PROVINCIAL ADMNISTRATION: 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), 13th Floor (Registry Office), Post Office Building, Kimberley or **Email** applications to: dedathra@ncpg.gov.za

FOR ATTENTION: **MS. M. MUSA**

CLOSING DATE: 03 NOVEMBER 2025

NOTE FOR SMS POSTS: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name "*Certificate for entry into SMS*" and the full details can be obtained by following the link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency-based assessment. 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 successful candidate will sign the performance agreement and employment contract 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. **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 www.gov.za, and a detailed Curriculum Vitae. 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. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. 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).

NOTE: THE BELOW POST IS A RE-ADVERT, CANDIDATES WHO PREVIOUSLY APPLIED, ARE ENCOURAGED TO RE-APPLY.

POST: DIRECTOR: TRADE AND INVESTMENT PROMOTION
CENTRE: Kimberley Office
REF NO: NCDEDAT/2025/05
SALARY: R1 266 714.00- R 1 492 122.00 per annum (All-inclusive TCE package)
LEVEL: 13
REQUIREMENTS: Applicants must be in possession of a Degree (NQF 7) BCOM Economics, Business Administration, Trade and Investment; International Trade or related fields. Master's degree in economics will be an added advantage. Minimum of 5 years relevant middle/senior management experience. Valid driver's license.
SKILLS & KNOWLEDGE: Relevant Legislation/Acts, Prescriptive policies & Regulations. Commodity Trading and Export Experience; Financial Management; Investment Attraction; Project Management. Technical skills. Leading. Planning and Organising skills. Communication skills (verbal & written). Interpersonal skills. Problem-solving, Nyukela certificate is required before entry into the SMS.
DUTIES: **Manage the development of trade and investment strategies and policies including the implementation thereof.** Maximize benefits from international trade agreements and twinning agreements. **Build and maintain networks and partnerships with key stakeholders provincially and nationally.** Participate in trade and investment IGR. Represent provincial government interest on an ex officio basis on the relevant industry and governmental structures. Drive and coordinate regular high-level engagements with key stakeholders across industry and government**. Develop, support and implement the promotion of the trade and investment sectors in terms of trade and exports.** Provide information on trade leads and export opportunities. Coordination with NCEDA, national, provincial and local government departments w.r.t alignment and promotion in the sectors in terms of trade and exports. **Oversee, co-develop and support programmes to improve and promote trade and investment.** Create an enabling environment for increasing foreign direct investment flows. Increase foreign direct investments into the province. Market the province as an attractive investment destination. **General Management of the Sub- Directorates within the Directorate.** Strategic Planning and Leadership: Participate in the strategic planning process and active involvement in the development and management of the business plans for the directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the directorate's business plan. Motivate, train and guide staff within the directorate. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Actively manage and promote the maintenance of discipline within the directorate. Financial Management: Active participation in the budgeting process. Preparing of the Annual and Adjustment Budgets for the Directorate. Assume overall responsibility for the management, maintenance and safekeeping of the directorate's assets. Ensure that full and proper records of the financial affairs of the directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES: Mr. R Warie Tel No: (053) 839 4070