

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, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand delivered to MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.

FOR ATTENTION: Mr. T. Mabija

CLOSING DATE: 20 October 2025

NOTE: All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department should be fully completed and accompanied by a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications completed on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which are communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. All applications, including those submitted via registered mail must reach the department before 16h00 on the day of the closing date. Incomplete applications, applications on incorrect forms, applications sent or delivered to the wrong address or applications received after closing date will be disqualified.

POST: CHIEF EXECUTIVE OFFICER: (NCEDA) (3-MONTH PROBATION APPLIES)
(Re-advertisement, applicants who previously applied must re-apply)

CENTRE: KIMBERLEY

REF NO: NCDEDAT/2025/004

SALARY: Salary Level 14 at R1 494 900.00 per annum (All-inclusive TCE package). This is a five-year contractual position subject to the successful candidate signing a performance Agreement. The incumbent will be subjected to serve a probation period.

CENTRE: Kimberley Office

REQUIREMENTS: Applicants must be in possession of a post graduate NQF 8 Degree in Business Administration and Management/ Finance, Project Management and Development, Business sciences or Economics. A Master's Degree (NQF 9) in Business Administration will be an added advantage. A minimum of 8 years' experience of which five (5) must be at Middle Management Level and three (3) at Senior Management Level, preferably within an economic, project management and development, trade, investment or public sector environment

DUTIES: To manage and oversee all the operations of NCEDA in accordance with Northern Cape Economic Development, Trade and Investment Promotion Agency Act and other strategic policies and directives.

Provide professional management and leadership. Manage all operations of NCEDA.

Perform secretariat functions to NCEDA Board of Directors. Strategically develop, promote and facilitate Trade an investment in the Northern Cape Province. Oversee the market and communicate strategy in terms of Economic development. Oversee the budget and all NCEDA finances according to the PMFA. Oversee the budget and all NCEDA finances according to the PMFA. Oversee Corporate Services related matters within the NCEDA. Oversee and manage

risk and legal matters and compliance within the NCEDA. Oversee and manage Witsand Nature Reserve and MSICC. Manage and oversee economic development/intelligence in the Northern Cape Province.

Competencies and Skills: Project Management, strategic planning, stakeholder, people management, organisational transformation skills, networking skills, financial management skills, excellent communication and presentation skills. A thorough understanding of the global and national economies and of economic policy is essential. Motivational skills, negotiation skills, writing skills. Ability to perform consistently under pressure. Knowledge of the PMFA act will also stand you in good stead as CEO.

ENQUIRIES: Mr A.T.M. Mabija (053) 839 4002