

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

<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms. K. Moremi
<u>CLOSING DATE</u>	:	01 July 2025
<u>NOTE</u>	:	The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representativity at this level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83) and accompanied by a comprehensive CV specifying all qualifications and experience with respective dates. The new form can be downloaded at www.dpsa.gov.za-vacancies or obtained from any Public Service Department. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. All shortlisted candidates in line with the DPSA directive on Human Resource Management and Development for Public Service Professionalisation will be subjected to two (2) exercises of which the first Technical Assessment intends to test relevant technical elements of the job, and the second is an Integrity (ethical conduct) Assessment. The logistics of which will be communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check, which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.
OTHER POST		
<u>POST 20/70</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL COUNCIL ON AIDS SECRETARIAT REF NO: AD/PCA/06/2025</u> Re-advertisement, this post is being re-advertised and candidates who had previously applied are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Kimberley Applicants must be in possession of a recognised National Diploma or Bachelor's Degree (NQF level 6 or 7) in Public/Business Administration or Social Science coupled with a minimum of 3 years' administrative experience. Knowledge and understanding of public service policies and procedures. Competencies: Well-developed knowledge and the ability to use word processing, spreadsheets and presentation packages and other software utilized in the department; Knowledge on the relevant legislature/policies/prescripts and procedures; Management skills; Computer literacy; Good written and verbal communication; ability to develop written reports and action plans; sound organizational skills; Ability to do research and analyse documents and situations in order to compile documents and draft submissions; Conflict resolution skills.
<u>DUTIES</u>	:	Provide secretariat support function to the Provincial AIDS Council Secretariat; Develop reports, presentations and memoranda; Conduct preliminary discussions to proactively resolve and address the needs of both internal and external clients; Organize and attend meetings, conferences, workshops and summits; Ensure the effective and efficient functioning of the Office of the Provincial AIDS Secretariat in terms of all acts and delegations including Human Resource Management Development and Office Management.

ENQUIRIES

: Ms. K. Setima Tel No: (053) 030 0743