



PROVINCIAL ADMINISTRATION: NORTHERN CAPE OFFICE OF THE PREMIER

ADVERTISEMENT

APPLICATIONS: Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at DSC Office, 69 Memorial Road, Monument Heights, Office of the Premier, Ground Floor (Security) or alternatively email to hrrecruitment@ncpg.gov.za.

FOR ATTENTION: Mrs. R. Booysen

CLOSING DATE: 29 September 2023

NOTE: The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at this level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83), accompanied by originally certified copies or uncertified copies provided that the original copies must be provided prior to the interview. The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates. Applications submitted using the old Z83 form will not be accepted. 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). No late applications will be accepted. 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. 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. For the Senior Manager a further 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 Management Leadership Programme *Certificate for entry into the SMS*. Applicants applying for the Senior Management position must note that 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 assessment). 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.

Post: Senior Manager: Performance Information Management - Ref No: SM/PIM/2023

Salary: R1 162 200 per annum (Level 13), (all-inclusive salary package)

Centre: Kimberley

Requirements: Applicants must be in possession of a recognised Bachelor's Degree / Advanced Diploma (NQF L7), together with 5 years' proven experience in Designing Monitoring Databases / Information Monitoring Systems, Performance Monitoring and Evaluation at middle management level, Research Competency will be an added advantage, plus a valid Driver's Licence. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

Competencies: Advanced knowledge of monitoring and evaluation principles, development of data/information management systems and policy frameworks governing Monitoring and Evaluation within the Public Service. Advanced knowledge of qualitative and quantitative data analytical techniques, research methodology, management of data. The candidate should have proven advanced skills in collecting and analyzing data from varying data information systems and 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 strategic analytical thinking, coordinating capabilities, coupled with strong strategic leadership, management and interpersonal relationship skills, dealing with stakeholders at a strategic level, ability to work under pressure with multiple deadlines, and maintaining confidentiality.

Key Responsibilities: The successful candidate will be responsible for the following main functions: To provide strategic guidance and management for the coordination and implementation of integrated provincial performance information on government priorities. Provide guidance on the development of information management systems for monitoring and evaluation purposes. To manage the development of performance information data on government deliverables / development indicators to support evidence based decision-making. To manage, oversee and guide the analyses of the implementation of national and provincial priorities (MTSF, PGDP, SOPA, Sector

Deliverables) in accordance with Monitoring and Evaluation principles and methodologies. To establish mechanisms for the co-ordination and monitoring of the implementation of the departmental Medium Term Plans and reporting thereof on the transversal and provincial data management systems. To provide strategic leadership, management and supervision of the Directorate as well as ensuring adherence to standards of good governance & accountability within the Directorate. Manage the development of the annual & operational plans and standing operating procedures for the Directorate. To provide strategic guidance and advice to Executive Management on compliance and policy matters relating to the co-ordination of integrated performance information management, monitoring and evaluation. To provide strategic guidance on the management and development of an integrated monitoring report on performance analysis. To manage the development of policies, prescripts and guidelines for integrated provincial performance monitoring and reporting in accordance with the National Frameworks and guidelines. To ensure the consolidation of provincial quarterly, annual and midterm analytical performance reports on non-financial performance information for evidence based decision making by national and provincial governance structures. To represent the Office of the Premier at national and provincial platforms and reporting structures. Continually manage and improve relationships with key stakeholders, and co-ordinate capacity building and knowledge sharing in consultation with National and Provincial stakeholders and guide innovation within the Province.

Enquiries: Ms. S Vallabh – 066 476 1645

Post: Manager: Management Accounting - Ref No: MAN/MA/2023

Salary: R 811 560 per annum (Level 11), (all-inclusive salary package)

Centre: Kimberley

Requirements: Applicants must be in possession of a tertiary qualification in Financial Management or finance related fields at NQF level 7. A minimum of 3 - 5 years relevant experience in management accounting at an Assistant Manager Level.

Competencies: Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, Public Service Act, PSCBC Resolutions and other Government Prescripts regarding financial matters. Sound Knowledge of Persal System and Basic Accounting System (BAS). Knowledge of Financial Management, Accounting, Government budgeting processes, cost accounting. Knowledge of Public Service Financial legislative framework, Strategic Planning and Budgeting, HR management practices. Relationship management and stakeholder engagement. Ability to develop and apply policies. Ability to work under pressure and to resolve conflict. Good communication (written and verbal), analytic and computer literacy.

Key Responsibilities: Undertake financial planning and budgeting for MTEF and ENE processes. Ensure that information for planning purposes are collected and analysed properly. Manage, review, analyse and consolidate inputs received from units, and quality assure the budget preparation processes. Monitor cash flow report and plans as required. Manage the drawings, roll-over, adjustment estimate, and shifting and virement process. Monitor cash flow reports and plans as required. Undertake financial reporting. Coordinate, review, analyse and quality assure the management accounting reporting process and monitor compliance with financial prescripts. Management of risk and audit queries. Provide financial management support, i.e. interim and annual financial statements. Ensure errors identified on financial source documents as raised. Monitoring and Reporting on the Departmental budget, manage and control the Departmental expenditure. Assist in the development and implementation processes to prevent unauthorised/overspending or voted funds.

Enquiries: Mr. J. Carolus – 066 189 8528

Post: Assistant Director: Performance Information Management - Ref No: AD/PIM/2023

Salary: R 527 298 per annum (Level 10)

Centre: Kimberley

Requirements: Applicants must be in possession of a three year tertiary qualification (Bachelors/B Tech Degree) (NQF level 7) in Public Administration/Business Information Systems/ Business Intelligence or related field. Minimum of 2-3 years Practical Experience in Data Management Statistical Analysis, Monitoring & Evaluation and Research. Candidates should have a valid driver's licence.

Competencies: Knowledge of monitoring and evaluation principles, policy frameworks governing Monitoring and Evaluation. Knowledge of database operation, data management and analysis. The candidate should have proven skills in collecting and analyzing data from varying data sources. Research competency will be an added advantage. Supported by communication skills, facilitation and presentation skills, analytical report-writing skills. Excellent computer literacy skills with advanced proficiency in MS-EXCEL, MS-WORD, MS-PowerPoint. The post requires a person with proven organizing and administration capabilities, coupled with strong interpersonal relationship skills, formal presentation skills and dealing with stakeholders. The ability to work under pressure with multiple deadlines and maintaining confidentiality.

Key Responsibilities: The successful candidate will be responsible for the following duties:

Assist and support the monitoring and tracking of provincial performance relating to the implementation of Government and Provincial Priorities (MTSF, PGDP and SOPA). Produce and consolidate analytical quantitative performance data on the implementation Government and Provincial priorities and sector deliverables. Responsible for publication of quarterly performance statistics of the province. To assist with the analysing of the implementation of the Annual Performance Plans of provincial departments. To analyse performance reporting on national and provincial data systems (EPRS and PIMS). To coordinate the consolidation of sector development indicators towards

the development of an Indicator Information Database. Develop reporting and monitoring matrixes relating to service delivery priorities and updating of sector statistical indicators. Assist in capacity building programmes and operational planning and preparation of reports for presentation at provincial forums and structures.

Enquiries: Ms. S Vallabh – 066 476 1645

Post: State Accountant: Contract Management - Ref No: SA/CM/2023

Salary: R 294 321 per annum (Level 7)

Centre: Kimberley

Requirements: Applicants must be in possession of a tertiary qualification in Supply Chain Management, Finance or other Supply Chain related fields on NQF Level 6. Minimum of 3 years' relevant experience within a SCM/Contract Management/ Supplier or Vendor Management.

Competencies: Knowledge of Contract Management, Supply Chain Management Framework and Regulations. Knowledge of PAIA and POPI Act, Preferential Procurement Policy Framework Act (PPPFA). Knowledge of Public Finance Management Act (PFMA), Knowledge of the demand and acquisition management, Knowledge of Basic Accounting System (BAS). National Treasury Supply Chain Management Guidelines, BBBEE Act, Report writing, Problem solving skills, Analytical thinking, Computer literacy (Word, Excel & PowerPoint).

Key Responsibilities: Responsible for monitoring and ensuring compliance to applicable regulatory framework (PFMA; PPPFA), ensure compliance with the Framework for Supply Chain Management in particular the Contract Management Framework. Maintain an efficient and effective Contract Management within the Office of the Premier. Review existing contracts and lease agreements. Maintain an effective and efficient Contract Management System, Retention Contract Register and Variation Orders Register. Liaise and guide project managers/ users on all related contract issues. Monitor Supply Chain Management compliance. Review contract forms and documents. Co-ordinate Performance Assessments of contractors. Implement and monitor compliance of Departmental Contract Management Guidelines. Effective and efficient bid administration. Effective and efficient bid records management. Effective and efficient Contract Management. Supplier and end user relationship management.

Enquiries: Ms. E. Appies- 073 868 9995