

The Department of Economic Development and Tourism 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: Ms. M. Musa

CLOSING DATE: 25 August 2023

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 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) (only when shortlisted). Dual citizenship holders must provide the Police Clearance certificate from country of origin (only when shortlisted). 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 be 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 candidate 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

REF NO: NCEDAT/2023/15

SALARY: Negotiable. This is a five-year contractual position subject to the successful candidate signing a performance Agreement. A 6-month probation period applies.

CENTRE: Kimberley Office

REQUIREMENTS: Applicants must be in possession of a post graduate in Business Sciences or Economics. An MBA will be an added advantage. A minimum of 5 years in a multi-faceted executive management position with international business experience. International trade, thorough understanding of the global and national economies strong marketing and corporate governance practices.

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 and 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: Strategic planning skills, Stakeholders partnership, Impeccable leadership and people management skills. Organisational transformation skills. Exceptional networking skills, financial management skills, excellent communication and presentation skills, effective networking skills. A thorough understanding of the global and national economies and of Economic policy is essential.

Knowledge of international markets is essential, Motivational skills, negotiation skills, Writing skill (minutes and reports). Ability to perform consistently under pressure. Your knowledge of the PMFA act will also stand you in good stead as CEO.

ENQUIRIES: Mr ATM Mabija (053) 839 4002

POST: EXECUTIVE PROJECT MANAGER

REF NO: NCDEDAT/2023/16

SALARY: Negotiable (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement. The position is permanent with an initial 6 months' probation period which is subject to attaining the performance parameters articulated with performance agreement to be signed.

CENTRE : Kimberley Office

REQUIREMENTS: Applicants must be in possession of a Postgraduate Qualifications: Project Management/Honours degree in Business Development;

Relevant Experience: 3- 5 years relevant experience in MMS level.

Knowledge: Extensive knowledge and experience of economic development, knowledge of IDP – led programmes and thorough understanding of the growth and development strategies and relevant national and provincial policy frameworks. Extensive knowledge of Business and industries driving the Northern Cape's economy.

Communication: Effective communication, negotiation and influencing. Prepare reports required i.t.o. NCEDA statutory framework by collecting, formatting and explaining projects & Business Development information. Interact with various with various stakeholders.

Skills: Sound Leadership skills, High level of Communication and interpersonal skills

KEY RESPONSIBILITIES: Provide professional management and leadership, Project management of NCEDA, develop and implement NCEDA projects, screen and appraise NCEDA project profiles, develop pre- feasibility business Plans for NCEDA projects; Provide financial assistance for environment impact assessments for NCEDA projects, leverage strategic partnerships with key stakeholders in the economic development environment; represent NCEDA in economic development intergovernmental relations forums; conduct research on NCEDA projects according to prescribed research methodologies; compile and maintain an Economic Development and Trade and Investment database.

ENQUIRIES: Mr T. Mabija (053) 839 4002