

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows: The Head of the Department, Post To: Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or Hand Deliver to: MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Post Office Building, Kimberley or Email applications to: dedathra@ncpg.gov.za
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 09 December 2024
- 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 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. 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. NOTE: Interested applicants must submit their applications for employment to the address specified above. The application must include a duly completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Please note a separate application is required for each position applied for. Applications received using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed and dated). Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 will be considered, (Section A, B, C, D and F compulsory). Section E and G, it is acceptable if applicants indicate "refer to CV", only if a recently updated comprehensive CV (with detailed qualifications and previous experience is attached. 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 following a formal communication from Human Resources unit. 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. 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. Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department reserves the right not to make any appointment(s) to the above post/s. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign the performance agreement 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 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 Department 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).

MANAGEMENT ECHELON

<u>POST 43/116</u>	:	<u>DIRECTOR: TRADE AND INVESTMENT PROMOTION HOME</u>
<u>SALARY</u>	:	R1 216 824 - R1 433 355.per annum (Level 13)(All-inclusive TCE package)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Degree (NQF 7) BCOM Economics, Business Administration/ Public Administration or related fields. Master's degree in Economics will be an added advantage. Minimum 5 years relevant middle/senior management experience. Nyukela certificate. Valid driver's license. skills & knowledge: Relevant Legislation/Acts, Prescriptive policies & Regulations. Financial Management. Project Management. Technical skills. Leading. Planning and Organising skills. Communication skills (verbal & written). Interpersonal skills. Problem-solving
<u>DUTIES</u>	:	Manage the development of trade and investment strategies and policies including the implementation thereof. Maximize benefits from international trade agreements and twinning agreements. Build and maintain networks and partnerships with key stakeholders provincially and nationally. Participate in trade and investment IGR. Represent provincial government interest on an ex officio basis on the relevant industry and governmental structures. Drive and coordinate regular high-level engagements with key stakeholders across industry and government. Develop, support and implement the promotion of the trade and investment sectors in terms of trade and exports. Provide information on trade leads and export opportunities. Coordination with NCEDA, national, provincial and local government departments w.r.t alignment and promotion in the sectors in terms of trade and exports. Oversee, co-develop and support programmes to improve and promote trade and investment. Create an enabling environment for increasing foreign direct investment flows. Increase foreign direct investments into the province. Market the province as an attractive investment destination. General Management of the Sub-Directorates within the Directorate. Strategic Planning and Leadership: Participate in the strategic planning process and active involvement in the development and management of the business plans for the directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the directorate's business plan. Motivate, train and guide staff within the directorate. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Actively manage and promote the maintenance of discipline within the directorate. Financial Management: Active participation in the budgeting process. Preparing of the Annual and Adjustment Budgets for the Directorate. Assume overall responsibility for the management, maintenance and safekeeping of the directorate's assets. Ensure that full and proper records of the financial affairs of the directorate are kept in accordance with any prescribed norms and standards.
<u>ENQUIRIES</u>	:	Mr. R Warie Tel No: (053) 839 4070
<u>POST 43/117</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: NCDEDAT/2024/07</u>
<u>SALARY</u>	:	R1 216 824 - R1 433 355.per annum (Level 13)(All-inclusive TCE package)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Degree (NQF 7) in Human Resource Management / Public Administration. Nyukela certificate. Minimum 5 years at a middle/senior management within a Human Resource Management / Corporate services environment. Valid driver's license Skills & Knowledge: Relevant Legislation/Acts, Prescriptive policies & Regulations, Financial Management, Project Management, Human Resource Management, Technical skills, Leading, Planning and Organising skills, Communication skills (verbal & written), Interpersonal skills, Problem-solving.
<u>DUTIES</u>	:	Human Resource Management and Administration: Management, provisioning and utilisation of personnel (recruitment and selection) for the department. Monitor and administer the Conditions of Service. Motivate, train and guide staff within the directorate. Actively manage the performance, evaluation and rewarding of staff within the directorate. Monitor information capacity building within the directorate. Monitor the compilation of a human resource plan and a service delivery improvement plan for the organisation. Promote sound labour relations within the directorate. Actively manage and promote the maintenance of discipline within the directorate. Strategic Management and Leadership: Define and review on a continual basis the purpose, objectives, priorities and activities of the directorate. Participate in the strategic planning process. Active involvement in the development and management of the APP and Operational plans for the directorate. Evaluate the performance of the directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director on a regular basis on the activities of the directorate. Monitor and ensure

compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the directorate, and of the resources employed by it. Financial Management: Active participation in the budgeting process for the directorate. Assume direct responsibility for the efficient, economic and effective control and management of the directorates budget expenditure. Report to the Chief Director all aspects of the directorate's finances. Assume overall responsibility for the management, maintenance and safekeeping of the directorate's assets. Ensure that full and proper records of the financial affairs of the directorate are kept in accordance with any prescribed norms and standards. EPMDS and Organisational Efficiency Management: Monitor implementation of EPMDS. Monitor development and implementation of the Organisational Design and PERSAL Establishment. Monitor Job Evaluation implementation. Monitor implementation of OMF (including SDIP, Service Standards and Service Charters) and BPM Processes. Monitor Departmental Batho Pele Initiatives. EHW Strategic Framework Management: Monitor implementation of EWP. Monitor implementation of Health and Productivity Programme. Monitor the implementation of HIV/AIDS and TB Management programme. Monitor the implementation of the Safety, Health, Environment. Management of Legal and Labour Relations: To provide efficient Labour Relations and legal advisory functions to the department to ensure legislative compliance. Management of the Human Resource Development strategy: Monitoring administration of bursaries. Monitoring the implementation of the Workplace Skills Plan (WSP.) Monitoring implementation of Learnership and Internship programmes. Monitor the implementation of the Employee Equity Plan (EEP).

ENQUIRIES : Mr. TG Ngamole Tel No: (053) 839 4028

OTHER POSTS

POST 43/118 : **DEPUTY DIRECTOR DEPARTMENTAL INFORMATION TECHNOLOGY (DGITO) REF NO: NCDEDAT/2024/08**

SALARY CENTRE REQUIREMENTS : R1 003 890 - R1182534.per annum (Level 12) (non-OSD) All-inclusive TCE package)
 : Kimberley Office
 : Bachelor's Degree or National Diploma (NQF:6/7) in Information Technology. Three to five (3-5) years Assistant Director Level experience in a relevant IT Support Field. A valid driver's license. Skills & Knowledge: Knowledge of IT Technical Support, IT Networks and the DPSA CGICT Framework, training, administration, career, management, strategic planning, report procedures and research. Technical Expertise, Project Management, Functional Ability, Quick Thinking, Diagnostic Action Research, Strategic and Conceptual, Orientation, Innovation Thinking, Problem Solving, Communication, Team Player, Coaching and Developing People, Self-driven, Interpersonal Understanding, Departmental Organizational Knowledge, Networking and Influencing skills.

DUTIES : Align the departments information management system and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of its strategic plan: Establish an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans to give effect to the strategic direction and management plans of the department to Manage IT Governance. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focused on the specific requirements of the department: Facilitate the implementation of an adherence to the policies and strategies as contained in the different plans, policies etc. Manage and develop departmental ICT strategies and policies. Represent the relevant department at the GITO Council: Attend GITO Council meetings. Report on issues from the GITO Council meetings. Promote effective management of information and information technology as enabler as strategic resources: Apply an enterprise wide approach to the use of information management, (Information technology systems and infrastructure included) in support the business units and business processes, bridging diverse systems to establish a client-focused service strategy, eliminating unnecessary duplication, increase overall coordination and control, and rapidly introduce new systems and technology to improve service delivery. Development information and technology system infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalize unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department. Promote the Utilization of technology as a key enabler for the future in delivering information and services and promote its use in the reengineering/transformation of government service delivery. Manage effectiveness maintenance of hardware, software and licensing. Create and enabling environment for other managers to perform their functions more effectively and efficiently: Close communication as part of the top management team of the department with the top echelon of the department to promote the utilization of information. Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies. Change the culture of the department to embrace an enterprise-wide information

management technology approach. This requires the visible, strong and continuous support of senior managers. Take a leadership role in knowledge management. Manage IT backup process. Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and / or other suppliers of information management and information technology goods and services: Manage the standardization of equipment software according to policy. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework: Manage IT Risk Register. Manager network integrity (WAN System in relation to SLAs / MOUs). Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the Departmental IT unit and staff. Management of Financial Resources and Assets. Provide 3rd line IT support to the department. Responsible for AG Audit Outcomes, Manage IT infrastructure and IT security.

ENQUIRIES : Ms T. Modibela Tel No: (053) 839 4071

POST 43/119 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: NCDEDAT/2024/09**

SALARY : R1 003 890 - R1 182 534per annum (Level 12) (non-OSD) (All-inclusive TCE package)

CENTRE : Kimberley (Head Office)

REQUIREMENTS : Applicants must be in possession of a LLB Degree. Admitted as Advocate or Attorney. 3-5 Years Assistant Director or equivalent experience in civil litigation/ consumer law / compliance regulatory environment. A Valid Driver's License Skills & Knowledge: Extensive Knowledge of Consumer Protection Act, National Credit Act and all relevant regulations. Knowledge of National and Provincial Public Service Regulations and Directives. Knowledge of how the consumer related industries operate. Good communicative and writing skills, Strategic thinking, Problem solving skills, technical skills, Planning and organising skills, Communication skills (verbal &written), Conflict resolution and Analytical skills good understanding of legislative mandate. Knowledge of relevant consumer legislation. Computer literacy. Reliable, responsible and good time management skills, Managerial skills, Drafting experience and Civil Litigation experience.

DUTIES : Manager inspectors and investigating officers. Ensure that consistent predictable and effective internal regulatory structures are in place to achieve optimal inspections and instigations. Provide guidance to Inspectors/Investigating Officers with regard to legislative implications on consumer complaints. Monitor and evaluate levels of service delivery and implement constant improvement strategies. Manage the investigation and mediation process by investigating officers. Legal advisory services and policy development. Provide and interpret legal information and disseminate appropriate legal requirements to staff to staff. Develop and implement relevant policies in accordance with the Consumer Protection Act. Maintain legal library and advise management of latest applicable findings. Conduct research for policy, legislative and regulatory improvements. Litigation Management. Gather information and compile case dockets. Maintain and ensure case docket management. Draft Consumer Court documents. Prosecute matters in the Consumer Court. Compile and report. Compile monthly and quarterly reports for the department with reference to complaint statistics. Compile quarterly reports for National Consumer Forums. Compile any other reports where complaint statistic and trend analysis are reflected.

ENQUIRIES : Adv DP Olivier Tel No: (053) 839 4084

POST 43/120 : **DEPUTY DIRECTOR: ECONOMIC EMPOWERMENT AND ENTERPRISE DEVELOPMENT REF NO: NCDEDAT/2024/10**

SALARY : R849 702 - R1000 908 per annum (Level 11) (All-inclusive TCE package)

CENTRE : Kimberley Office

REQUIREMENTS : Applicants must be in possession of a three-year Tertiary qualification (NQF/7) Degree in Commerce/ Business Studies/ Economics or related. Master's Degree in Economics will be an added advantage. 3-5 years relevant Assistant Director experience working with disadvantaged groups/ development environment. Valid driver's license. Knowledge & Skills: Knowledge of national provincial policy frameworks, local government systems, business and industries driving the Northern Cape economy. Understanding of the Policy frameworks relevant to industrial sector. Understanding of government priorities and mandates. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Pubic Service Regulations, Service Delivery frameworks (Batho Pele) and relevant statutory provisions. Planning and organising, Communication (verbal & written), Interpersonal, problem solving, project management, research and analytical, conflict resolution and management skills.

DUTIES : Manage and support the establishment of enterprises across all sectors, including target groups. Provision of non-financial and financial support to enterprises. Development of strategies that identify economic opportunities suitable for the target groups in sectors identified for the provincial department of Economic Development and Tourism. Support the development of incubation centers in the province. Develop and implement capacity and skills development programmes and mentorship programmes through shared partnerships. Facilitate in conjunction with stakeholders the improvement of enterprises through product development and Competitiveness enhancement to assist in expansion and market access. Develop strategies

targeting vulnerable group that enable them to access resources for participation in identified sub-sectors. Compile and update a SMME database for the Northern Cape Province.
Ms. A.Ntidisang (053) 839 4097

ENQUIRIES

POST 43/121

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (SCM) REF NO: NCDEDAT/2024/11

SALARY

R849 702 - R1 000 908.per annum (Level 11)(All-inclusive TCE package)

CENTRE

Kimberley (Head Office)

REQUIREMENTS

Applicants must be in possession of a relevant tertiary qualification degree (NQF7) in SCM / Purchasing / Logistics / Financial or Business Management /Public Administration. 3-5 years' experience at Assistant Director Level within a SCM, finance or relevant environment. A valid driver's license. Skills & Knowledge: Extensive knowledge and experience in SCM; 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. Skills and Competencies: Good interpersonal and communication skills as well as advanced computer skills; The ability to manage staff and draft relevant policies and/or reports as required; Be able to work under pressure, independently and overtime when necessary; The successful candidate must be highly reliable; Self-motivated; Flexible; Creative; Client focused and quality orientated. Excellent reporting writing skills. People Management and Conflict Management skills.

DUTIES

Manage the functional operation of the Sub directorate: SCM. Development and implementation of the Supply Chain systems; Monitor the performance of bid committees which includes specification, evaluation and adjudication; Manage the Demand Management process including needs analysis, annual procurement plan, confirmation of available funds, identification of methods of procurement, market and industry analysis; Identifying preferential procurement policy objectives, specifications/terms of reference and life cycle costing; Identify preference points system and specific goals per commodity in terms of preferential procurement regulations; Development and management of utilisation of a central supplier database; Analysis of procurement request for quotations; Management of logistics operations including placing orders, inventory management, stocktaking; Develop the reports on supply chain information for approval and submission to internal and external stakeholders; Manage the implementation of SCM performance system; Manage the quarterly SCM risk assessment and development of risk mitigation strategies; Manage the Department' contracts and suppliers' performance; Manage travel and accommodation arrangement for the Department. Utilise BAS to capture accounting transactions, control the general ledger, and prepare financial reports including inputs to financial statements. Utilise LOGIS for provisioning, procurement, stock control and reporting. Coordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline.

ENQUIRIES

Ms. M Gooiman Tel No: (053) 839 4030

POST 43/122

DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: NCDEDAT/2024/12

SALARY

R849 702 - R1 000 908.per annum (Level 11)(All-inclusive TCE package)

CENTRE

Kimberley (Head Office)

REQUIREMENTS

Applicants must be in possession of a relevant Degree in Financial Accounting/Management at (NQF7) or any other relevant qualification. 3 - 5 years' experience at Assistant Director Level within Financial Accounting/Management or relevant environment. A valid driver's licence. Skills & Knowledge: In-depth knowledge of Treasury Regulations, Public Service Regulations, Public Financial Management Act, Division of Revenue Act, Modified Cash Standards, Accounting Manuals, Treasury Instruction Notes, Government financial systems operations, Report Writing, People Management, Research and Analytical, Conflict Management, Financial Management, Policy Development and Interpretation. People Management and Conflict Management skills.

DUTIES

Provide technical assistance with the development and maintenance of the departmental financial management system in line with legislative, treasury and generally accepted accounting standards. With Expenditure management, ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. With Revenue management, ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Compilation of accurate Interim and Annual Financial Statements. Provide functional technical advice and guidance. Be the departmental custodian of all payment batches. Manage and direct the processing of salary pay-over reconciliations and transactions. Manage and oversee the maintenance of the departmental financial management information system. Manage the administration of banking and reconciliation processes. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives. Monitor implementation of reconciliation of tax returns and salary payments. Ensure a functioning and effective petty cash system. Coordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline.

ENQUIRIES

Ms. M Gooiman Tel No: (053) 839 4030

POST 43/123 : **DEPUTY DIRECTOR: ECONOMIC RESEARCH AND POLICY DEVELOPMENT REF NO: NCDEDAT/2024/13**

SALARY : R849 702 -R1000 908 per annum (Level 11)(All-inclusive TCE package)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of a Degree (NQF7) in Economics / Statistical Sciences or related. A post graduate relevant qualification will be an added advantage. 3- 5 years' experience at Assistant Director Level within a research environment. Extensive Socio-economic research background. A valid driver's licence. Skills & Knowledge: Proven ability to conduct/compile socio-economic analysis, Stakeholder network management, The ability to engage at the highest level of management in the province, Economic analysing skills, Economic Modelling skills Project management skills, Excellent communication skills, Advanced computer skills, Planning and organising skills, Problem-solving and conflict management skills, change management skills, Basic Budgeting management skills, Understanding of the Policy and Strategy frameworks relevant to economic sector development e.g. National Development Plan, Medium Term Development Plan, National Industrial Policy Framework (NIPF) and Provincial Growth & Development Plan; National R&D & Innovation Strategy, Industrial Policy masterplans

DUTIES : Managing economic research to enhance provincial economic development planning Facilitation of the development and management of the departmental research agenda outlining the research priorities of the Department and the Economic Cluster over the government Medium-term Expenditure Framework (MTEF) period Management of the compilation of economic intelligence reports based on the research and analysis of international, national, regional and provincial economic and social data Support of departmental initiatives/projects through research advisory services Support of the research and analysis process of the development and review of the PGDP AND MTDP targets Coordination and management of all major stakeholders in supporting and enhancing research capacity in the Province Establishment and maintenance of sustainable research relations with relevant stakeholders Render support to ensure effective and efficient management of the unit's resources. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES : Ms. K. Nkosi Tel No: (053) 830 4869

POST 43/124 : **ASSISTANT DIRECTOR: MANAGEMENT INFORMATION SYSTEMS REF NO: NCDEDAT/2024/14**

SALARY : R444 036 – R532 602.per annum (Level 9)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of an undergraduate qualification (NQF Level 6/7) In Information Technology. 2-3 years Cyber security and network security work experience. CompTIA Security+ will be an added advantage. A valid driver's license Skills & Knowledge: Experience in security systems, including firewalls, intrusion detection systems/Intrusion prevention systems, antivirus software, authentication systems, log management (SIEM), content filtering, and similar areas as required; knowledge of development of ICT security related policies, processes, procedures and standards; Knowledge and experience in project management.

DUTIES : Manage departmental networks (WAN and LAN), Implement and maintain departmental hardware and software resources. Supervise hardware and software Audit Process. Conducting network and IT/information security assessments such as password auditing, Supervise the ICT procurement process. Supervise ICT e-Infrastructure development Monitor and conduct tests on potential "hacks" and/ or suspicious movement on IT systems, Investigate and report on unauthorized access to IT system. Provide focused analysis against intrusion, anomalies, malware, viruses to identify critical information about source, intended target, affected systems or hosts, recommended mitigation measures and risk to mission. Assist with the implementation and maintenance of security standards, assist with the development of the security framework to ensure compliance. Data and storage management. Management of VoIP solution. Windows Server Update Service ,Kaspersky Antivirus Security Center. Manage the Departmental IT unit and staff. Management of Financial Resources and Assets.

ENQUIRIES : Mr. W Rooiland Tel no: (053) 839 4000

POST 43/125 : **INSPECTOR: CONSUMER PROTECTION REF NO: NCDEDAT/2024/15**

SALARY : R376 413 - R443 403.per annum (Level 8)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of a LLB degree and or equivalent qualification. Experience in the private sector or public service between 1 – 3 years. Relevant experience in investigation

environment. A valid driver's license. Skills & Knowledge: Knowledge of applicable policy prescripts and practices. Knowledge of applicable legislation relating to Consumer matters, namely Consumer Protection Act ,2008 and Northern Cape Consumer Protection Act, 2012. Administration procedures relating to specific working environment including norms and standards. Knowledge of FICA, PFMA, and Public Service Act Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally. Problem solving skills. Computer skills. Numeracy skills. Literacy skills. Investigation Experience. In depth knowledge of investigations, trends and techniques, including forensic investigations. Good knowledge of the consumer industry. Knowledge of the functioning of the Provincial Government. Knowledge of applicable legislation relating to Consumer matters.

DUTIES

: Compilation and submission of monthly reports on all activities: Collect and consolidate information in order for submission of monthly reports on cases received, cases resolved, cases pending, inspections conducted and savings for consumers Collect and consolidate information as part of the portfolio of evidence together with the monthly reports. Promoting adherence to the process of protection of Consumers: Conduct investigations of unlawful business practices and non -compliance with Northern Cape Consumer Protection Act, 2012 and Consumer Protection Act 2008. Collecting comprehensive and complete evidence at business premises during investigation of case dockets. Collection of information and compilation of case dockets. Handle complaints/ disputes resolution between consumers and service providers. Advocating for the eradication of unlawful business practices: Handling resolution of matters where relevant and necessary by way of negotiation, secure consent order in accordance with Northern Cape Consumer Protection Act 2012 and Consumer Protection Act 2008. Collaborate with National Consumer Commission, National Credit Regulator, SAPS, NRCS AND Ombudsman. Provide guidance in development of complaints investigation processes and procedures. Provide guidance to consumers on relevant consumer legislation and regulations that exist in the Northern Cape Province. Advocating for compliance in terms of the Northern Cape Consumer Protection Act: Conduct inspections at business premises in accordance with the relevant legislation. Issue compliance notices where relevant, in accordance with Consumer Protection Act, 2008 and Regulations related thereto. Conduct detailed evaluation of complaints to assess validity, jurisdiction and priority. Conduct follow-up inspections on non-compliant service providers' premises/ businesses: Conduct follow-up inspections on businesses where non-compliance notices were issued. Escalate repetitive non-compliance of businesses to Consumer Court for the issuing of administrative fines in accordance with the relevant acts. Promote a culture of responsible spending and compliance: Conduct education and awareness programmes throughout the province by educating consumers and service providers on their rights and responsibilities in terms of the Consumer Protection Act 2008.

ENQUIRIES

: Adv DP Olivier Tel No: (053) 839 4084

POST 43/126

: **ACCOUNTING CLERK: ASSETS & LIABILITIES REF NO: NCDEDAT/2024/17**

SALARY CENTRE REQUIREMENTS

: R216 417 - R254 928.per annum (Level 5)
 : Kimberley (Head Office)
 : A Grade 12 Certificate or equivalent qualification at NQF level 4 as recognised by SAQA. A minimum of 0–1-year experience in a finance environment. Proficiency in MS Excel and MS Word. Technical competencies in Financial Accounting will be an added advantage. A valid driver's license will be an added advantage. Skills & Knowledge: Computer literacy. Interpersonal skills. Good communication skills (verbal and writing). Sense of responsibility and ability to work under pressure. Demonstrate good work ethics. Ability to organize and plan within own environment. Must have integrity, be able to work under pressure and be honest and reliable.

DUTIES

: Compliance with relevant financial acts, regulations, policies and procedures. Receivables and payables. Collate information required for the submission of the monthly compliance certificate to Provincial Treasury. Identification of expenditure and revenue misallocations and the correction of them. Assist with the compilation of financial statement notes. Implement internal controls procedure to ensure the safeguarding of financial information related to assets and liabilities accurately

ENQUIRIES

: Ms. M Gooiman Tel No: (053) 839 4030

POST 43/127

: **ACCOUNTING CLERK: PAYMENTS REF NO: NCDEDAT/2024/18**

SALARY CENTRE REQUIREMENTS

: R216 417 - R254 928 per annum (Level 5)
 : Kimberley (Head Office)
 : A Grade 12 Certificate or equivalent qualification at NQF level 4 as recognised by SAQA. A minimum of 0–1-year experience in a finance environment. Proficiency in MS Excel and MS Word. Technical competencies in Financial Accounting will be an added advantage. A valid driver's license will be an added advantage. Skills & Knowledge: Computer literacy. Interpersonal skills. Good communication skills (verbal and writing). Sense of responsibility and ability to work under pressure. Demonstrate good work ethics. Communication skills, Problem solving, Analytical thinking. Ability to organize and plan within own environment. Must have integrity, be able to work under pressure and be honest and reliable.

- DUTIES** : Receive invoices. Check invoices for correctness and completeness- Compile payment batches. Process invoices (e.g. capture payments) on LOGIS. Compile and capture all transfer payments. Filing of all financial documents (payments and journals) documents and safeguarding thereof. Capture all financial transactions. Process electronic banking transactions. Compile and capture journals. Assist with the compilation of financial statement notes.
- ENQUIRIES** : Ms. M Gooiman Tel No: (053) 839 4030

DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

- APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered

CLOSING DATE : 06 December 2024

- NOTE** : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

- POST 43/128** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6): REF NO: NCDOH 180/2024 (X 2 POSTS)**

- SALARY** : R556 356 per annum (OSD)
- CENTRE** : Provincial Officer, Kimberley
- REQUIRMENTS** : Bachelor's (NQF 7) in LLB Degree and 8(eight) years 'appropriate proven post qualification in legal experience. An admission as an attorney or para-legal training/experience. Display knowledge and understanding of drafting legal documents. Understand and have advanced knowledge of legal research principles. Display an understanding of case law relevant to the legal matter at hand and be guided in presenting motivation or proposals on how the specific case should be approached to obtain desirable/justifiable outcome. Knowledge of Litigation, Advocacy, Legal Research, Legal Drafting, Dispute resolution and Case Flow Management. Experience in Medico Legal Law. Skills in problem solving, communication, honesty, integrity, research and computer literacy. Valid Driver's licence.

- DUTIES** : Manage service level agreements, contracts and vendor performance. Draft legal documents and advice on and or mentor juniors on the drafting of legal documents that provide clear motivation/justification for particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the departments goals and objectives and advice the department on possible courses of action during the consultation process, in relation to legal entitlements and departments instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower-level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the department's interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the department. Provide medico-legal services (litigation and legal advisory services).

- ENQUIRIES** : Ms A. Selao, Tel No:(053) 8302 103