



OFFICE OF THE PREMIER: NORTHERN CAPE PROVINCIAL ADMINISTRATION

Post : **Administration Clerk: Office on the Status of Persons with Disabilities**
Reference No. : **OTP/02/2021**
Centre : **Kimberley**
Salary : **R173 703 per annum**

REQUIREMENTS:

Applicants should be in possession of a Grade 12 Certificate or an appropriate equivalent qualification. Have knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collect statistics. Applicants must have knowledge and understand the legislative framework governing disability and the Public Service.

RESPONSIBILITIES:

The successful candidate will be responsible to: Record, organize, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Handle routine enquiries; Make photocopies and receive or send facsimiles; Keep and maintain the filing system for the component; Keep and maintain the incoming and outgoing documents register of the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Stock control of office stationery; Maintain a leave register for the component;*Keep and maintain personnel records in the component; Arrange travelling and accommodation; Capture and update expenditure in component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

Enquiries: Mrs. B. Mosala – 053 838 2491

Post : **Chief Director: Provincial Planning Policy Coordination and Research**
Reference No. : **OTP/03/2021**
Centre : **Kimberley**
Salary : **R1 251 183 (All-inclusive remuneration package)**
(All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)

REQUIREMENTS:

Applicants must be in possession of an appropriate degree (NQF level 7) in Planning or Public Administration/ Management as recognised by SAQA. Candidates must also have a minimum of 5 years' experience at Senior Management level coupled with experience in strategic planning, development planning and reporting environment.

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:

Knowledge of results based management; strategic and leadership management processes; Policy development; Ability to conduct research; Excellent planning, organizing and analytical skills; Good understanding of legislative frameworks governing planning and reporting in the public sector. Knowledge of People Management and Empowerment, Financial Management, Change Management matters, Computer literacy a valid driver's licence are further prerequisites.

RESPONSIBILITIES:

**The successful candidate will be responsible for the following main functions:
The management and co-ordination of the implementation of provincial research co-ordination.**

Manage the development and maintenance of protocols and processes for conducting research. The development of the research agenda and plan for the province. Manage the co-ordination and facilitation of research activities on provincial and sector specific programmes that supports evidence based policy decisions. Manage the establishment of partnerships with all spheres of government, academia, research institutions and communities of practices. Manage the facilitation of processes to source funding to conduct research. Manage the maintenance of a repository of research products and ensuring the provisioning of archiving services. Manage facilitation of the dissemination of research results to inform policy development and service delivery improvement interventions.

The management and coordination of policy development programmes.

Manage the development and maintenance of protocols and guidelines for provincial policy development processes. Manage provincial macro-policy analysis. Manage the provisioning of guidelines for policy development and approval processes. Manage the conducting of capacity building programmes and support departments on policy development processes. The provisioning of advice and support to departments on policy development and approval matters.

The management and co-ordination of provincial strategy and planning processes and services.

Manage and coordinate the provision of provincial long term strategy and to coordinate all Provincial planning processes and services. Manage & Develop Provincial Spatial Development Framework and support departments with the implementation thereof.

Management of the functions, services and resources as allocated.

Active involvement in the development and management of the strategic and business plans for the Chief Directorate. Participation in the Chief Directorate's strategic planning process. To evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources employed by it. Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Chief Directorate. Actively manage and promote the maintenance of discipline within

the Chief Directorate. Active participation in the budgeting process at Chief Directorate level.

Enquiries: Mr. J. Bekebeke – 053 838 2951

NOTE: The Office of the Premier 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). Women and persons with disabilities are encouraged to apply.

NOTE FOR SMS POST: 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 below 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 social media accounts of shortlisted applicants may be accessed. It will also be required that the successful candidate declare to the Executive Authority particulars of all registrable financial interests.

NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 FORM WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.

Applicants are advised that a new application for employment (Z83) form has been in effective since 1 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za/vacancies or obtainable from any Public Service Department. 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.

Note: The fully completed and signed new form Z83 should be accompanied by a recently updated, comprehensive CV with at least 2 contactable references, as well as recently certified copies of all original qualification(s), academic transcripts including a Senior Certificate, ID-document and a Driver's license where applicable. The certification must be not older than six (6) months from the date of the advert. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Applicants who do not comply with the aforementioned requirements, as well as applications received late, will not be considered. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The department reserves the right not to make appointments to the advertised posts.

Considering the restriction on movement and limitation of postal services during the lockdown period, online applications such as emails with the relevant supporting documents e.g. comprehensive CV and qualifications will be accepted via electronic format e.g. Word, pdf, scanned images, etc.

Post to : Executive Manager
Human Resources Management
Private Bag X5016
Kimberley
8300

Or hand deliver to : JW Sauer Building
Cnr Quinn and Roper Street
Office of the Premier, Kimberley
Ground Floor (Security)
For Attention: Mrs. R. Booysen

Applications can also be emailed to: rbooysen@ncpg.gov.za

Closing date : 14 May 2021

“The Northern Cape: A Modern, Growing and Successful Province”