



**NCPT**

NORTHERN CAPE PROVINCIAL TREASURY

## NORTHERN CAPE PROVINCIAL ADMINISTRATION PROVINCIAL TREASURY

**DIRECTORATE: CORPORATE SERVICES**

**POST:**

**CHIEF DIRECTOR: CORPORATE SERVICES**

**CENTRE:**

**KIMBERLEY**

**REFERENCE:**

**NCPT/2022/02**

**SALARY PACKAGE:**

**R 1 269 951 – R 1 518 396 per annum (TCE Package)**

**LEVEL:**

**SR: 14**

**REQUIREMENTS:**

Degree: (NQF/7) in Human Resource Management / Public Management or related fields. A minimum of 5- 10 year's relevant experience at a Senior Managerial level within Human Resource Management, Operational Management or Administrative Support Functions in the Public Sector. 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, Treasury Regulations, PSCBC resolutions. Strategic and leadership management, Programme and Project Management, Change and Knowledge management, Good Corporate Governance Principles. Planning and organisational skills. Report writing and communication skills. Leading and controlling skills. Computer literacy. Decision-making. Networking skills. Leadership and team building skills. Analytical problem solving skill. Policy development. Financial management and formal presentation skills.

**KEY RESPONSIBILITIES:**

**Manage the administration of HRM policies, procedures and programmes:** Oversee and monitor the implementation and reviewing of HRM policies. Present to the departmental committee / meetings of all HRM matters. Monitor the implementation of Organizational Efficiency. Monitor the implementation of HR plan and EE plan. Ensure the implementation of Employee Health and Wellness programmes in the department. Monitor the development and the implementation of HRD strategy and Workplace skills plan. Monitor the implementation of EPMDS procedures and policies. **Manage the implementation of Corporate Support Services in the department:** Monitor the implementation of sound Legal and Labour Relations Services. Oversee the development, implementation and maintenance of Departmental Information Technology strategies. Manage and monitor the provision of Special programmes in the department. Oversee and direct the provisioning of internal and external communication and media services. Manage corporate services directorate, e.g. Facilities, and security management. Manage records management services. Ensure provision of fleet management services. **Strategic management of the Chief Directorate:** Develop strategic

priorities of the Chief Directorate. Develop operational plans for the Chief Directorate. Manage written contributions to departmental quarterly progress reports, Annual reports, Portfolio Committees, Budget speeches, Annual Performance plans. **Advise 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. Recommend appointment of Departmental staff as per HRM delegations. **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. Manage Asset Management.

**ENQUIRIES: DR. M GASELA (053) 830 8333**

### **DIRECTORATE: CORPORATE SUPPORT**

**POST: DIRECTOR: CORPORATE SUPPORT**

**CENTRE: KIMBERLEY**

**REFERENCE: NCPT/2022/03**

**SALARY PACKAGE: R 1 073 187 – R 1 264 176 per annum (TCE Package)**

**LEVEL: SR: 13**

**REQUIREMENTS:** Degree: (NQF/7) in Public Management / Law. Relevant postgraduate qualification will be an added advantage. 5 years' experience performing Corporate Support functions at middle management level (Deputy Director). 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:** DR. M GASELA Tel: 053 830 8277

**POST:** SECURITY VETTING OFFICER

**CENTRE:** KIMBERLEY

**REFERENCE:** NCPT/2022/10

**SALARY:** R 261 372 – R 307 890 per annum

**LEVEL:** SR: 7

**REQUIREMENTS:** (Degree/Diploma: NQF6/7) in Security Management, Policing, or any relevant tertiary qualification in the Security sector. 1-2 years' relevant experience in the administration of vetting. Extensive knowledge in security and vetting administration or investigation. A Valid Driver's License.

**SKILLS & KNOWLEDGE:** Knowledge of Security Management legislation and policies. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the State Security Sector and Criminal Justice System. Ability to communicate ideas verbally and in writing as well as formally and informally. Planning and organizing skills, analytical thinking, decision making skills, presentation skills, negotiation skills, conflict management and problem solving skills, computer literacy (Word, Excel & Power Point).

**KEY RESPONSIBILITIES:** Conduct investigations on security breaches. Submit investigative reports to management. Conduct proper quality checks on the information provided on Z204 form (application for security clearance). Compile and submit reports to management and SSA on all vetting files and reports completed on a regular basis. Conduct pre-employment screening on new appointees. Provide effective communication on channels and systems between the Department and the SSA and other related agencies. Liaise regularly with SSA, SAPS, Home Affairs and other critical stake holders for advice and assistance to obtain additional information. Establish and promote a functional relationship with external stakeholders, including credit information providers to access information. Ensure the proper

administration of vetting processes in the Department. Distribute and collect Z204 forms/ Oath of secrecy. Maintain the vetting database. Take fingerprints of applicants attending interviews. Arrange monthly meetings with service providers. Update the occurrence book and registers. Attend to security related complaints.

**ENQUIRIES:** Mr. S. Madibela (053 830 8490)

**POST:** SWITCHBOARD OPERATOR

**CENTRE:** KIMBERLEY

**REFERENCE:** NCPT/2022/14

**SALARY:** R 147 459 – R 173 706 per annum

**LEVEL:** SR: 4

**REQUIREMENTS:** A grade 12 certificate or equivalent qualification. 0-1-year relevant experience in receptionist/switchboard environment. Knowledge of basic planning and organizing. Reporting procedures. Reporting of defects.

**SKILLS & KNOWLEDGE:** The candidate should have proven organizing, time management, communication, interpersonal relations, client orientation and customer focus, good professionalism and excellent telephone etiquette skills. Computer literacy skills (Microsoft Excel, Word, Outlook and Power Point), Ability to operate telephone, photocopier, fax and binding machine.

**KEY RESPONSIBILITIES:** Receive telephone calls, messages and channel to relevant role players, welcome, receive and direct clients to relevant units, provide relevant information as required, operate office equipment such as fax machines and photocopiers, liaise with internal and external personnel, maintain telephone directory, maintain and control visitor register at reception. Render switchboard services. Provide administrative support. Maintain switchboard system.

**ENQUIRIES** MR. S. MADIBELA (053 830 8490)

**POST:** CLEANERS (X13) (12 MONTHS CONTRACT)

**CENTRE:** (Kimberley: x11), (Kuruman: x1) (Upington: x1)

**REFERENCE:** NCPT/2022/15

**SALARY:** R 104 073 (+ 37% in lieu of benefits)

**LEVEL:** SR: 2

**REQUIREMENTS:** A minimum NQF level 2 (ABET level 2, 3, 4/ Standard 8/ Grade 10) or equivalent qualification. 0-1-year relevant experience in cleaning environment. 0-1-year relevant experience in cleaning environment.

**SKILLS & KNOWLEDGE:** The candidate should have proven organizing, time management, communication, interpersonal relations, client orientation and customer focus, good professionalism.

**KEY RESPONSIBILITIES:** **Provision of Cleaning Services:** Cleaning Offices and boardrooms by: dusting and waxing office furniture, sweeping tiled floors, vacuuming and shampooing carpeted floors, scrubbing floors, cleaning walls and glass doors, emptying and cleaning of dirt bins, removing of waste papers, freshen the office areas, collect waste papers, clean office windows. **Clean kitchens by:** cleaning the basin, wash and keep stock of kitchen utensils. Arrange water for meetings. Filling of aqua coolers. **Clean toilets by:** refilling hand wash liquid. Replace toilet papers and hand towels. Empty and wash waste bins. **Clean corridor, passages and elevator by:** sweeping of floors on daily basis. Scrub and wax floors and stairs. Remove stains. Open and close corridor windows for fresh air. Ensure that all walls are always clean. Wash corridor windows at least once a month. Clean elevator floors. Clean mirrors and elevator walls. **Keep and maintain cleaning materials and equipment:** Report broken cleaning machines, clean vacuum cleaners after use, request-cleaning materials.

**ENQUIRIES:** **Mr. S. Madibela (Tel: 053 830 8490)**

**DIRECTORATE: HUMAN RESOURCE MANAGEMENT**

**POST:** **ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS**

**CENTRE:** **KIMBERLEY**

**REFERENCE:** **NCPT/2022/06**

**SALARY:** **R 382 245 – R 450 255 per annum**

**LEVEL:** **SR: 9**

**REQUIREMENTS:** Degree/Diploma (NQF: 6/7) in Health Sciences. 2-3 years' relevant experience in an Employee Health & Wellness environment and computer literacy (Word, Excel & PowerPoint). A valid Driver's License.

**SKILLS & KNOWLEDGE:** Knowledge of monitoring systems and procedures. Relevant legislation and related policies, Labour Relations, Employee Assistance Programme, HIV/AIDS & TB and Health and Safety. Ability to communicate ideas verbally and in writing and informally and formally. Planning and organizing skills. Analytical and problem solving skills. Negotiation skills, facilitation skills, presentation skills and conflict management.

**KEY RESPONSIBILITIES:** **Coordinate HIV/AIDS and TB Programmes in the department:** Commemorate HIV/AIDS and TB events, facilitate the awareness and prevention programmes, liaise with health care stakeholders regarding the treatment of affected and infected employees. Promote human rights and access to justice in the workplace. Attend EH & W stakeholder's forums. **Provide support in the management of health and productivity:** Facilitate disease and chronic illnesses programmes, promote occupational health education and promotion. Facilitate referrals of mental health cases to relevant stakeholders. **Facilitate health and safety in the work environment:** Provide Occupational health and safety awareness

programme. Conduct health and safety risk assessments. Capacity building of health and safety representatives. **Coordinate individual and organizational wellness programmes:** Promote individual physical wellness of employees, e.g. physical activities. Promote individual psychosocial wellness, e.g. social, financial and spiritual wellness. Promote work-life balance, e.g. programmes accommodating personal and family needs.

**ENQUIRIES:**

**Ms. CP Lekgwathi (053 830 8235)**

**POST:**

**PRACTITIONER: HUMAN RESOURCE ADMINISTRATION (RECRUITMENT & SELECTION) (x1)**

**CENTRE:**

**KIMBERLEY**

**REFERENCE:**

**NCPT/2022/08**

**SALARY:**

**R 261 372 – R 307 890 per annum**

**LEVEL:**

**SR: 7**

**REQUIREMENTS:**

Degree/Diploma (NQF: 6/7) in Public Management/ Human Resource Management/ Industrial Psychology. 1-2 years' relevant experience within a Human Resource Administration (Service benefits and recruitment and selection environment).

**SKILLS & KNOWLEDGE:**

Knowledge of HRA related PERSAL. Knowledge of HRA functions, Knowledge of Public Service Act and Regulations, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act. Knowledge of Management Information Systems. Analytical skills, Computer literacy (Word, Excel and PowerPoint), Good communication and writing skills, Report writing skills, Coordination and research skills, Facilitation and presentation skills, Excellent interpersonal skills • Problem solving skills.

**KEY RESPONSIBILITIES:**

**Implement Conditions of Service and Service Benefits in the department:** Capture and approve leave, process injury on duty, pensions, housing allowance, long service applications. Implement terminations of services and facilitate exit interviews. Prepare submissions and maintain databases on conditions of services. Capture service benefits related transactions on PERSAL • **Facilitate processing of Recruitment and Selection processes:** Drafting adverts of vacant funded posts, Facilitate all logistical arrangements for shortlisting and interview processes. Provide a Secretariat Support Service at Shortlisting and Interview meetings. Prepare shortlisting and appointment submissions. Facilitate Pre-Employment Suitability checks (Reference Checks, SAQA & Vetting) for recommended candidates. Facilitate Induction process for new employees. **Maintenance of Recruitment and Selection Databases:** Compilation and regularly updating of Temporary (Contracts, Interns etc.) appointments, Permanent (Promotions, New Appointments, Transfers) and SAQA databases. Compilation and regularly updating of database as well as Recruitment and Selection Reports. **Facilitation of post provisioning:** Capturing of transactions on PERSAL (Appointments, promotions, post upgrades, translation in rank, transfers and MMS/SMS packages). Updating and maintaining of personal profiles on PERSAL. Prepare submissions for transfers/Promotions/Relocations. **Assist with the Development &**

**Implementation of the Human Resource Plan:** Assist with the co-ordination and consolidation of the Human Resource Implementation Progress Report. Provide administrative assistance support and assist with logistical arrangements of the HR Committee meetings. Provide a secretarial support service at HR Committee meetings.

**ENQUIRIES:** Ms. D. Barnett (053) 830 8274

**POST:** HR REGISTRY CLERK (RECORDS MANAGEMENT)

**CENTRE:** KIMBERLEY

**REFERENCE:** NCPT/2022/12

**SALARY:** R 176 310 – R 207 681 per annum

**LEVEL:** SR: 5

**REQUIREMENTS:** A grade 12 certificate or equivalent qualification. 0-1-year relevant experience in HR Records Management environment.

**SKILLS & KNOWLEDGE:** Good verbal and written communication skills. Language Proficiency. Planning and Organizing skills. Computer literacy. Teamwork Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

**KEY RESPONSIBILITIES:** **Provide registry counter services:** Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail (CV's)/files. **Handle incoming and outgoing correspondence:** Receive all mail (CV's)/files. Sort, register and dispatch mail (CV's)/files. Register all transfer and appointment personnel files from incoming and outgoing departments in accordance with the records management system. **Render an effective filing and record management service:** Opening and closing of HR files according to the record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Conduct audits of files in Records Management to ensure that all files are correctly updated. Register correspondence between HRM and Main Registry. Provide registry functional support during audits. **Process documents for archiving and / disposal:** Electronic scanning of information/files. Sort and package files for archives and distribution. Register closed files that is due to be transferred to central registry and submit to supervisor. Keep records and easily accessible backups of archived documents.

**ENQUIRIES:** Ms. D Barnett. Tel: 053 830 8274

**DIRECTORATE:** INTERNAL AUDIT

**POST:** SENIOR INTERNAL AUDITOR (x3)

**CENTRE:** KIMBERLEY

**REFERENCE:** NCPT/2022/07

**SALARY:** R 321 543 – R 378 765 per annum

**LEVEL:** SR: 8

**REQUIREMENTS:** National Diploma/ B-Tech/ Commerce degree (NQF: 6/7) in Accounting/ Auditing/ Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. Two (2) years' full-time experience in an auditing environment. A valid driver's license.

**SKILLS & KNOWLEDGE:** Considerable knowledge of and skill in applying internal auditing and accounting principles and practices, and management principles and preferred business practices. Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulations and laws (relevant legislation and policies, PFMA, Treasury Regulation). Ability to establish and maintain harmonious working relationships with co-worker, staff and external contacts, and to work effectively in a professional team environment.

**KEY RESPONSIBILITIES:** **Perform planning of audit projects:** Provide input to planning of the audit assignment in line with the IIA Standards. Perform research on policies relevant to the assignment. Perform the risk assessment and evaluation activities. Entrance meeting to discuss the notification letter and obtain overall overview of the audit. Open a Teammate file. Completion of the preliminary survey. Compile and evaluate the system description. Identify, evaluate and assess risks and controls in the risk matrix. Provide input in the development of audit programs. Select samples. Ensure all audit work, documentation, findings and reviews are captured continuously within Team Mate and Transferring skills and provide coaching to Internal Auditors in the identified components. **Execute approved audit program.** Identifies and compile audit issues, root causes, potential risks and recommendations. Collect evidence to support audit issues. Ensure all audit work, documentation, findings and reviews are captured continuously within the Team Mate and Transferring skills, provide coaching and reviewing Internal Auditors in the identified components. **Report Audit Results:** Compile exception report. Discuss exception report with the client. Prepare and issue the client assessment form and rating scales/criteria for responses from the client and source final management comments in the form of a management action plan inclusive of timeframes and responsible officials. **Perform administration tasks relating to audit assignments:** Completion of timesheets, signoff of Teammate files as per teammate responsibility matrix.

**ENQUIRIES:** Mr. J van Tonder (053 830 8411)

**POST:** INTERNAL AUDITOR (x5)

**CENTRE:** KIMBERLEY

**REFERENCE:** NCPT/2022/09

**SALARY:** R 261 372 – R 307 890 per annum

**LEVEL:** SR: 7



**REQUIREMENTS:** National Diploma/ B.Tech/ B.Commerce degree (NQF: 6/7) in Accounting/ Auditing/ Internal Audit. 1-2 years' full-time experience in an auditing environment. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. A valid driver's license.

**SKILLS & KNOWLEDGE:** Considerable knowledge of and skill in applying internal auditing and accounting principles and practices, and management principles and preferred business practices. Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulations and laws (relevant legislation and policies, PFMA, Treasury Regulation). Ability to establish and maintain harmonious working relationships with co-worker, staff and external contacts, and to work effectively in a professional team environment.

**KEY RESPONSIBILITIES:** **Planning of assurance and consulting auditing assignments:** Perform research on policies, laws and regulations that are relevant to the audit and submit these to the supervisor for consideration in the audit project; Conducting of interviews, gathering information and analysis of relevant information about the client, business structure, processes, systems and key personnel in order to obtain a general overview of operations; Documenting of the system description; Assist with the identification of risk and related controls that address risk, e.g. Detailed Process Matrix; Prepare and update audit file; Provide inputs into the drafting of auditing programs. **Execution of assurance and consulting audit assignment:** Select sample to be tested; Collecting audit evidence; Completing all assigned working papers and concluding on the work performed; Discuss findings found during the execution with audit clients before exceptions are raised in order to determine consensus thereon; Documenting audit findings, identify the root cause and effect, the criteria and the making of recommendations and discuss with the supervisor; Ensure quality in respect of audit work and outputs; Sign off working papers; Respond to coaching notes. **Reporting of audit results:** Provide inputs into the draft audit report; ensure audits are valuable to the clients/ departments; Participate in the exit meetings. **Perform administration tasks relating to internal audit activities:** Completion of timesheets; Signoff of Teammate files as per teammate responsibility matrix.

**ENQUIRIES:** Mr. J van Tonder (053 830 8411)

**POST:** PERSONAL ASSISTANT: CHIEF DIRECTOR: INTERNAL AUDIT

**CENTRE:** KIMBERLEY

**REFERENCE:** NCPT/2022/11

**SALARY:** R 261 372 – R 307 890 per annum

**LEVEL:** SR: 7

**REQUIREMENTS:** Degree or National Diploma (NQF: 6/7) in Administration or Internal Audit or Management. 2-3 years' relevant experience. A valid driver's license.

**SKILLS & KNOWLEDGE:**

Knowledge of relevant legislation and policies. Ability to analyze documents and situations. Financial administration. Good communication skills, organizing skills, people skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy and digital solutions (Ms. Teams, Word, Excel, PowerPoint, Zoom, Acrobat).

**KEY RESPONSIBILITIES:**

**Provide a personal assistant / receptionist support service to the Chief Director:** Receive calls in an environment where, in addition to the calls for the chief director, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Host virtual meetings. Perform advanced typing work and report preparation for the chief director. Record the engagements of the chief director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the chief director regarding engagements. Compile realistic schedules of appointments. **Render administrative support services to the Chief Director:** Ensure the effective flow of information and documents to and from the office of the chief director. Ensure the safekeeping of all documentation in the office of the chief director in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. Progress reports, Monthly reports & Management Reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the chief director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Ensure procurement tracking is kept up to date. Collect, analyze and collate information requested by the chief director. Clarify instructions and notes on behalf of the chief director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the chief director. Manage the leave register and telephone accounts for the chief director. Handle the procurement of standard items like stationary, refreshments etc for the activities of the chief director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Process the travel and subsistence claims for the chief director. Delegate administrative duties to secretaries e.g. copier machine, maintenance issues, boardroom bookings, storeroom and oversee that these duties are completed. **Provide support to Chief Director regarding meetings:** Scrutinize documents to determine actions/information/other documents required for meetings of the chief director and the joint audit committee. Collect and compiles all necessary documents for the chief director to inform him/her on the contents, which include the preparation of joint audit committee packs. Record minutes/decisions for meetings of the chief director / unit as well as for the joint audit committee. Communicate to relevant role-players, follow-up on progress made. Prepare briefing notes for the chief director as required. Coordinate logistical arrangements for meetings when required. Coordinate boardroom bookings. **Support the Chief Director with the administration of the budget:** Collect and coordinate all the documents that relate to the chief director's budget. Assist chief director in determining funding requirements for purposes of budget submissions. Keep record of expenditure commitments, monitors expenditure and alerts chief director of possible over- and under spending. Checks and correlates spending reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items,

consults with the chief director and compiles draft memos for this purpose. Compare the budget allocation with the requested budget and informs the chief director of changes.

**ENQUIRIES:** Mr. J van Tonder (053 830 8411)

**DIRECTORATE: EXECUTIVE SUPPORT & STAKEHOLDER MANAGEMENT**

**POST:** ASSISTANT DIRECTOR: STRATEGIC PLANNING (HOD'S OFFICE)

**CENTRE:** KIMBERLEY

**REFERENCE:** NCPT/2022/05

**SALARY:** R 382 245 – R 450 255 per annum

**LEVEL:** SR: 9

**REQUIREMENTS:** Degree or National Diploma (NQF: 6/7) in Public Management/Administration. 3-5 years' relevant experience in Administration, Strategic Planning. A valid driver's license.

**SKILLS & KNOWLEDGE:** Knowledge of relevant legislation and policies. Policy analysis and development. Monitoring systems and processes. Strategic planning. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint). Applied Strategic Thinking, Departmental policies and procedures. Administration procedures, Batho pele principles. Communication and reporting skills. Planning and organizing.

**KEY RESPONSIBILITIES:** **Assist in the drafting, managing and maintenance of policy and planning frameworks:** Provide support for development processes within the Department and maintain the policy repository; Conduct the capacity building for policy development in the department; Conduct analyses towards ensuring that the Departments policy and/or strategy remains abreast with national and provincial planning imperatives; Coordinate the implementation of policy development services, strategy and planning programmes. Evaluate the implementation of departmental policies. **Facilitate the development/review of strategic and operational plans and Annual Performance Plans:** Assist in the development, maintenance and/or successful implementation of the Department's strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks); Assist in ensuring that the development and/or review of the Department's 5- year Strategic Plan, 3- year Annual Performance Plan and Annual Operational Plans are line with the provisions of Treasury, DPME Regulations and/or national and/or provincial frameworks; Coordinate the submission and analysis of quarterly and annual reporting; Liaise with and support senior managers of the Department towards obtaining their inputs in the Department's strategic planning, operational planning and implementation strategy; Ensure the standardized/generic performance indicators applicable to the relevant sector are appropriately addressed in the Strategic Plan and the Annual Performance Plan and advice supervisors and managers thereon; Assists and/or advise senior managers and/or managers on the identification and/or development of measurable performance indicators and targets, taking into account the long term

strategic goals and objectives of the Department; Conduct information sessions with managers and officials towards improving their understanding on strategic and operational planning, inclusive of the Strategic Plan, Annual Performance Plan, Provincial Outcome-Based Plan and the Northern Cape Growth and Development Strategy; Facilitate relevant information sessions to cascade the departmental plans across different levels; Represent the Department in national and/or provincial meetings on matters related to strategic and operational planning. **Coordinate, and maintain a repository of research products and facilitate dissemination:** Conduct, and disseminate research outcomes. **Evaluate the implementation of departmental policies:** Provide support for policy development processes within the Department; Conduct evaluation of departmental policies; Conduct capacity building for policy development within the department. **Implement and facilitate service delivery:** Monitor the implementation of the service delivery improvement plans (SDIPs). Conduct service delivery impact assessments.

**ENQUIRIES:**

**Ms. D Sebolai (053 830 8277)**

**POST:**

**ASSISTANT DIRECTOR: MONITORING & EVALUATION (HOD'S OFFICE)**

**CENTRE:**

**KIMBERLEY**

**REFERENCE:**

**NCPT/2022/04**

**SALARY:**

**R 382 245 – R 450 255 per annum**

**LEVEL:**

**SR: 9**

**REQUIREMENTS:**

Degree or National Diploma (NQF: 6/7) in Public Management/ Administration. 3 years' relevant experience in Administration, Monitoring and Evaluation A valid driver's license.

**SKILLS & KNOWLEDGE:**

Knowledge of relevant legislation, guidelines, standards, procedures, and best practices. Public Services procedures. Policy analysis. Monitoring and Evaluation. Planning and Organizational Interpersonal. Project Management Ability to interpret and apply relevant policies and procedure. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

**KEY RESPONSIBILITIES:**

**Co-ordinate the implementation of an evaluation strategy:** Develop systems and mechanisms to evaluate departmental performance. Manage and facilitate the implementation of departmental performance, monitoring and compliance. Monitoring and facilitate reporting and compliance on departmental performance programmes and activities against government's POA, cluster projects and inter-governmental working groups. **Facilitate the departmental Service Delivery Improvement programmes:** Facilitate Batho Pele Programmes. Coordinate the service delivery improvement plan. Facilitate the development of the service charter and service standards. Facilitate change management initiatives. **The maintenance of departmental Monitoring and Evaluation Frameworks and systems:** Monitor compliance of processes relating to mandate of the department. Coordinate the annual and quarterly review sessions. Monitor the implementation of departmental outcomes and other priorities. Conduct benchmarking and best practice on monitoring and

compliance. Draft & coordinate responses for submission to internal and external stakeholders. **Conduct research, analyse information:** Maintain a repository of reports and facilities dissemination.

- ENQUIRIES:** **Ms. D Sebolai (053 830 8227)**
- POST:** **ADMINISTRATIVE CLERK: HOD's OFFICE**
- CENTRE:** **KIMBERLEY**
- REFERENCE:** **NCPT/2022/13**
- SALARY:** **R 176 310 – R 207 681 per annum**
- LEVEL:** **SR: 5**
- REQUIREMENTS:** A grade 12 certificate or equivalent qualification. 0-1-year relevant experience in secretarial environment.
- SKILLS & KNOWLEDGE:** The candidate should have proven organizing, time management, communication, interpersonal relations, compilation of report writing skills, Computer literacy (Microsoft Excel, Word, Outlook and Power Point) is essential. The candidate should be able to perform advanced accurate typing and will have to undergo a typing test.
- KEY RESPONSIBILITIES:** **Provide Secretarial / Receptionist support services in the component:** Receive visitors for the office of the HOD, attend to walk in enquiries, provide clients with relevant information, attend to incoming and outgoing telephone calls and transfer to relevant staff. Take messages and convey to relevant staff, Keep record of all outgoing calls, **Provide administration support services in the component:** Type and retrieve documents, Operate office equipment e.g. fax machines, binding machine and photocopiers, Records appointments in diary, Facilitate events in office, Keep record of assets in office. **Provide logistical support in the component:** Provide support in arranging car, flight and accommodation bookings. Check and verify invoices/travelling documents, collect relevant documentation, Assist with the procurement of stationery and catering for internal meetings, Facilitate boardroom bookings and refreshments to be served. **Provide records management services in the component:** Record, sort and distribute correspondence directed to the office of the HOD, check incoming/out-going mail on daily basis to prioritize urgent matters, Distribute outgoing mail to the relevant stakeholders. File documents according to file plan of the office.

**ENQUIRIES:** **Ms. D. Sebolai (053 802 8227)**

*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, can be downloaded at [www.dpsa.gov.za/vacancies](http://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 a 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 must attach a copy of their Permanent Residence Permits to their applications. Should you be 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 to provide proof of such evaluation. Correspondence will be limited to successful candidates only. 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. Correspondence will be limited to successful candidates only. Failure to sign the Z83 and to submit the required documents will result in the application not being considered.

*The Northern Cape Provincial Administration is an equal opportunity, affirmative action employer. It is our intention to reflect the provincial population demographics of race, gender and disability, through the filling of these posts, and candidates who will help meet this intention will receive preference. Women and people with disabilities are encouraged to apply.*

**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  
7<sup>th</sup> Floor  
Kimberley

**EMAIL APPLICATIONS TO:** [Ncpt-HR@ncpg.gov.za](mailto: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:** 1 July 2022

**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.**

