



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 SERVICES

POST:

DIRECTOR: CORPORATE SUPPORT

CENTRE:

KIMBERLEY

REFERENCE:

NCPT/2023/08

SALARY PACKAGE:

R 1 105 383 – R 1 302 102 per annum (TCE Package)

LEVEL:

SR: 13

REQUIREMENTS:

Degree: (NQF:7) in Public Management / Law or related fields. Relevant post graduate qualification will be an added advantage. 5 years' experience performing Corporate Support functions at middle management level (Deputy Director) or related experience. Extensive experience on wider public service legislation. A valid Driver's license.

SKILLS & KNOWLEDGE:

Knowledge of Strategic management and Leadership, programme and project management, change and knowledge management, planning and organizing skills, report writing, communication skills, organizational skills, leading and controlling skills, decision making and networking skills, Leadership and Team building skills, analytical problem solving skills, policy analysis and development, financial management skills, formal presentation skills, facilitation skills and conflict management, people and change management skills, computer literacy (MS word, excel, power-point). Understanding of PSIRA requirements and related legislation, Understanding of IT Legislation and regulations, Public Service Act (PSA), Public Service Regulations (PSR), Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, OHS Act, BCEA, National Archives Act, PSCBC Resolutions, Public Finance Management Act (PFMA) and its Regulations, Treasury Regulations.

KEY RESPONSIBILITIES:

Ensure the provisioning of communication and liaison services in the department: Monitor the development, implementation and promotion of the communication strategy. Manage public liaison, external communication, media liaison and events, manage internal communication, monitor the provision of knowledge management services, monitor the departmental website and its administration. **Ensure and manage legal services in the department:** Monitor the drafting of contracts and service level agreements, ensure compliance with legislation and all legal prescripts, monitor the drafting and review of legislation, manage the provision and drafting of legal opinions. **Ensure the provision of Security, Records and Facilities Management:** Monitor the security function based on the Minimum Security Information

Security Standards (MISS) including physical security and staff vetting, monitor the investigations on security breaches, monitor the provisioning of infrastructure maintenance services, monitor the records management function in line with the National Archives of South Africa Act, 1996 and all related prescripts. **Ensure and manage Information Technology services in the department:** Monitor the provision of IT business enablement and governance services, monitor the provision of IT infrastructure and operations support services, monitor the implementation and provision of IT information security, support services and solutions. **Manage the resources in the directorate:** Manage the performance, training and development of officials, manage the budget, financial resources and assets, ensure the maintenance of discipline within the directorate.

ENQUIRIES: MS. ML. MOOKI Tel: 053 830 8350

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 technical exercise 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: 26 May 2023

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.

