

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
OFFICE OF THE PREMIER**

**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](http://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 entry programme/](https://www.thensg.gov.za/training-course/sms-pre-entry-programme/). 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.

**MANAGEMENT EHCELON**

**POST 17/269**

: **CHIEF DIRECTOR: CORPORATE MANAGEMENT REF NO: CD/CM/2025**

**SALARY**

: R1 436 022 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr. J. Bekebeke Tel No: (053) 030 0614
<b><u>POST 17/270</u></b>	:	<b><u>DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: SM/FM/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms. N. Kruger Tel No: (053) 030 0675
<b><u>POST 17/271</u></b>	:	<b><u>DIRECTOR: HRD STRATEGY AND TRANSVERSAL CO-ORDINATION- REF NO: SM/HRDS &amp; TC/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Ms H. Kannemeyer Tel No: (053) 030 0734

#### **OTHER POSTS**

<b><u>POST 17/272</u></b>	: <b><u>DEPUTY DIRECTOR: PROVINCIAL HR PLANNING, ORGANISATIONAL AND OPERATIONS DESIGN REF NO: DD/PHRPO&amp;OD/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R896 436 per annum (Level 11), (all-inclusive salary package) : Kimberley : 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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	:	Ms. H. Kannemeyer Tel No: (053) 030 0734
<b><u>POST 17/273</u></b>	:	<b><u>DEPUTY-DIRECTOR: PROVINCIAL RESEARCH SERVICES AND DEVELOPMENT – ECONOMIC RESEARCH REF NO: MAN/PRS&amp;D/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
	:	Kimberley
	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms. A. Harsant Tel No: (053) 030 0667
<b><u>POST 17/274</u></b>	:	<b><u>GISC TECHNOLOGIST (PRODUCTION – GRADE A) – POLICY AND PLANNING REF NO: GIS/P&amp;P/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R466 743 per annum, (OSD), (all-inclusive salary package)
	:	Kimberley
	:	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.
<b><u>DUTIES</u></b>	:	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 at 060 742 1575

**POST 17/275**

: **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: DD/AM/2025**

**SALARY**

: R896 436 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.

**DUTIES**

: 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 Tel No: (053) 030 0820

**POST 17/276**

: **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DD/SCM/2025**

**SALARY**

: R896 436 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.
<b><u>DUTIES</u></b>	:	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, policies 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.
<b><u>ENQUIRIES</u></b>	:	Ms. E. Appies Tel No: (053) 030 0820
<b><u>POST 17/277</u></b>	:	<b><u>ASSISTANT DIRECTOR: DISTRICT COORDINATOR ON AIDS COUNCIL SECRETARIAT REF NO: AD/DCACS/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	John Taolo Gaetsewe District
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms. K. Setima Tel No: (053) 030 0743
<b><u>POST 17/278</u></b>	:	<b><u>ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: AC/FM/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	The successful candidates will be responsible for the following main function: Render financial accounting transactions; 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.
<b><u>ENQUIRIES</u></b>	:	Mr. J. Carolus Tel No: (053) 030 0820

## OFFICE OF THE PREMIER

***The Northern Cape Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender, race and disability representivity. Employment decisions shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets.***

<b><u>APPLICATIONS</u></b>	:	Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at t&i Building, 69 Memorial Road, Monument Heights, Office of the Premier, Ground Floor (Security) or email to <a href="mailto:hrarecruitment@ncpg.gov.za">hrarecruitment@ncpg.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr. V. Fredericks
<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>NOTE</u></b>	:	Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> 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. Where applicable, 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, security vetting, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. A further requirement for all SMS post(s) is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). No appointment shall be finalized without the relevant candidate producing the Nyukela pre-entry certificate for SMS. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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 assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate(s) will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually where applicable. If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

## MANAGEMENT ECHELON

<b><u>POST 17/279</u></b>	:	<b><u>HEAD OF DEPARTMENT FOR EDUCATION REF NO: HOD/DOE/2025</u></b>
<b><u>SALARY</u></b>	:	R2 259 984 per annum, (all-inclusive remuneration package). (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 10 years' experience at Senior Management level. The successful candidates will champion accelerated, efficient, effective and development-oriented service delivery in pursuit of the National Development Plan and the Medium-Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful candidate must also display the highest standard of ethical and

moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver's licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites.

## **DUTIES**

: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department. Reporting to the MEC for Education, the successful candidate will function as the Head of Department with the following main functions: Provision of curriculum for ECD & GET in Grades 4 to 9, 10 to 12; Oversee professional teacher development and leadership programmes; Drive curriculum support and special programmes; Ensure the development of assessment policies, rules and regulations; Effective implementation of marking and monitoring processes; Provide cross organizational support in the conduct of the examinations and the management of irregularity; Management and development of question papers and the maintenance of an Item Bank; Ensure the timeous printing, packing and distribution of the examination material; Provision of leadership in the provisioning of teaching and learning support services; Co-ordination, management and implementation of learner social support programmes; Provision of institutional management, governance and support services; Development and management strategies, policies, systems, norms and standards and plans related to immovable assets, equipment & property management; Management of the delivery of the total Infrastructure Programme related to Capex, Minor capital and maintenance projects; Management and rendering an IT and Information Systems; Management and coordination of policy, planning, risk and internal control services, Facilitate the establishment of risk management capacity in the departments; Provision of research & development & monitoring and evaluation of departmental programmes and projects; Provision of Litigation and advisory services; Provision of legislative drafting and ensure compliance; Management of contracts and facilitation of property management; Manage and facilitate Collective Bargaining and dispute resolution processes; Management, development and implementation of labour relations policies, guidelines and processes; Management and provision of Financial Administration and Accounting services; Rendering of Management Accounting and Institutional funding services; Management and provision of Supply Chain and Asset Management services; Support the implementation of appropriate accounting practices and to build Financial Management Capacity in all Provincial Departments; Management and the implementation of financial information management systems and other relevant transversal systems; Monitoring and provision of the implementation of Risk Management; Monitoring and support on compliance in all the provisions of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Financial Management of Parliament and Provincial Legislatures Act (FMPLA), GRAP, Modified cash standards and other related Acts, regulations and prescripts; Participation in oversight structure engagements and co-ordination of audit committee meetings; Improvement of audit outcomes and development of audit strategies and financial management policies; Oversight of the coordination and preparation of consolidated annual financial statements for departments and public entities; Foster financial management capacity building programmes for the department; Implement and monitor compliance to national and provincial financial norms and standards by the department; Ensuring audit outcomes reflecting financial statements free from material misstatements, free from material findings on non-compliance with legislation; Set the strategic focus of the Northern Cape Department of Education (organisational visioning and direction setting); Provide requisite leadership to senior managers in setting and achieving the goals of the Northern Cape Department of Education (Leading the organisation); Ensure that sound people



and financial management practices are adhered to within the Northern Cape Department of Education; Champion the change within the Northern Cape Department of Education; Evaluate the performance of Northern Cape Department of Education on a continuous basis, against pre-determined key measurable objectives and standards; Ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Ensure compliance with all applicable legislation; Accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action; Ensure operational efficiencies and strategic outputs of the Department; Develop and implement an effective and efficient diversity management system within the Northern Cape Department of Education; Ensure integrated governance in terms of the services and functions of the Northern Cape Department of Education; Ensuring regional and international integration in terms of the services and functions of the Northern Cape Department of Education; Ensuring adherence to the MISS by the Northern Cape Department of Education; Ensuring interface with external role players for effective governance by optimizing communication and stakeholder relationships; Ensure the security threat and risk assessment is conducted for the Department; and to ensure the development and implementation of an Internal Security Policy.

**ENQUIRIES** : J. Bekebeke at 066 484 5888

#### **DEPARTMENT OF PROVINCIAL TREASURY**

***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).***

**APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley, 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to: [Ncpt-HR@ncpg.gov.za](mailto:Ncpt-HR@ncpg.gov.za)

**FOR ATTENTION** : Ms. D Barnett

**CLOSING DATE** : 06 June 2025

**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](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 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.

## OTHER POST

<b><u>POST 17/280</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL SUPPORT REF NO: NCPT/2025/01 (X3 POSTS)</u></b> Chief Directorate: Municipal Financial Management Duration: (12 months' contract)
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	NQF: 6/7 Tertiary Qualification in Financial Management/Financial Accounting/Management Accounting/Auditing/Local Government Management/ Finance/ Public Management. 2 - 3 years' working experience in the Public and project management environment. Knowledge: Analytical skills, Organizing skills, Presentation/report writing skills, Numeracy, Advanced Excel, Communication skills, Planning, Problem solving skills and Project management.
<b><u>DUTIES</u></b>	:	Support the monitoring and compliance with the Debt Relief reporting requirements: Monitor and report progress on the conditions of the Municipal debt relief programme. Submit monthly reports to Head Office on each municipality on the programme against the conditions. Provide financial support to municipalities on the debt relief programme: Ensure that municipalities maintain the average collection and usage of electricity and water. Ensure that the municipalities are complying with the conditions of the programme. Hold meetings with municipalities that are non-compliant and not meeting the conditions. Request training when needed from the Technical Advisors for the municipalities. Schedule monthly meetings with the municipalities to go 2 over challenges and risks that have been identified. Ensure municipalities adhere to the reporting deadlines. Facilitate monthly compliance certification of municipalities: Facilitate the submission of compliance certificates within 20 days after each month's end. Facilitate standardized monitoring across the municipalities to formulate the compliance certificates. Coordinate the standardised monitoring across municipalities and provinces format of the certificate of compliance in which the Head of the relevant Provincial Treasury must monthly certify the municipality's compliance with the conditions for municipalities (paragraph 6.1 to 6.14) is included in Annexure A to this Circular. Upload the Monthly Compliance Certificate to the National Treasury upload portal. Capacitation of Municipalities: Facilitate workshops with municipalities on new developments. Train municipalities on reporting tools. Ensuring that municipalities adhere to debt relief conditions. Monitoring credit control policies to ensure that there is revenue collection.
<b><u>ENQUIRIES</u></b>	:	Ms. B. Mgaguli at 066 188 6322