



## **NORTHERN CAPE PROVINCIAL ADMINISTRATION**

### **RE-ADVERTISEMENT:**

**This is a re-advertisement for the Head of Department of  
Economic Development and Tourism  
All candidates that applied previously are encouraged to re-apply.**

<b>Post</b>	<b>:</b>	<b>Head of Department of Economic Development and Tourism (Five-year employment contract)</b>
<b>Reference No.</b>	<b>:</b>	<b>HOD/DEDAT/10/2019)</b>
<b>Centre</b>	<b>:</b>	<b>Kimberley</b>
<b>Salary</b>	<b>:</b>	<b>R1 521 591 (All-inclusive remuneration package)</b> (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

### **REQUIREMENTS:**

A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province.

### **COMPETENCIES:**

Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver's licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites.

## **INHERENT RESPONSIBILITIES AS HEAD OF DEPARTMENT**

Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to:

- Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years;
- Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate;
- Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations;
- Monitor and ensure compliance with all applicable legislation;
- Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.

**Reporting to the MEC for Finance, Economic Development and Tourism, the successful candidate will function as the Head of Department with the following main functions:**

To lead and coordinate integrated economic planning and development;

- To drive the economic development strategies of the province;
- To facilitate strategies to enhance the competitiveness of priority sectors of the economy, in line with the industrial development strategy;
- Ensuring the conducting and promotion of ongoing research, and the implementation and monitoring of economic development programs;
- Ensuring the collecting, processing, maintaining and reporting on economic and other social data;
- Influencing policy direction for economic and infrastructure development;
- Facilitating sustainable and inclusive economic growth supporting decent and sustainable employment;
- Facilitating the implementation of economic transformation strategies and policies;
- Creating an enabling environment for SMMEs and Co-operatives to succeed in order to improve the quality of life of the people of the Northern Cape Province;
- Stimulating economic growth through industry development, trade and investment promotion;
- Ensuring that businesses in all sectors are regulated and an environment created whereby consumers are effectively protected;
- Ensuring the creation of an enabling business environment that reduces hurdles to business growth, increasing economic investment that subsequently contributes to job creation;
- Promoting and facilitating economic empowerment programmes;
- Ensuring efficient and effective macro tourism planning, industry transformation, quality assurance, regulation, promotion and development of tourism;
- Providing guidance, support and direction in terms of tourism policies, legislation and strategies;
- Ensuring the promotion of a safe and secure environment for visitors and tourism entrepreneurs;
- Ensuring the promotion of Tourism Service Excellence; and developing and implementing a plan to accelerate provincial tourism industry transformation.

Enquiries: Ms. G. Matlaopane – 053 838 2938

NOTE: The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at HOD level through these appointments. Therefore, we specifically call for suitably qualified women and persons with disability to apply.

Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of original qualifications dated

not later than three (3) months as well as a comprehensive CV in order to be considered. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually. As Head of Department, the successful candidate will be subject to a security vetting at top secret level.

No faxed, e-mailed or late applications will be accepted. All applicants should please note that correspondence will be limited to successful candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

Post to : Executive Manager  
Human Resources Management  
Private Bag X5016  
Kimberley  
8300

Or hand deliver to : JW Sauer Building  
Cnr Quinn and Roper Street  
Office of the Premier, Kimberley  
Ground Floor (Security)

For Attention: Mr. V. Fredericks

Closing date : 15 November 2019

**“The Northern Cape: A Modern, Growing and Successful Province”**