ANNEXURE BB

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS : 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 applications to: odpodpi2026@ncotp.gov.za

FOR ATTENTION : Ms. K. Moremi

CLOSING DATE : 11 December 2026

NOTE : The Northern Cape Office of the Premier is committed to providing equal opportunities and practising affirmative action employment. We intend to promote equity through the fulfilment 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 must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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.

OTHER POST

POST 43/335 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL DESIGN AND PROCESS IMPROVEMENT REF NO: ODP/OD&PI/2026**
(This is a re-advertisement; applicants who applied previously are encouraged to re-apply if they are still interested in the post)

SALARY : R413 001 per annum (Level 08)
CENTRE : Kimberley
REQUIREMENTS : 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. The degree, if not in Organisational Design/ Development, should be augmented with an additional qualification (Certificate) in Management Services, or Organisational Design. Applicants must be in possession of a Job Evaluation Certificate (Trained Analyst). Applicants must hold all required certificates and reflect them in their CV. A minimum of three (3) years' relevant 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.

ENQUIRIES : Ms. R. Mookrey Tel No: (053) 030 0727