



NCPT

NORTHERN CAPE PROVINCIAL TREASURY

NORTHERN CAPE PROVINCIAL ADMINISTRATION PROVINCIAL TREASURY

Please note that the following post is a re-advertisement, and candidates who previously applied are encouraged to re-apply.

DIRECTORATE: CORPORATE MANAGEMENT SERVICES

- POST:** CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES
- CENTRE:** KIMBERLEY
- REFERENCE:** NCPT/2024/01
- SALARY PACKAGE:** R 1 371 558 – R 1 635 897 per annum (TCE Package)
- LEVEL:** SR: 14
- REQUIREMENTS:** Degree: (NQF/7) in Human Resource Management / Public Management and or related Management fields. A minimum of 5- 10 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.
- SKILLS & KNOWLEDGE:** Knowledge of Public Service Act, Public Service Regulation, 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 skill. Policy development. Financial management and formal presentation skills.
- KEY RESPONSIBILITIES:** **Oversee the administration of HRM policies, procedures and programmes:** Monitor the implementation and reviewing of HRM policies. Conduct presentations to the Departmental Committees/meetings of all HRM matters. Monitor the implementation of Organizational Development, HR plan and EE plan. Manage the implementation of Employee Health and Wellness programmes and special programmes in the department. Monitor the development and implementation of HRD strategy and Workplace skills

plan. Monitor the implementation of EPMSD procedures and policies. Monitor the implementation of sound labour relations processes. **Oversee the implementation of Corporate Support Services in the department:** Monitor the implementation of Legal Services in the department. Oversee the development, implementation and maintenance of Departmental Information Technology strategies. Oversee and direct the provisioning of internal and external communication and media services. Manage corporate services directorate e.g. Security Management, Facilities, and Records Management services. **Advice and guide the HOD on matters relating to corporate services:** Coordinate the development of HRM delegations. Recommend on discipline, grievances and disputes. Recommend on payment of merit awards. Approve appointment of Departmental staff as per HRM delegations. **Oversee the effective and efficient implementation of strategic management in the department:** To oversee strategic planning, research and policy co-ordination services in department. To oversee monitoring and evaluation services in department. To oversee change management and service delivery improvement services in department. To oversee quality management of documents within the department. **Manage resources in the Chief Directorate:** Financial resources. Manage human resources in the Chief Directorate and maintain discipline. Manage training and development of personnel according to agreed interventions. Manage the provision of equipment (assets) required by personnel for achievement of outputs in their respective Job Descriptions.

ENQUIRIES:

DR. M GASELA (081) 502 6954

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Women and persons with disabilities are encouraged to apply.

NOTE FOR SMS POSTS: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 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.

Furthermore, candidates shortlisted for the SMS posts will be subjected to a practical/ exercise, ethical conduct assessment and a compulsory competency based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests.

NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.

NOTE: Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. **Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview.** Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts.

Interested candidates may forward their applications to the Department quoting the relevant reference number to:

FOR ATTENTION: MS D BARNETT

POST TO: The Human Resource Manager
Northern Cape Provincial Treasury
Private Bag X5054
Kimberley
8300

HAND DELIVER TO: Metlife Towers
Cnr Knight & Stead Street
7th Floor
Kimberley

EMAIL APPLICATIONS TO: Ncpt-HR@ncpg.gov.za. The email must include a completed and signed new Form Z83, which must be completed in font size of 11 and Arial theme font. Attachments must be in a PDF format and limited to 4 megabytes. Emails that do not comply with the above specifications will be rejected and therefore not reach the Department.

CLOSING DATE: 31 May 2024

All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date, late applications will not be considered.

