



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

**POST: Deputy Director: Performance Information Management**

**SALARY: R 908 502 (Salary level 12)** (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)

**CENTRE: Kimberley**

**REFERENCE: DD/PIM/2022**

**REQUIREMENTS:** Applicants must be in possession of an appropriate Bachelor's Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Management/Administration, Economics, Statistics or Information Management coupled with 3-5 years' proven experience in Monitoring and Evaluation field at junior/middle management level.

**COMPETENCIES:** The following key competencies and skills are required for the position: Sound knowledge of monitoring and evaluation principles, policy frameworks governing Monitoring and Evaluation, as well as advanced knowledge of research methodology, data management and analysis, policy development. The candidate should have well developed skills in collecting and analyzing data from varying data information systems, sources and translating these into logical conclusions. Supported by strong communication skills, facilitation skills, and analytical report-writing skills. Excellent computer literacy skills with advanced proficiency in EXCEL, MS-WORD. The post requires a person with proven organizing and coordinating capabilities, coupled with strong interpersonal relationship skills and dealing with stakeholders at a strategic level, ability to work under pressure with multiple deadlines and maintaining confidentiality.

**KEY RESPONSIBILITY:** The successful candidate will be responsible for the following duties: Monitor and evaluate and track provincial performance relating to the implementation of Government and Provincial Priorities (MTSF, PGDP and SOPA). Produce high level analytical (quantitative and qualitative) performance assessment reports on the implementation Government and Provincial priorities for reporting to national and provincial reporting structures. To monitor and analyse the implementation of the Annual Performance Plans of provincial departments. To coordinate, monitor and analyse performance reporting on national and provincial data systems. Manage and contribute to the development of an integrated monitoring and evaluation report on performance analysis. Provide guidance and support to departments on the management of Performance Information / Pre-determined Objectives towards improving audit outcomes. To triangulate data from different M&E systems, as well as external M&E systems, and secondary data sources to provide a holistic picture of the performance of government and impacts on citizens. Contribute to the consolidation of sector development indicators towards the development of an Indicator Information Database. Develop reporting and monitoring matrixes relating to service delivery priorities. Compile detail quarterly and annual progress reports on the monitoring of successes and challenges of provincial priorities, sector priorities and plans. Support and guide departments through capacity building interventions. Represent the Performance Monitoring and Evaluation component at provincial forums and structures and contribute to the strategic and operational planning of the unit.

Enquiries : Ms. S. Vallabh (053) 838 261

**POST** : Principal Personnel Officer  
**SALARY** : R269 214 per annum (Salary level 7)  
**CENTRE** : Kimberley  
**REFERENCE** : PPO/HRA/2022

**REQUIREMENTS:** Applicants should be in possession of an appropriate National Diploma or Bachelor's Degree/ BTech Degree coupled with 3-5 years' experience in Human Resources Administration. Knowledge of Public Service Act and Regulations, Basic Condition of Employment Act and key legislative prescripts related to Human Resource Practices. Proven extensive knowledge of the PERSAL System.

**COMPETENCIES :** The following key competencies and skills are required for the position: In depth knowledge of Human Resource Administration practices and procedures; Ability to analyse PERSAL reports; Good written and verbal communication skills; Analytical skills, computer literacy, (MS word, excel and powerpoint); Sound supervisory skills, excellent interpersonal skills, communication, decision making and problem solving skills; Ability to develop written reports and action plans; Ensuring attention to detail in respect tasks; Ability to plan, prioritize and execute tasks in order of importance. Ability to maintain a high level of confidentiality; Conflict resolution skills; Facilitation and presentation skills. Self-motivated, highly organised and the ability to work under pressure and to display initiative; and the ability to interpret and implement directives.

**DUTIES:** The successful candidate will be responsible for the following duties: Manage day to day functioning of HR practices and ensure high quality of service. Supervise, plan and co-ordinate the work activities of Personnel Officers. Supervise staff by allocating and ensuring quality of work, personnel development; assessing staff performance and apply discipline. Ensure that all records, post establishment and HRA databases are maintained and updated regularly. Facilitate and administer recruitment and selection processes which includes the coordination of advertisement of vacant and funded positions, drafting of adverts, receiving and screening of applications. Ensure the facilitation of all logistical arrangements for shortlisting and interview processes. Provide a secretariat support service at shortlisting and interview sessions. Prepare shortlisting and appointment submissions. Facilitate Pre-Employment Suitability Checks (Reference Checks, Verification of Qualifications & Vetting). Facilitate post provisioning by ensuring the accurate capturing of transactions on PERSAL (Appointments, Promotions, Grade Progression, Translation in Rank, Transfers and MMS/SMS Packages). Update and maintain personal profiles on PERSAL. Prepare submissions for Transfers/ Promotions/Relocations. Approve transactions on PERSAL according to delegations. Prepare reports on human resource administration issues and statistics.

Enquiries: Mrs. P. Mphahlele (053) 838 2373

**NOTE:** The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity 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). The new form can be downloaded at [www.dpsa.gov.za](http://www.dpsa.gov.za)-vacancies or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates and copies of qualifications. 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). 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. No faxed, e-mailed or late applications will be accepted. All shortlisted candidates will 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.

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: Mrs. P. Mphahlele.

Closing date: 09 December 2022