

# 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 [HRAreruitment@ncpg.gov.za](mailto:HRAreruitment@ncpg.gov.za)

**FOR ATTENTION:** Mrs. R. Booysen

**CLOSING DATE:** 10 October 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). The new form can be downloaded at [www.dpsa.gov.za-vacancies](http://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. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. 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. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.

**Post: Administrative Officer: Human Resource Development Strategy and Stakeholder Coordination - Ref**

**No: AO/HRD/2023**

**Salary: R 294 321 per annum (Level 7)**

**Centre: Kimberley**

**Requirements:** Applicants must be in possession of a 3 year tertiary qualification in Human Resource Management/ Public Management or related fields on NQF Level 6. Minimum of 3 years' relevant experience within a Human Resource Development field.

**Competencies:** Extensive knowledge of the functioning of Provincial Government; Knowledge of the Financial, procurement systems and the relevant policies, Record keeping, Data System maintenance. The ability to interpret and apply policies, and manage conflict situations effectively; Ability to compile submissions, reports and to properly accurately record minutes and decisions at meetings, problem solving; Ability to communicate ideas and issues in a tactful, influential manner, to work independently and under pressure. Knowledge of prescripts and legislation that informs training and development; basic research, analyzing and reporting; Good analytical skills, organizing skills and good report writing skills.

**Key Responsibilities:** Responsible for rendering general administrative support services, independent drafting of memorandums, letters and submissions; keeping records, registers and statistics on skills development projects; compiling minutes of all forum meetings; liaising with management and tracking submissions; remaining abreast with procedures and processes that are relevant to the HRD domain. Provide technical assistance on the Coordination of the PSDF in the province; Booking of venues, catering and logistical arrangements for meetings; ensuring the distribution of the necessary documentation to members; providing secretariat functions to the forum; compilation reports and presentations; checking reports submitted and consolidating information on correct templates; ensuring the submission of reports to all stakeholders within set timeframes; following up with members to ensure that resolutions of meeting are honoured timeously. Coordinate logistics on the implementation of transversal internships, learnerships, artisanships and bursaries in the province; liaising with departments, SETA's, private sector organisations, Higher Education institutions, etc. On program implementation; attending to general queries by learners and stakeholders involved in projects; providing administrative support on learnerships, bursaries, internship and apprenticeship programs; coordinating the placement of unemployed youth into job opportunities; gathering relevant information for the generation on progress reports to management. Maintain provincial database; accurately updating the database with all information required for it to be efficiently operational; preparing monthly reports.

**Enquiries:** Mr. J. Kale – 060 997 7580