



## **NORTHERN CAPE PROVINCIAL ADMINISTRATION**

**POST : ASSISTANT DIRECTOR: ADMINISTRATION**  
**UNIT : PROVINCIAL COUNCIL ON AIDS SECRETARIAT**  
**SALARY : R382 245 per annum**  
**LEVEL : 9**  
**CENTRE : Kimberley**  
**REFERENCE : AD/PCA/2022**

### **REQUIREMENTS**

Applicants should be in possession of a National Diploma or Degree in Public or Business Administration coupled with 2-3 years managerial 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 analyze documents and situations in order to compile documents and draft submissions; Conflict resolution skills.

### **THE SUCCESSFUL CANDIDATES WILL BE RESPONSIBLE FOR THE FOLLOWING**

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.

**NOTE:** The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity. 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](http://www.dpsa.gov.za-vacancies) or obtainable from any Public Service Department and should be accompanied by copies of qualifications (only shortlisted applicants will be required to produce certified copies of qualifications) as well as a comprehensive CV in order to be considered. 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). 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.

All shortlisted and 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. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.

If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

Please forward the applications for the post quoting the relevant reference number to:

Post to : Senior 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 : Ms. R. Booyesen

Or email to: : [hrarecruitment@ncpg.gov.za](mailto:hrarecruitment@ncpg.gov.za)

Closing date : 18 March 2022

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