



NORTHERN CAPE PROVINCIAL ADMINISTRATION
OFFICE OF THE PREMIER

Post : Head of Department (Five-year employment contract)
Vacancies of Head of Department exist for the following Departments:

1. Head of Department for Cooperative Governance, Human Settlement and Traditional Affairs
(Reference Number: HOD/COGHSTA/05/2022)

2. Head of Department for Health
(Reference Number: HOD/DOH/05/2022)

Re-advertisement. All candidates that applied previously are encouraged to re-apply.

Centre: Kimberley

Salary: R1 544 415 (All-inclusive remuneration package)
(All inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

Requirements:

To qualify for the above positions, candidates must be in possession of a relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. 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. **Please note that preference will be given to candidates with medical qualifications and experience who apply for the position of Head of Department for Health.**

The following required competencies applies to both positions:

Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The

successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite.

The following are the inherent responsibilities for both Head of Department positions:

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.

The successful candidate for the Department of Health will report to the MEC for Health and will perform the following main functions:

Ensuring access to quality and specialized hospital services and the rendering of optimally responsive Emergency Medical Services within the Northern Cape Province; rendering of District Health Services (DHS) and strategic health programmes (includes HIV/AIDS, STI, TB and Maternal and Child health care) within the Northern Cape Province; Ensure the provisioning of clinical tools to selected PHC facilities to enhance ideal status; Accelerate the implementation of the HIV and Aids plan through the management of HIV preventative incidents; Ensure improvement in the management of HIV, TB co-infection, as well as accelerate the implementation of the TB crisis plan; provide strategic leadership in terms of the management of health sciences and training within the Northern Cape Province; Improve human resources for health on the basis of the strategy for human resources for Health; Evaluating the performance of Northern Cape Department of Health on a continuous basis, against pre-determined key measurable objectives and standards; • Ensuring audit outcomes reflecting financial statements free from material misstatements, free from material findings on non-compliance with legislation, as well as reflecting that the Department has sufficient internal controls in place; • Ensuring regional and international integration in terms of the services and functions of the Northern Cape Department of Health; • Facilitate the establishment of risk management capacity in the department; • Accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action; and • Ensure operational efficiencies and strategic outputs of the Department.

The successful candidate for the Department of Cooperative Governance, Human Settlement and Traditional Affairs will report to the MEC for Cooperative

Governance, Human Settlement and Traditional Affairs and will perform the following main functions:

Provide strategic leadership in terms of the effective provisioning of Sustainable Human Settlements and Improved Quality of Household Life within the Northern Cape Province; • Provide strategic leadership to facilitate a responsive, accountable, effective and efficient developmental local government system within the Northern Cape Province; • Provide strategic leadership by ensuring an efficient and effective institution of traditional leadership that enhances sustainable development and service delivery within traditional communities that form part of the Northern Cape Province; • Providing the MEC with information to discharge his functions in respect of the budget vote, questions from the legislature and other matters pertaining to the department; • Facilitate, monitor and support the consolidation and sustainability phase at municipalities for integrated, sustainable service delivery – Local Government five strategic agenda; • Promote and support inter-sphere engagement for integrated planning and coordination; • Evaluating the performance of the Department on a continuous basis, against pre-determined key measurable objectives and standards; • Ensuring audit outcomes reflecting financial statements free from material misstatements, free from material findings on non-compliance with legislation, as well as reflecting that the Department has sufficient internal controls in place; • Ensuring regional and international integration in terms of the services and functions of the Department; • Facilitate the establishment of risk management capacity in the department; • Accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action; and • Ensure operational efficiencies and strategic outputs of the Department.

Enquiries: Mr. Justice Bekebeke – 053 838 2950

NOTE: The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at HOD 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). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and drivers licence and any other relevant documents. Such copies need not be certified when applying for a post, however shortlisted candidates will be required to submit certified documents on or before the day of the interview. Applications submitted using the old Z83 form will not be accepted. Each application for employment form must be duly signed and initialled by the applicant. 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 faxed, e-mailed or late applications will be accepted.**

All 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. 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.

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. As Head of Department, the successful candidate will be subject to a security vetting at top secret level.

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 JW Sauer Building, Office of the Premier, Ground Floor (Security), for Attention: Mr. V. Fredericks.

Closing date: 27 May 2022