



## **NORTHERN CAPE OFFICE OF THE PREMIER**

**POST:** Senior Manager: Executive Council Services

**SALARY:** R1 073 187 (All-inclusive remuneration package) (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)

**CENTRE:** Kimberley

**REFERENCE:** SM/EXCO/2022

**REQUIREMENTS:** Applicants must be in possession of an B-degree/ Advanced Diploma (NQF 7) or higher qualification in Public Management/Administration or related fields as recognised by SAQA. Candidates must also have a minimum of 6 years' relevant middle management experience. A requirement for all applicants 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 below 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.

**COMPETENCIES:** The following key competencies and skills are required for the position: Strategic and leadership management; Policy development and the ability to drive implementation; excellent planning, organizing and analytical skills; knowledge and understanding of key public service legislative framework. The ability to initiate, plan, manage, monitor and evaluate specific outputs in order to achieve desired objectives. Be able to initiate and support organizational change. Be able to manage and compile budgets, and have an understanding of government procurement processes. Ability to innovate and solve problems. Knowledge of People Management and Empowerment, Computer literacy a valid driver's licence are further prerequisites.

**DUTIES:** The successful candidate will be responsible for the following duties: Develop the unit's strategic, annual and operational plans; manage the overall performance of staff and the resources of the unit; Provide Secretariat and administrative support to the Executive Council and sub-committees; Provide secretariat and administrative support to the Clusters; Development and co-ordination of Provincial Cluster Programme of Action; Prepare recommendations/ reports in respect of Cluster meetings; Tracking and monitoring of implementation of Executive Council and Joint Cluster decisions/ recommendations; Provide strategic guidance and advice in relation to Cluster projects/ initiatives; Develop, manage and maintain the Cabinet Manual; Provide feedback on implementation of Executive Council decisions; Provide secretariat services to Executive Council strategic retreats; Arranging of events with sectors/ fraternities; Co-ordinate Lekgotla's and related programmes and various activities such as Executive Council visits to communities, Presidential Imbizo's, National Imbizo's and Municipal Imbizo's with relevant stakeholders

Enquiries

: Mr. J. Bekebeke - (053) – 8382950

**POST: Deputy Director: Bursary Coordination**

**SALARY: R744 255 per annum (Salary level 11)** (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)

**CENTRE: Kimberley**

**REFERENCE: DD/HRD/2022**

**REQUIREMENTS:** Applicants should be in possession of an appropriate Bachelor's Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Administration, Human Resource Management or related fields coupled with 3-5 years junior management experience in the Human Resource Development environment. Knowledge and understanding of public service policies; procedures; policy development; government machinery; HR Practices; Training and relevant legislation.

**COMPETENCIES:** The following key competencies and skills are required for the position: Knowledge on the relevant legislature/policies/prescripts and procedures; Leadership and Management skills; Computer literacy; good interpersonal skills, Good written and verbal communication skills; people management; general office administration practices; compilation of management reports.

**DUTIES:** The successful candidate will be responsible for the following duties: Coordinate and facilitate the provisioning of the provincial bursary program by managing the awarding of bursaries to out of school youth, contracts, leases, and service level agreements. Develop and manage the implementation of the provincial bursary policy. Manage the quality assurance of provincial bursary processes. Manage the placement of graduates with various stakeholders to gain experiential learning; manage the marketing, advocacy and career guidance of the provincial bursary program; and manage the secretarial function of the Provincial Bursary Technical Committee.

Enquiries : Ms. R. Benjamin - (053) 838 2450

**POST: Deputy Director: Service Delivery Improvement Monitoring (2 posts)**

**SALARY: R 744 255 (Salary level 11)** (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)

**REFERENCE: DD/SDIM/2022**

**CENTRE: Kimberley**

**REQUIREMENTS:** Applicants must be in possession of an appropriate Bachelor's Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Management/Administration; Statistics or Information Management coupled with 3-5 years' proven experience in Monitoring and Evaluation field at junior/middle management level.

**COMPETENCIES:** The following key competencies and skills are required for the position: Sound knowledge of monitoring and evaluation principles, policy frameworks governing Monitoring and Evaluation, as well as advanced knowledge of research methodology, data management and analysis, policy development. The candidate should have well developed skills in collecting and analyzing data from varying data sources and translating these into logical conclusions. Supported by strong communication skills, facilitation skills, analytical report-writing skills. Excellent computer literacy skills with advanced proficiency in EXCEL, MS-WORD. The post requires a person with proven organizing and coordinating capabilities,

coupled with strong interpersonal relationship skills and dealing with stakeholders at a strategic level, ability to work under pressure with multiple deadlines and maintaining confidentiality.

**DUTIES:** The successful candidate will be responsible for the following duties: Monitor and evaluate and track provincial performance relating to the implementation of Government and Provincial Priorities (MTSF, PGDP, and SOPA). Produce high level analytical (quantitative and qualitative) performance assessment reports on the implementation Government and Provincial priorities for reporting to national and provincial reporting structures. Track progress at the coalface of service delivery to assess real change and improvement on the lives of citizens through the Frontline Service Delivery Programme and Citizen Based Monitoring. Monitor the implementation of policies directed at developing women, people with disabilities and youth development sectors, to ensure mainstreaming. Co-ordinate and monitor the implementation of Conditional Grants. Manage and contribute to the development of an integrated monitoring and evaluation report on performance analysis. Enable OTP to triangulate data from different M&E systems, as well as external M&E systems, to provide a holistic picture of the performance of government and impacts on citizens. Detailed progress reporting and feedback on the monitoring of successes and challenges on provincial priorities, sector priorities and plans. Track the development impacts of government policies, plans and programmes at through evaluation studies, but informed by monitoring data. Coordinate the development and implementation of Provincial Evaluation Plans (PEP) in line with the National Evaluation Policy Framework (NEPF) and evaluation guidelines. Develop provincial monitoring and reporting tools and formulate frameworks and guidelines. Support and guide departments through capacity building interventions. Perform strategic and operational planning. Represent the Monitoring and Evaluation at provincial forums and structures.

Enquiries : Ms. P. Nogwili - (053) 838 2358

**POST:** Assistant Manager: Supply Chain Management

**SALARY:** R382 245 per annum (Salary level 9)

**CENTRE:** Kimberley

**REFERENCE:** AM/SCM/2022

**REQUIREMENTS:** Applicants should be in possession of an appropriate Bachelor's Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Finance, Public Administration, Economic or Developmental Studies coupled with 3-5 years' experience in Supply Chain Management.

**COMPETENCIES:** The following key competencies and skills are required for the position: Well-developed knowledge of the PFMA, Treasury Regulations, PPPFA, public financial management; Supply Chain Management procedures and policies; Knowledge of Logis procurement system and BAS financial system; Management skills; Computer literacy especially Microsoft Excel and Word; Good written and verbal communication skills; ability to develop written reports and action plans; sound organizational skills; Be able to function under pressure and work within a team or independently.

**DUTIES:** The successful candidate will be responsible for the following duties: Preparation of annual procurement plan and monitor performance against the targets; Ensure an efficient system of procurement of goods and services in accordance with approved delegations, directives and supply and chain management procedures; Compilation of monthly reports prescribed by legislation; Assist in the compilation of the quarterly and annual financial

statements; Preparation of quarterly and annual performance review reports; Supervise employees to ensure an effective and efficient Supply Chain Management services.

Enquiries : Ms. E. Appies – (053) - 838 2927

**POST: Assistant Manager: Monitoring and Evaluation**

**SALARY: R382 245 per annum (Salary level 9)**

**CENTRE: Kimberley**

**REFERENCE: AD/M&E/2022**

**REQUIREMENTS:** Applicants should be in possession of an appropriate Bachelor's Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Administration, Economic or Developmental Studies coupled with 3-5 years experience in Monitoring and Evaluation. Knowledge and understanding of public service policies and procedures.

**COMPETENCIES:** The following key competencies and skills are required for the position: Well-developed knowledge of Monitoring and Evaluation systems; project management; provincial growth and development strategy. Knowledge on the relevant legislature/policies/prescripts and procedures; Management skills; Computer literacy; Good written and verbal communication skills; ability to develop written reports and action plans; sound organizational skills; Be able to function under pressure and work within a team or independently.

**DUTIES:** The successful candidate will be responsible for the following duties: Provide support with the facilitation of information sessions within the Department and give advice to management in matters relating to resources/ verification of documents as required by the Auditor-General; Represent the Department in national and provincial meetings on matters related to monitoring and evaluation, attend and participate in scheduled national and provincial meetings / fora; Participate in the development and implementation of an organisational performance and monitoring and evaluation system aligned to policies, strategies, guidelines and directives; Participate in coordination of management responses to audit findings on performance information (Internal Audit and Auditor-General of South Africa); Participate in the identification of risks to achievement of shareholder objectives, and provide assistance to branches in implementing risk reduction measures; Conduct spot checks on progress of departmental projects on a regular basis and liaison with Departmental Branch Coordinators; Collect and collate inputs from all Branches towards the development of Quarterly Reports, Business Plans and Annual Reports of the Department, and ensure finalisation and routing thereof; Assist with the implementation of performance measurement frameworks and policies; Develop, manage and maintain departmental monitoring and evaluation frameworks and systems; and evaluate the implementation of departmental policies and assessment of impact and sustainability of programmes.

Enquiries : Ms. Z. Langeveldt - (053) 838 2951

**POST 1: Personal Assistant: Strategic Human Capital Development:**

**REFERENCE:** PA/SHCD/2022

**POST2: Personal Assistant: Provincial Performance Monitoring and Evaluation:**

**REFERENCE:** PA/PPME/2022

**SALAR:** R261 372 per annum (Salary level 7)

**CENTRE:** Kimberley

**REQUIREMENTS:** Applicants should be in possession of a Grade 12 plus a Secretarial Diploma or equivalent qualification (NQF Level 6). A minimum of 3 years' experience in rendering a support service to senior management.

**COMPETENCIES:** The following key competencies and skills are required for the position: Office administration skills; Computer literacy; Good interpersonal skills, communication verbal and written skills; Ability to prioritise and deal with confidential matters; Ability to work under pressure; Good in minutes taking and report writing ; Performing administrative tasks in accordance with regulatory framework relating to general office administration; Understanding of ethical standards & MISS (confidentiality, security clearance); Self-Management and motivation; Computer skills; Problem solving skills; Planning & Organizing skills; Be able to pay attention to detail.

**DUTIES:** The successful candidates will be responsible for the following duties: Provides secretarial / receptionist services to the Executive Manager. Records the engagements of the Chief Director. Renders administrative support services that entail i.e. travel and accommodation arrangements, procurement services and etc. #Provides support to the Chief Director regarding meetings or events. #Supports the Chief Director with the administration of the budget by monitoring the expenditure and alerts manager of possible over or under spending. Keep record of and follow up on all decisions and actions with Chief Director and stakeholders. Ensures the effective flow of information and documents to and from the office of the Chief Director. Collect, analyse, collate information and draft reports, documents and presentation as required by the Chief Director.

Enquiries : Ms. R. Booysen - (053) – 838 2370

**POST: GIS Professional**

**SALARY:** R#718 062 – R 766 278 (All-inclusive remuneration package) (Depending on qualification and experience)

**CENTRE:** Kimberley

**REFERENCE:** GIS/PP/2022

**REQUIREMENTS:** Applicants should be in possession of an GISc post graduate degree or equivalent post graduate qualification (degree). Compulsory registration with PLATO and SACPLAN in the category of Professional GISc Practitioner and 3-5 years post registration GISc professional experience.

**COMPETENCIES:** The following key competencies and skills are required for the position: GISc implementation; Geo database design and repository management; Geo statistical analysis; Standard development and policy formulation; Technical report writing; Spatial analysis knowledge; GIS applications; Legal requirements and compliance; High level spatial

design and modelling. Organisational Process knowledge; Systems maintenance; Mobile equipment operating; Open Access; Advanced computer skills; Interaction and communication. An understanding of provincial and municipal planning systems. A valid driver's license.

**DUTIES:** The successful candidate will be responsible for the following duties: Strategic management of the institutional GISc function and Provincial Spatial Data Infrastructure. Integration and support to planning services and executive management. Provide strategic direction and leadership on GISc activities. Strategically profiling and positioning GISc functions within the Office of the Premier. Plan and manage the establishment of GISc unit. Plan, coordinate and facilitate GISc project activities. Monitor and evaluate GISc function within the Province. Ensure compliance with relevant legislation and policies. Manage compliance and setting up of applicable standards. Identify underlying strategic issues and implement appropriate GISc responses. Oversee the process of advance spatial analysis and modelling for institutional strategic guidance. Recommend the best possible policy direction and service delivery priorities. Conduct research. Provide overall framework for research and development activities. Provide standards, specification and service levels according to organisational objectives. Provide implementation guidance and training on new GIS innovations. Ensure GIS implementation. Supervise the development of GIS and technical systems.

Enquiries : Ms. J. Meyer – (053)-838 2541

**POST: Accounting Clerk: Financial Accounting**

**SALARY: R 176 310 per annum (Salary level 5)**

**CENTRE: Kimberley**

**REFERENCE: AC/FA/2022**

**REQUIREMENTS:** Applicants should be in possession of a Senior Certificate or an appropriate equivalent qualification. Candidates must have experience between 0 - 2years in the financial environment.

**COMPETENCIES:** Preference will be given to candidates with basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Basic knowledge and insight of the Public Service Financial Legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR,; Basic knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc); Have good written and verbal communication skills, basic interpersonal relations, accuracy, planning and organizing skills, Computer literacy; The ability to operate office equipment and perform routine tasks; Be able to function under pressure and work within a team or independently.

**DUTIES:** The successful candidate will be responsible for the following duties: Render financial accounting transactions; Receive invoices, check invoices for correctness, verification and approval (internal control); Perform payment administration support services; Payment preparation of invoices presented for payment and capturing of payments on the BAS; Petty cash controller; Issuing of receipts and replenish petty cash; Journal preparation and capturing thereof on the BAS; Safeguarding of financial records and face value forms.

Enquiries : Mr. J Carolus – (053) – 838 2770

**NOTE:** Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 originally signed; Clear indication of the post, reference number and town that is being applied for must be indicated on your Z.83. A detailed comprehensive CV specifying all qualifications and experience with respective dates. Applications submitted on the incorrect application form (old Z83) will be disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license before or on the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). All shortlisted candidates will 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 following will apply for the Senior Manager position: 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. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually. No faxed, e-mailed or late applications will be accepted. 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 16.00 on the day of the closing date. Incomplete applications, faxed applications, emailed applications, applications on incorrect forms, applications sent or delivered to the wrong address or applications received after closing date will be disqualified. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and correspondence will be limited to shortlisted candidates only.

**APPLICATIONS:** Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security).

**FOR ATTENTION:** Mr. R. Booysen

**CLOSING DATE:** 21 June 2022