at least three (3) or more of the following functional areas: HR Planning and Administration, Organisational Development and Design, Operations Design, Labour Relations Management, Employee Health and Wellness, HR skills and Planning. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Ability to provide strategic direction, translate policy into operational plans, align HRM&D strategy with organisational priorities, and lead institutional transformation and change. Ability to plan, implement, coordinate and monitor multiple complex HRM&D programmes, ensuring delivery against targets, timelines and performance indicators. Ability to manage budgets in line with PFMA and align financial planning with HR strategic priorities. Ability to lead organisational change, manage restructuring processes, reduce resistance, and ensure successful implementation of transformation initiatives. Ability to lead, develop and manage teams, build leadership capacity, promote performance culture, and drive accountability and empowerment. Ability to improve HR systems and processes, introduce modernisation initiatives, and promote efficiency and effectiveness in service delivery. Ability to analyse complex HR and organisational challenges, interpret data and legislation, and develop practical and strategic solutions. Ability to communicate effectively at executive level, write high-level reports, present complex information, and manage stakeholder engagement. Ability to ensure HR services are responsive, efficient, and aligned to departmental and stakeholder needs in line with Batho Pele principles.

DUTIES : The position is responsible for providing strategic leadership and direction in the management, coordination, implementation, monitoring, and evaluation of Provincial Human Resource Management and Development (HRM&D) policies, frameworks, systems, and practices across the provincial administration. The role provides strategic oversight to ensure the effective integration, coordination, and alignment of transversal HRM&D functions, including Human Resource Administration, Human Resource Planning and Systems, Labour Relations, Employee Health and Wellness, Organisational and Operations Development, Human Resource Development, and Performance Management. The position is further responsible for ensuring effective workforce planning and administration, sound labour relations, employee wellness, organisational effectiveness, performance improvement, skills development, and compliance with applicable legislation, policies, and regulatory frameworks. It also provides strategic leadership and oversight for the implementation of the Professionalisation of the Public Service Framework, the Provincial Human Resource Development Strategy, and the Northern Cape Premier's Bursary Programme, contributing to the development of a capable, skilled, ethical, and sustainable public service. Through effective strategic leadership, governance, coordination, and oversight, the position drives the alignment of HRM&D programmes and interventions with provincial priorities, organisational objectives, and service delivery imperatives, thereby

		strengthening organisational capability, employee performance, and overall institutional effectiveness.
<u>ENQUIRIES</u>	:	Ms. M. Tlaletsi Tel No: (053) 030 0625
<u>APPLICATIONS</u>	:	Email applications to: hmd2026@ncotp.gov.za
<u>POST 31/388</u>	:	<u>DIRECTOR: PERFORMANCE MONITORING DATA MANAGEMENT SYSTEMS REF NO: DIR/PMDMS/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Bachelor's Degree / Advanced Diploma (NQF Level 7), in Monitoring and Evaluation / Public Administration as recognised by SAQA, and five (5) years' proven experience at middle/senior managerial level. A Postgraduate qualification (NQF Level 8) will serve as an added advantage. Proven experience in at least three (3) or more of the following functional areas: Development of Data/Information Management Systems, Research Methodology, Managerial functions, Project Management and Public Administration and Management. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Designing Data/Information Monitoring Systems, Performance Monitoring and Evaluation. Development of Data Management Systems for Monitoring data, Artificial Intelligence applications, Government Planning Frameworks, Policy Development, Co-ordination of planning and reporting, Financial Management, Human Resource Management, Compilation of management reports. Analytical Computer Literacy, Written and Verbal, Organising and administrative planning, Formal Presentation, Interpersonal relationship, Budgeting, Problem Solving, Time Management, Conflict Management, Policy formulation, Research methodology, Facilitation and Coordination. Develop new ideas that impact on existing methods/policies/understanding.
<u>DUTIES</u>	:	To provide strategic direction within the NC Provincial Administration on the management and coordination of Performance Monitoring Data through integrated monitoring data management systems. To provide strategic leadership, management, governance and accountability within the Directorate. To ensure the integration of performance analysis of national and provincial Priorities through automated applications and reporting tools. To oversee the design, development and management of a modern integrated performance data management system for the province in support of evidence-based decision-making. To provide technical guidance and systems support on reporting on transversal data monitoring systems. Ensure consolidation of integrated performance analysis reports on national, provincial priorities, and sector indicators. To ensure capacity building and knowledge sharing to all stakeholders in pursuit of strengthening data management and monitoring within the province.
<u>ENQUIRIES</u>	:	Ms. S. Vallabh Tel No: (053) 030 0654
<u>APPLICATIONS</u>	:	Email applications to: dirpmdms2026@ncotp.gov.za
<u>POST 31/389</u>	:	<u>DIRECTOR: POLICY COORDINATION, ADVISORY SERVICES AND BATHO PELE REF NO: DIR/PCAS&BP/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Bachelor's degree or Advanced Diploma (NQF Level 7) in Public Administration or Public Management as recognised by SAQA, and ten (10) years' experience in the policy development environment with five (5) years' proven experience at a middle/senior managerial level. Experience in coordinating cross-sectoral or provincial policy processes, providing strategic advice to Executive Management, HODs or Executive Council, policy evaluation, legislative analysis and intergovernmental coordination, application of the National and Provincial policy and planning instruments: NDP, NSDF, MTD, PGDP, PSDF, DDM, IDP. Honours Degree (NQF Level 8) or Master's Degree (NQF Level 9) in a relevant field will serve as an added advantage. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Strategic Stakeholder Engagement, Executive Decision-Making & Accountability, Programme & Portfolio Oversight, Change & Transformation Leadership, Policy & Legislative Analysis, Policy Development and Advisory,

Strategic planning, Policy Research. Policy drafting, Strong conceptual and formulation skills, Team building and strong interpersonal skills, Excellent verbal and written communication skills, Conflict Management, Research, Project Management, planning, organising and people management skills, Computer literacy (Microsoft Office). Duties: Coordinate and manage the Provision of Provincial Policy Development Services aligned with the Provincial Growth and Development Plan. Provide strategic leadership towards the implementation and institutionalisation of the Batho Pele Programmes. Coordinate provincial policy priorities and transversal policy programmes through the Provincial Coordinating Committee (PCC). Provide strategic Policy Coordination and Governance Support. Provide strategic leadership, management, governance, and accountability within the Directorate.

**ENQUIRIES
APPLICATIONS**

: Ms. J. Meyer at 060 742 2577
: Email applications to: dirpcasbp2026@ncotp.gov.za

OTHER POSTS

POST 31/390

: **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DD/EHW/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R932 292 per annum (Level 11), (all-inclusive salary package)
: Kimberley
: Applicants should be in possession of a Bachelor's Degree (NQF Level 7) in Social Sciences with a major in Psychology, registration with the Association of Supportive Councillors and Holistic Practitioners (ASCHP), as a wellness counsellor. Three (3) years' proven experience at junior managerial (Assistant Director level) in the Employee Health, and Wellness Environment. EAP services and case management, wellness program implementation, HIV/AIDS and health promotion program, and Occupational Health and Safety. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Knowledge in Employee Health and Wellness Strategic Framework (DPSA), Public Service Act & Regulations, Labour Relations Act (LRA), BCEA, Employment Equity Act, Occupational Health and Safety Act (OHSA), HIV/AIDS policies and National Strategic Plan, COIDA and relevant health legislation, Public Finance Management Act (PFMA), Treasury Regulations. Counselling and interpersonal skills, Project management, Report writing and data analysis, Stakeholder management, Financial management, Leadership and people management, Conflict resolution and problem-solving, Programme coordination and implementation, Policy interpretation and application, Occupational health and safety administration, Monitoring and evaluation, Stakeholder Liaison, Facilitation and presentation skills, Planning and organising, Supervisory skills, Decision-making, Change management, Written and verbal communication, Consultation and engagement, Client orientation and customer focus.

DUTIES

: The successful candidate will be responsible for, amongst others, the following key functions: Monitoring and coordination of the departmental implementation of the National Strategic Framework on Employee Health and Wellness. Managing and facilitating the development and implementation of employee health and wellness policies and programmes. Managing and facilitating the implementation of occupational health, safety, and environmental management strategies and programmes. Facilitation of the implementation of HIV/AIDS, TB, and other communicable disease prevention, support, and treatment care programmes. Providing operational leadership in the management, coordination, monitoring, and evaluation of human resources and activities within the unit. The role contributes to the creation of a healthy, productive, and supportive work environment that enhances employee performance and organisational effectiveness.

**ENQUIRIES
APPLICATIONS**

: Ms. K. Moremi Tel No: (053) 030 0724
: Email applications to: ddehw2026@ncotp.gov.za

POST 31/391

: **DEPUTY DIRECTOR: HUMAN RESOURCE UTILISATION, DEVELOPMENT & PMDS REF NO: DD/HRD&PMDS/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R932 292 per annum (Level 11), (all-inclusive salary package)
: Kimberley
: Applicants should be in possession of a Bachelor's Degree (NQF Level 7) in Human Resource Management, Human Resource Development, Public

Administration, and Industrial Psychology. Three (3) years' proven experience at junior managerial (Assistant Director level) in the Human Resource Development and/or Performance Management environment. Experience in HRD planning and implementation, Skills development coordination, PMDS administration and monitoring, Policy implementation, Supervisory functions, and experience within the Public Service environment. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Skills development planning and coordination skills. Training needs analysis and competency assessment skills. Performance management administration skills. Talent management and succession planning skills. Facilitation and presentation skills for training and development programmes. Project and programme management skills. Planning, organising and coordination skills; financial administration and budget monitoring skills. Records and document management skills. Policy drafting and implementation skills, computer literacy, spreadsheet analysis and reporting skills, excellent verbal and written communication skills. Interpersonal and relationship management skills. Negotiation and conflict resolution skills. Stakeholder engagement and networking skills, consultation and advisory service skills. Ability to communicate complex information clearly and professionally.

DUTIES

: Management of HRD Planning, implementation of HRD policies, strategies, programmes, and reporting within the Office of the Premier. Management of the bursary scheme and financial assistance for employees in the Office of the Premier. Management of facilitation and implementation of developmental programmes. Management and coordination of the activities of the Departmental Training Committee meetings. Provisioning of operational leadership in the management, coordination, monitoring, and evaluation of human resource activities within the Capacity Development Section. Ensuring the effective implementation and monitoring of the Employee Performance Management and Development System (EPMDS), including performance agreements, reviews, and reporting. Management of human resource development activities and pillars for salary level 1 to 12. Management of facilitation of employee performance management and development system for salary level 1 to 12.

ENQUIRIES APPLICATIONS

: Ms. K. Moremi Tel No: (053) 030 0724
: Email applications to: ddhrdpmds2026@ncotp.gov.za

POST 31/392

: **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT, CHANGE MANAGEMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: ODP/OD&PI/2026**

SALARY CENTRE REQUIREMENTS

: R932 292 per annum (Level 11), (all-inclusive salary package)
: Kimberley
: Applicants should be in possession of a Bachelor's Degree (NQF Level 7) in Organisational Design/ Development, Organisation and Work Study, Human Resource Management, Industrial and Organisational Psychology, Public Administration or other closely related area of study with an OD focus. NSG Job Evaluation Certificate (Analyst and Panel Member). The degree, if not in Organisational Design/ Development, should be augmented with an additional qualification (Certificate) in Management Services, or Organisational Design. Ten (10) years' proven experience in the organisational development/ design field, with at least three (3) to five (5) years at junior managerial (Assistant Director level), with supervisory experience. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, Client Orientation and Customer Focus, Communication, including presentation, tact and diplomacy, Digitisation, Decision-making, Planning and Organising, People Management and Empowerment, Organisational Development and Design, Work Study and Workload Modelling, Service Delivery Model Development, Business Process Re-engineering, Organisational Governance, Institutional Performance Improvement, Job Evaluation and Quality Assurance, Data Analysis, SOP Development and Process Improvement, Monitoring and Evaluation, Confidentiality and discretion, Computer literacy (MS Word; MS Excel; Ms PowerPoint; Visio/ Aris/ Bizagi/ alternative).

DUTIES

: Manage and co-ordinate departmental organisational design reviews, development and maintenance, efficiency enhancement/ work-study

		investigations, and the Organisational Functionality Assessment (OFA) interventions within the Department. Manage and coordinate investigations related to efficiency enhancement and process improvement within the Department. Implement and maintain service delivery frameworks within the Department. Manage, coordinate and facilitate the development and quality assurance of the Department's job descriptions and execute job evaluation. Provide operational leadership in the management, coordination, monitoring and evaluation of human resources and activities within the unit.
<u>ENQUIRIES</u>	:	Ms. B. Thomas-Abrahams Tel No: (053) 030 0600
<u>APPLICATIONS</u>	:	Email applications to: ddodchm2026@ncotp.gov.za
<u>POST 31/393</u>	:	<u>ASSISTANT DIRECTOR: OFFICE ON THE RIGHTS OF THE CHILD REF NO: AD/ORC/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a recognised (NQF Level 6) qualification in Social Sciences; Public Administration; Child and Youth Development; Community Development; Public Management; Development Studies and Human Rights. Three (3) years' proven experience at supervisory level in child rights, community development, policy analysis, advocacy, stakeholder management. A valid driver's licence, willingness and ability to travel extensively within the province and, where required, nationally, willingness to work extended hours, including after-hours, weekends, and public holidays when necessary; successful verification against the National Child Protection Register and other relevant screening processes, where applicable. Competencies: The following key competencies and skills are required for the position: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication and Information Management, People Management and Empowerment, Ability to provide guidance and support to stakeholders, Strong coordination and facilitation skills, Ability to influence and build consensus among diverse stakeholders, Sound decision-making and judgement, Commitment to continuous improvement and innovation, Ability to drive implementation and monitor performance. Ability to mentor.
<u>DUTIES</u>	:	Coordination of the Integrated Child Rights Policy Implementation: Coordinate the implementation of national and provincial child rights policies, frameworks, strategies, and programmes; Institutional Development and Capacity Building: Develop and implement capacity-building programmes on child rights and protection. Child Rights Advocacy and Child Participation: Coordinate advocacy campaigns promoting the rights and well-being of children; facilitate child participation platforms, forums, dialogues, and consultations; promote awareness of child rights among children, families, communities, and stakeholders; support initiatives aimed at strengthening children's participation in decision-making processes. Stakeholder Engagement and Awareness Creation: Establish and maintain partnerships with government departments, municipalities, NGOs, NPOs, Chapter 9 Institutions, academic institutions, and development partners. Provide assistance with operational management, coordination, monitoring and evaluation of human resources and activities within the unit.
<u>ENQUIRIES</u>	:	Ms. D. Mandabane Tel No: (053) 030 0756
<u>APPLICATIONS</u>	:	Email applications to: adorc@ncotp.gov.za
<u>POST 31/394</u>	:	<u>ASSISTANT DIRECTOR: OFFICE ON THE STATUS OF PERSONS WITH DISABILITIES REF NO: AD/OSPD/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a recognised (NQF Level 6) qualification in Public Administration/Social Sciences/ Development Studies. Three (3) years' proven experience at supervisory level in the Disability environment/development/governance. Knowledge of Global, regional and national Disability legislative frameworks, i.e.WPRPD, UNCRPD, etc. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Strategic Capability and Leadership; Programme and

		Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication and Information Management; People Management and Empowerment. Knowledgeable in People with Disabilities Legislation and Policy Frameworks; Policy Analysis and Implementation; Monitoring and Evaluation skills; Stakeholder Management; Research and Report Writing skills; Facilitation and Presentation Skills; Advocacy and Community Mobilisation; Project Coordination and Government Planning and Reporting Processes.
<u>DUTIES</u>	:	Provide support in the coordination and facilitation of the Implementation of the national and provincial policy frameworks on Persons with Disabilities. Ensure the Monitoring and evaluation of the implementation of legislative frameworks on persons with Disabilities (WPRPD, JASF, EEA and UNCRPD). Facilitate Stakeholder engagement and Capacity Building. Coordinate Advocacy and Awareness programmes on People with Disabilities. Provide operational leadership in the management, coordination, monitoring and evaluation of human resources and activities within the OSPD unit.
<u>ENQUIRIES</u>	:	Ms. K. Sebico Tel No: (053) 030 0769
<u>APPLICATIONS</u>	:	Email applications to: adospd@ncotp.gov.za
<u>POST 31/395</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: AD/FM/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma (NQF Level 6) in Facilities Management, Public Administration, and Property Management. Three (3) years' proven experience at supervisory level in facilities or work environment Management. Knowledge of facilities management. Knowledge of financial and resource management. A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Communication skills, Report writing, planning and organising, problem-solving and decision-making, teamwork and collaboration, ability to work under pressure, client and customer focus, Time management. Duties: Provisioning of work environment, managing office space allocation for the various units within the Department. Provisioning of effective and efficient support to ensure that the building is properly maintained and fully Functional. Provisioning of support to the Food Service Aids and Cleaners Supervisor to ensure service delivery standards are met. Coordinating the provision of cleaning, refreshment, and refectory services. Facilitation and maintenance of the Immovable Assets Register in compliance with the GIAMA Act. Assisting with operational management, coordination, monitoring, and evaluation of human resources and activities within the Facilities and Work Environment Unit.
<u>ENQUIRIES</u>	:	Ms. B. Thomas-Abrahams Tel No: (053) 030 0600
<u>APPLICATIONS</u>	:	Email applications to: adfm2026@ncotp.gov.za
<u>POST 31/396</u>	:	<u>ASSISTANT DIRECTOR: DESKTOP SUPPORT REF NO: AD/DS/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma (NQF level 6) in Information Technology/Computer Science-related qualification. Three (3) years' proven experience at supervisory level in Information Communication Technology support. Specialist training with desktop and network support is essential. Experience in Microsoft Systems and Server administration including Active Directory Users and Computers, Group Policy Management, Desktop Virtualisation Administration, and associated software. Good computer skills (including Excel, Word, PowerPoint and Outlook). A valid driver's licence. Competencies: The following key competencies and skills are required for the position: Good computer skills (including Excel, Word, PowerPoint and Outlook). Good interpersonal skills and communication skills (verbal and written). Good administration, presentation and reporting skills. Leadership and management skills. Ability to maintain a high level of confidentiality.
<u>DUTIES</u>	:	Responsible for assisting in planning of ICT desktop support for the Department. Ensuring data integrity and computer maintenance. Configure computer hardware and software. Configure network devices and email accounts for all users in the Department. IT equipment maintenance and

disposal by following prescribed procedures. Assist with specification of ICT equipment. Attend relevant meetings and development opportunities. Develop, implement, and monitor related risks, IT-related policies and procedures. Relevant Public Service Regulations. Supervising the ICT Infrastructure team, providing direction and developing staff to ensure team members are effective, motivated, accountable, and provide a high level of service. Responsible for managing and monitoring ICT tools of trade across Health Institutions and Districts, including network connectivity (WAN, LAN, Wi-Fi, APN, 3G/4G), desktop support, and ICT device maintenance. Oversees ICT project implementation, application support (e.g., HIS, PACS), and ensures compliance with IT security standards. Provides supervision and technical guidance to IT Support Technicians, manages service desk escalations, and ensures SLA adherence. Supports interactive technologies in Hospitals and maintains IT asset registers while staying aligned with IT best practices and policies.

**ENQUIRIES
APPLICATIONS**

: Ms. T. Toloane Tel No: (053) 030 0752
: Email applications to: adds@ncotp.gov.za

POST 31/397

: **ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL
DESIGN AND PROCESS IMPROVEMENT REF NO: ODP/OD&PI/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 08)
: Kimberley
: Applicants should be in possession of an Advanced Diploma/Degree (NQF Level 7), coupled with an NSG Certificate in Organisational Design or a certificate in Management Services. NSG Job Evaluation Certificate (Analyst). One to two (1-2) years' proven experience in Organisational Design, Work-study, Management Services, Organisational Development, Business Process Management, Job Evaluation or a related organisational development environment. Experience in a provincial or national government organisational design environment, including organisational design, organisational functionality assessments, business process improvement, provincial coordination, Job Evaluation, benchmarking and committee secretariat services will serve as an added advantage. Competencies: The following key competencies and skills are required for the position: Analytical Thinking, Problem Solving, Planning and Organising, Research and Information Analysis, Results Orientation, Client Service Orientation, Communication and Information Sharing, Teamwork and Collaboration, Project Coordination, Quality Orientation, Attention to Detail, Continuous Improvement Orientation, Policy Interpretation and Application, Project coordination; facilitation; presentation; negotiation; quality assurance; innovation; continuous improvement; advisory and consultation skills. Knowledgeable of the Public Service Act, 1994 and Public Service Regulations, 2016, Organisational Design Frameworks and Methodologies. Organisational Functionality Assessment (OFA) Framework. Work-study principles and workload measurement methodologies, Business Process Management (BPM) and Process Mapping techniques, Service Delivery Model (SDM) development principles, Standard Operating Procedure (SOP) development methodologies, Job Evaluation System (JE) and applicable DPSA directives, Organisational development and change management principles, public sector governance and organisational structures, Monitoring and Evaluation principles, Benchmarking techniques, Records and information management, Committee governance and secretariat practices, Batho Pele Principles, Code of Conduct for the Public Service and applicable legislation, Organisational analysis. Data collection, Work-study and workload analysis, Report writing and technical drafting, Stakeholder liaison and relationship management, Computer literacy (Microsoft Word, Excel, PowerPoint and Outlook).

DUTIES

: Support the Development of Provincial Organisational Development Policies, Frameworks and Guidelines. Support the drafting of organisational development policies, frameworks, standards, toolkits and templates. Participate in the development of provincial business process management, functional analysis and Standard Operating Procedure (SOP) guidelines. Provide technical support to provincial departments on organisational development matters. Conduct preliminary quality assurance of organisational structures, reports and related documentation. Prepare draft advisory notes, technical guidance and correspondence. Support provincial organisational development forums and technical meetings. Monitor implementation of

		service delivery improvement initiatives, organisational functionality assessments, business process management initiatives and Standard Operating Procedures. Analyse organisational development information and identify trends, risks and areas requiring intervention. Compile statistical reports, management reports, dashboards and monitoring information. Provide secretariat support to the Provincial Job Evaluation Panel. Maintain the provincial Job Evaluation database and records management system. Conduct provincial benchmarking exercises and organisational development Research.
<u>ENQUIRIES</u>	:	Ms. R. Mookrey Tel No: (053) 030 0727
<u>APPLICATIONS</u>	:	Email applications to: odpodpi2026@ncotp.gov.za
<u>POST 31/398</u>	:	<u>FINANCE CLERK SUPERVISOR: FINANCIAL ACCOUNTING REF NO: FCS/FA/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma (NQF Level 6) in Financial Management coupled with at least one to two (1-2) years' proven experience in as an Accounting Clerk in Finance environment. Competencies: The following key competencies and skills are required for the position: Knowledge of the Public Finance Management Act and Treasury Regulations, people management and empowerment, strong computer skills (MS Excel, MS Word, etc). Knowledge of financial operating systems (BAS, LOGIS, PERSAL), sound analytical and numerical skills, client orientation and customer focus, the ability to work under pressure, verbal and communication skills.
<u>DUTIES</u>	:	Providing support within the unit in ensuring that policies and standard operating procedures are complied with. Providing support in the Preparation of monthly or quarterly financial and non-financial reports, as well as in ensuring Compliance with all Legislative requirements. Providing support within the unit in the maintenance of a sound control environment, maintenance of a supplier invoices reconciliations system, monitoring and tracking of the payments to suppliers, verification of supplier invoices, authorisation of supplier payments, ensuring that financial transactions or payments are accurate. Ensuring the safeguarding of payment records. Providing support through providing inputs regarding unit activities, and through the supervision of subordinates.
<u>ENQUIRIES</u>	:	Ms. M. Mogodie at 060 571 3488
<u>APPLICATIONS</u>	:	Email applications to: finsup2026@ncotp.gov.za
<u>POST 31/399</u>	:	<u>ADMINISTRATION CLERK: OFFICE ON THE RIGHTS OF THE CHILD REF NO: AC/ORC/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Senior Certificate or an appropriate equivalent qualification. No experience required. Competencies: Good written and verbal communication skills, basic interpersonal relations, accuracy, planning and organizing skills, computer literacy; the ability to operate office equipment and perform routine tasks; be able to function under pressure and work within a team or independently. Have a good work ethic.
<u>DUTIES</u>	:	The successful candidate will be responsible for rendering general clerical support services. Providing supply chain clerical support services within the component. Providing personnel administration clerical support services within the component. Providing financial administration support services in the component.
<u>ENQUIRIES</u>	:	Ms. D. Mandabane Tel No: (053) 030 0756
<u>APPLICATIONS</u>	:	Email applications to: acorc2026@ncotp.gov.za
<u>POST 31/400</u>	:	<u>WEB SUPPORT ASSISTANT: GOVERNMENT INFORMATION TECHNOLOGY SERVICES REF NO: WSA/GITS/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma (NQF Level 6) in Information Technology, Computer Science, Information Systems, Web Development, Digital Technologies. Experience in website administration, ICT support, and web content management will be an added advantage.

Competencies: The following key competencies and skills are required for the position: Client Service Orientation, Communication Skills, Planning and Organising, Interpersonal Relations, Teamwork, Time Management, Knowledge of Website Administration Principles, Content Management Systems (CMS), Web-based Applications and Online Services, Basic Database Management Principles, ICT Support Processes and Procedures, Records Management Practices, Information Security and Data Protection Requirements, Information Security and Data Protection, Data capturing and Database Administration, Computer literacy (MS Office Suite), Internet and Web Technologies, Basic troubleshooting and Problem-solving and Report generation.

DUTIES

: Assisting with the updating and maintenance of departmental websites, intranets, and web portals. Providing first-line support for web-based applications and eGovernment systems. Maintaining database records and filing systems. Providing basic technical support relating to websites, web services, and online systems. Assisting users with system navigation and functionality; responding to user enquiries and support requests; maintaining records of support requests, actions taken, and resolutions.

ENQUIRIES

: Ms. T. Toloane Tel No: (053) 030 0752

APPLICATIONS

: Email applications to: wsagits2026@ncotp.gov.za