**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 T & I Building,

69 Monument Heights, Office of the Premier, Ground Floor (Security), and or email to [hrarecruitment@ncpg.gov.za](mailto:hrarecruitment@ncpg.gov.za)

**FOR ATTENTION**: Ms. K. Moremi

**CLOSING DATE**: 06 June 2025

**NOTE:** The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve

gender and disability representativity 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)

and accompanied by a comprehensive CV specifying all qualifications and experience with respective dates. The

new form can be downloaded at **www.dpsa.gov.za-vacancies** or obtained from any Public Service Department.

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 in line with the DPSA

directive on Human Resource Management and Development for Public Service Professionalisation will be subjected

to two (2) exercises of which the first Technical Assessment intends to test relevant technical elements of the job, and

the second is an Integrity (ethical conduct) Assessment. The logistics of which will be 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/](https://www.thensg.gov.za/training-course/sms-pre%20entryprogramme/). 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 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 test 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: Chief Director: Corporate Management - Ref No: CD/CM/2025**

**Salary: R1 436 022.00 per annum (Level 14), (all-inclusive salary package)**

**Centre: Kimberley**

**Requirements:** Applicants must be in possession of a recognised Bachelor’s Degree (NQF Level 7) in Human Resource Management / Public Management, Social Science and or related Management fields. A minimum of 5 year’s relevant experience at a Senior Managerial level (SMS) within Human Resource Management, Operational Management or Administrative Support Functions. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver’s licence.

**Competencies:** The following key competencies and skills are required for the position: Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, PSCBC resolutions. Strategic and leadership management, Programme and Project Management, Change and Knowledge management, Good Corporate Governance Principles. Planning and organisational skills. Monitoring and Evaluation. Report writing and communication skills. Leading and controlling skills. Computer literacy. Decision-making and Networking skills. Leadership and team building skills. Analytical problem-solving skills. Policy development. Financial management and formal presentation skills.

**Key Responsibilities:** The successful candidate will be responsible for the following main functions: Facilitating and

co-ordination of Departmental Strategic Management and Planning Services; The facilitation and co-ordination of

departmental Human Resources Management services; Managing the provisioning of departmental Communication

Services, Legal Services and the facilitation of work environment and Records Management services.

**Enquiries: Mr. J. Bekebeke – 053 030 0614**

**Post: Director: Financial and Management Accounting- Ref No: SM/FM/2025**

**Salary: R1 216 824.00 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 Level 7) in Financial Management, coupled with a minimum of 5 years’ of experience at a middle/senior managerial level, in Financial Management, Accounting, Auditing, Risk Management, Budgeting, and Reporting. Specialisation in Public Finance Management will be an added advantage. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver’s licence.

**Competencies:** The following key competencies and skills are required for the position:Excellent knowledge of Financial Systems and budgeting principles; Expert knowledge and experience of basic Accounting Systems, procedures and controls within the Public Sector; Extensive experience in the application of strategic management, business planning and design, performance measurement, Financial Accounting, Management Accounting, Cost Accounting, internal controls, internal and external audit and information systems. Knowledge and understanding of programme and Project Management, People Management and empowerment; Research and Development methodologies. Excellent communication skills (written and verbal); client orientation and customer focus, honesty and integrity, presentation, facilitation and time management skills; problem solving, report writing, computer and analytical skills, Knowledge of Persal and Vulindlela are key to this post.

**Key Responsibilities:** The successful candidate will be responsible for the following main functions: Manage the Financial and Management Accounting functions as identified in the Public Finance Management Act, 1999 and the Treasury Regulations to ensure sound financial management of the Office of the Premier. Management of Operations, Budget, and Capacity Management. Improve Financial Management within the department to have an unqualified audit opinion, Oversee and coordinate the forecasting, planning, implementation, and reporting on the Office of the Premier’s budget. Manage the preparation and production of financial Management monthly, quarterly, and annual reports. Manage the month-end and year-end processes and oversee the compilation of the interim and Annual Financial Statements. Oversee and report on Donor funding. Assist the CFO in the development and implementation of the Office of the Premier’s Financial Policies, procedures, delegations of authority, report and ensure that non-compliance issues are addressed.

**Enquiries: Ms. N. Kruger – 053 030 0675**

**Post: Director: HRD Strategy and Transversal Co-ordination- Ref No: SM/HRDS & TC/2025**

**Salary: R1 216 824.00 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 Level 7) in Public Administration/Human Resource Management, coupled with a minimum of 5 years’ of experience at a middle/senior managerial level, in the Human Resource Development environment. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver’s licence.

**Competencies:** The following key competencies and skills are required for the position: Planning and Organising, Reporting procedures, Training, Compilation of management reports, Strategic management, Problem solving, People management, Conflict management, Project management, Analytical thinking, Interpersonal relationships, Computer literacy, Leadership, Policy development, Communication, Networking, Change Management, Financial management, Research, Client orientation, Presentation and facilitation, Ability to interpret relevant legislative framework.

**Key Responsibilities:** The successful candidate will be responsible for the following main functions: Facilitating the

development and coordinating the implementation of the Provincial HRD Strategy, Facilitating, coordinating, monitoring, and evaluating the implementation of, and full compliance with, Skills Development legislation and National Human Resource Development Strategies, Policies, and Programmes, Facilitating and coordinating capacity development within the Provincial Administration, Overseeing the coordination of the HRD Council in the Province, Providing leadership to the Provincial Administration in terms of the awarding of Transversal Bursaries, and the overall managing of the Directorate.

**Enquiries: Ms H. Kannemeyer – 053 030 0734**

**Post: Deputy Director: Provincial HR Planning, Organisational and Operations Design - Ref No:**

**DD/PHRPO&OD/2025**

**Salary: R896 436.00 per annum (Level 11), (all-inclusive salary package)**

**Centre: Kimberley**

**Requirements:** Applicants must, as a minimum, be in possession of a three years’ tertiary Degree (NQF Level 7) in organizational Efficiency, organizational Design, Organisational Development, Industrial Psychology, Human Resource Management or other closely related area of study, coupled with more than 10 years practical experience in an Organisational Design/ Development environment, with a minimum of 3 years’ experience at Assistant Director level. Applicants must also be in possession of a Job Evaluation Certificate and a Driver’s License. A Certificate in Management Services or a National School Governors Organizational Design Certificate will serve as an added advantage.

**Competencies:** The following key competencies and skills are required for the position: Cost-benefit analysis, Development/ design of job descriptions and job profiles, Organisational Design principles and techniques, Post-provisioning norms and standards, Operations Management principles and techniques, Business Process improvement, HR Planning, Job Evaluation, Organisational Functionality Assessment, HR Delegations, Policy development, Government machinery, Integration of broader HR practices, Relevant legislation and policy, Management practices, Risk and Resource Management, Co-ordination, Data Analysis and Report writing, Formal presentation, Project Management, Change Management and Productivity Management.

**Key Responsibilities:** The successful candidate will be responsible for the following main functions: The performing

of research and development of Provincial Organisational Design and related policies, frameworks and guidelines;

The monitoring, co-ordination and promotion of the provincial implementation of legislative requirements related to

organisational design and related matters; The ensuring of proper design and establishment within the Provincial Administration; The development of provincial post-provisioning norms and standards; The co-ordination of Provincial Organisational Job Design and Job Evaluation projects; Manage the rendering of a Provincial monitoring, facilitation, co-ordination and support service towards the Provincial implementation of HR Planning and HR Delegations; The facilitation of all initiatives relating to the macro-organisation of service delivery machinery in the province; The performing of research and development of Provincial operations Management Policies, Frameworks and Guidelines; The monitoring and co-ordination of Provincial Organisational Functional Analysis; The Provincial monitoring, facilitation and co-ordination of the development and improvement of Service Delivery Models, Business Process Maps and Standard Operating Procedures Provincially; The monitoring and co-ordination of Productivity Management Provincially. The executing of operational management responsibilities in terms of the Directorate.

**Enquiries: Ms. H. Kannemeyer – 053 030 0734**

**Post: Deputy-Director: Provincial Research Services and Development – Economic Research**

**Ref No: MAN/PRS&D/2025**

**Salary: R896 436.00 per annum (Level 11), (all-inclusive salary package)**

**Centre: Kimberley**

**Requirements:** Applicants must be in possession of a Degree in Economics and/or Statistics and/or closely related fields or a Post graduate degree in Economics and/or Statistics, experience in the field of environmental management and green or Circular Economy will be an added advantage, coupled with a minimum of 3 years’ experience in Policy, Planning and Research Environment, at an Assistant Director level.

**Competencies**: The following key competencies and skills are required for the position: Advanced Knowledge of

Research Methodology, Project Management and Policy Development, Advanced Mathematics & analytical skills,

Policy analysis, policy implementation and review processes, Advanced knowledge of how to develop new ideas that

impact on existing methods, Knowledge of the latest advances in public management theory and practice, Knowledge

of the policies of government of the day.

**Key Responsibilities:** The successful candidate will be responsible for the following main functions: Develop a

Provincial economic research agenda; Coordinate and facilitate economic and environmental research activities on

Provincial and sector specific programmes that support evidence-based decision making; Establish partnerships with

all spheres of government, academia, research institutions and communities of practices; Maintain a repository of

Research products and ensure the provision of archiving and develop research capacity within the Provincial

Administration.

**Enquiries: Ms. A. Harsant –** **053 030 0667**

**Post: GISc Technologist (Production – Grade A) – Policy and Planning - Ref No: GIS/P&P/2025**

**Salary: R 466 743.00 per annum (OSD),** **(all-inclusive salary package)**

**Centre: Kimberley**

**Requirements:** Applicants must be in possession of a 3-4 years Geographic Information Systems Bachelor’s degree (NQF Level 7) or related Bachelor's Degree and 6-year post-qualification GISc Technologist experience. Certified GIS Enterprise professional. Compulsory registration with SAGC or PLATO as a GISc technologist, GISc Professional or Certification as a GIS Enterprise professional. Valid Driver’s license. A Certification in IT and server administration will be an added advantage.

**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, Strong experience with two or more GIS platforms (ArcGIS platform, QGIS, ERDAS etc.), Must have knowledge of technical and strategic report writing and understanding of legal compliance, Experience in Geo-Database design and Enterprise GIS Administration, Experience in Spatial and statistical analysis and development of information products like analytics dashboards, story maps etc.

**Key Responsibilities:** The successful candidates will be responsible for the following main functions: Developing and managing spatial information applications within the organisational process; Providing access to Spatial Information and Geographic Information Services to all clients in the (Northern Cape Sector Departments and Local Government);Documenting GIS processes undertaken during optimisation and integration; Coordinating and managing the design; development and creation of a geospatial database; Ensuring implementation of GIS Standards Draft Terms of Reference for GIS projects continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives and; Perform Quality Assurance of all the data and information products.

**Enquiries: Dr. G. Botha – 060 742 1575**

**Post: Deputy Director: Asset Management - Ref No: DD/AM/2025**

**Salary: R 896 436.00 per annum (Level 11), (all-inclusive salary package)**

**Centre: Kimberley**

**Requirements:** Applicants must be in possession of a three-year tertiary qualification Bachelor’s Degree (NQF Level

7) in Financial Management, with a minimum of 3 years’ experience at Assistant Director level. A valid driver’s license.

**Competencies:** The following key competencies and skills are required for the position: Knowledge of Public Service

prescripts and Regulations, Public Finance Management Act (PFMA), Basic Accounting Systems (BAS), Asset

Management Framework, Procurement information management system, Supply Chain Management and Budget

administration. Problem-solving, Planning and organizing, People Management, Conflict Management,

Project Management, Analytical thinking, Interpersonal relationships, Computer Literacy, Leadership, Policy

development, Networking, Financial Management, Research, Presentation and facilitation.

**Key Responsibilities:** The successful candidate will be responsible for the following main functions: To develop an asset strategy and co-ordinate the implementation of Assets Management Strategy and plan; Develop and implement Asset Management Policies, procedures and guidelines; Ensure that the asset register is updated regularly and complies with the provisions of generally recognised Accounting Principles (GRAP) and National Treasury norms and standards, including leases; The management of assets disposal, losses, Finance Leases and immovable assets, Ensure that reconciliation between the Asset Register and Trial Balance is performed monthly; Preparation of Annual Financial statements on Assets; Provide training on developed policies, procedures, Asset Management learner guide and guidelines; Manage relationships between the directorate, internal and external stakeholders e.g. Other functional areas; AG, operational offices and regional offices, manage resource allocation to ensure effective staffing levels and utilization according to organisational needs and perform other activities as required to achieve the goals of Office of the Premier.

**Enquiries: Ms. E. Appies –** **053 030 0820**

**Post: Deputy Director: Supply Chain Management – Ref No: DD/SCM/2025**

**Salary: R 896 436.00 per annum (Level 11), (all-inclusive salary package)**

**Centre: Kimberley**

**Requirements:** Applicants must be in possession of a tertiary qualification Degree (NQF Level 7) in SCM/Purchasing /Logistics/Financial Management/Business Management or other closely related area of study, with a minimum of 3years’ experience at Assistant Director Level within a SCM, Finance or Environment. A valid driver’s license. Extensive knowledge and experience in SCM, an understanding of Standard Charts of Accounts (SCOA), In depth knowledge of Financial Management, Supply Chain Management procedures and prescripts is vital; Knowledge of the PFMA, PPPFA, Treasury Regulations, GIAMA and SCM practice notes, regulations, directives, circulars, policy frameworks is essential, LOGIS and BAS knowledge and experience, as well as Accounting Provisioning Administration background required.

**Competencies:** The following key competencies and skills are required for the position: Good interpersonal and communication skills as well as advanced computer skills; The ability to manage staff; possess excellent reporting writing skills; work independently and overtime when necessary; The successful candidate must be highly reliable; self-motivated; flexible; creative; client focused and quality orientated. Have a high ethical standard; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; hard-working; ability to work effectively and efficiently under sustained pressure; An aptitude for working with financial figures with strong people management skills, ability to work within a team context and motivate team members.

**Key Responsibilities:** The successful candidates will be responsible for the following main functions: Ensure strategic procurement planning and compliance with legislative requirements to enhance efficiency in departmental procurement; Manage, develop, review and implement Supply Chain Management acquisition management framework, polices and methodologies; Manage, undertake and review the monitoring, analysis and determination of actions to ensure proper contract administration; Ensure that departmental policies and procedures promote the principles of efficiency and effectiveness managing the movement of goods and transport administration; Compile monthly, quarterly and annual reports to internal and external stakeholders; Manage the Sub-Directorate and undertake all administrative functions with regard to financial and HR matters.

**Enquiries: Ms. E. Appies – 053 030 0820**

**Post: Assistant Director: District Coordinator on Aids Council Secretariat– Ref No: AD/DCACS/2025**

**Salary: R 468 459.00 per annum (Level 9)**

**Centre: John Taolo Gaetsewe District**

**Requirements:** Applicants should be in possession of a (NQF Level 6) in Public Health/Business or Public Administration/Social Sciences, coupled with a minimum of 3 years’ experience in Monitoring & Evaluation & Partnership Development and experience in fieldwork.

**Competencies:** The following key competencies and skills are required for the position: Knowledge of Research Methodology, M&E Frameworks and assessment tools, Knowledge of database management, Knowledge of HIV Strategies, legislation & policy framework, Knowledge of South African and Provincial environment with regard to HIV & Aids, Knowledge of Project Management, Knowledge of the Public Service Legislative Framework.

**Key Responsibilities:** The successful candidates will be responsible for the following main functions: Co-ordinate a comprehensive multi-sectoral response to the challenges of HIV and AIDS; Mobilise communities through relevant structures in the implementation of the multi-sectoral response to HIV and AIDS; Implement and HIV and AIDS communication plan to ensure dialogue and participation of communities; Collate data indicators as per the National Strategic Plan; Collate district HIV and AIDS related response reports; Maintain database of programmes and sectors in the Province.

**Enquiries: Ms. K. Setima – 053 030 0743**

**Post: Accounting Clerk: Financial Management - Ref No: AC/FM/2025**

**Salary: R 228 321.00 per annum (Level 5)**

**Centre: Kimberley**

**Requirements:** Applicants should be in possession of a Senior Certificate or an appropriate equivalent qualification.

No experience is required.

**Competencies:** The following key competencies and skills are required for the position: Preference will be given to candidates with basic knowledge of financial functions and 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 organising 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.

**Key Responsibilities:** The successful candidates will be responsible for the following main function: Render financial accountingtransactions; Verify invoices for correctness (internal control); Perform payment administration support services; Payment preparation of invoices presented for payment and capturing of payments on the BAS and LOGIS systems, 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 – 053 030 0820**