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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 33 OF 2023

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1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

**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** : quoting the relevant reference should be forwarded as follows: The Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand delivered to MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 02 October 2023
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Dual citizenship holders must provide the Police Clearance certificate from country of origin (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG) .For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. Applications received after the closing date as well as those who do not comply

with the requirements will not be taken into consideration. All applications, including those submitted via registered mail must reach the department before 16h00 on the day of the closing date. Incomplete applications, applications on incorrect forms, applications sent or delivered to the wrong address or applications received after closing date will be disqualified.

MANAGEMENT ECHELON

POST 33/336 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: NCDEDAT/2023/17**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive package)
CENTRE : Kimberley Office
REQUIREMENTS : Tertiary qualification (NQF 7) in HRM/ Public Management or relevant e.g. Business Management. Certificate for entry into SMS (Nyukela). 5-10 years relevant experience within the Human Resources Management or administrative functions. A minimum of five years' experience at a senior management level. Valid driver's license. Skills & Knowledge: Planning, report writing, communication, organizing, leading and controlling, technical, decision-making, problem-solving, financial management, social, policy development. Knowledge of relevant legislation/ Act and prescriptive policies and regulations e.g. Public Service Act, PSR, EE Act, skills development act, labour relations act, skills levy act, OHS Act, HRD strategy, PSCBC resolutions, PFMA, treasury regulations.

DUTIES : Monitor the implementation of organizational efficiency, HR Plan and EE Plan, EHW programmes in the department, HRD strategy and WSP, EPMDS procedures and sound Legal and Labour Relations. Compile presentations. Manage, review and monitor HRM policies and the provision of Special Programmes in the department. Manage Corporate Services directorates. Oversee the development, implementation and maintenance of Departmental Information Technology strategies. Oversee and direct the provisioning of internal and external Performance Plans. Advise and guide HOD on matters relating to Corporate Services. Manage resources in the Chief Directorate communication and media services. Develop strategic priorities and operational plans for the Chief Directorate. Manage departmental quarterly progress reports, annual reports, portfolio committees and Budget speeches.
ENQUIRIES : Ms M. Musa Tel No: (053) 839 4076

POST 33/337 : **EXECUTIVE MANAGER: TRADE AND SECTOR DEVELOPMENT REF NO: NCDEDAT/2023/18**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive package)
CENTRE : Kimberley Office
REQUIREMENTS : Tertiary qualification (NQF 7) in Public Management/Administration or relevant. Certificate for entry into SMS (Nyukela). 5-10 years relevant experience within the Trade and Sector Development Environment. A minimum of five years' experience at a manager level. Valid driver's license. Skills & Knowledge: Planning, organizing, leading and controlling, technical, people management and empowerment, decision-making, problem-solving, financial management, policy development, strategic capacity and leadership, financial management. Knowledge of relevant legislation/ Act and prescriptive policies and regulations e.g. South African Trade Policy, Public Service Act, PFMA, treasury regulations, etc

DUTIES : Strategic management and leadership of the programme and sub-programmes within the Trade and Sector Development. Sound financial management of the budget, including ensuring transfer payments are effect to NCEDA, KIDJA, KIJL, Metals and Clothing clusters. Contribute to the stimulation of sustainable economic growth through the strategic positioning of prioritized sectors. Facilitate trade, export promotion and investment attraction in the province. Promote and support strategic initiatives in the province focused on preferential mining procurement and implementation of the Northern Cape Diamond Strategy. Advise and guide HOD on matters relating to Trade and Sector Development initiatives. Develop strategic priorities and operational plans for the Chief Directorate. Manage departmental quarterly progress reports, annual reports, portfolio committees and Budget speeches. Manage resources in the Chief Directorate.

ENQUIRIES : Ms M. Musa Tel No: (053) 839 4076

POST 33/338 : **DIRECTOR: ECONOMIC TECHNICAL CLUSTER SECRETARIAT & INTER GOVERNMENTAL RELATIONS (ETCS & IGR) REF NO: NCDEDAT/2023/19**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive package)
CENTRE : Kimberley Office
REQUIREMENTS : Tertiary qualification (NQF 7) in Economics, Public Management/Administration or relevant. Certificate for entry into SMS (Nyukela). 5-10 years relevant experience at middle/ senior management. A minimum of five years' experience at a senior management level. Valid driver's license. Skills & Knowledge: Programme and project management, people management and empowerment, planning, organizing, leading and controlling, technical, decision-making, problem-solving, financial management, policy development, strategic capacity and leadership, financial management. Knowledge of relevant legislation/ Act and prescriptive policies and regulations e.g. Public Service Act, PFMA, treasury regulations, etc

DUTIES : Strategic management and leadership of the programme and sub-programmes within the Economic Technical Cluster Secretariat & Inter Governmental Relations (ETCS & IGR). Assist in managing the functions of the Economic Technical Cluster Secretariat sub-programme as they relate to developing position papers. Manage and participate in the relevant departmental programmes. Manage Inter-Governmental Relations initiatives. Ensure effective and efficient strategic leadership and corporate governance within the programme by meeting all deadlines and timeframes. Ensure continuous enterprise risk management practices within the programme. Facilitate the empowerment of beneficiaries, internally and externally i.e., women, youth and persons with disabilities. Develop strategic priorities and operational plans for the Chief Directorate. Manage departmental quarterly progress reports, annual reports, portfolio committees and Budget speeches. Manage resources in the Chief Directorate.

ENQUIRIES : Ms. L. Wyngaard Tel No: (053) 830 4842

POST 33/339 : **DIRECTOR: DEPARTMENTAL ACCOUNTING REF NO: NCDEDAT/2023/20**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive package)
CENTRE : Kimberley Office
REQUIREMENTS : Undergraduate qualification (NQF level 7) in Accounting or Financial Management. Pre-entry Certificate for SMS is required. 5 years functional experience at middle management level in financial management environment. Knowledge in BAS, Persal, Logis, Vulindlela, Public Finance Management Act, Treasury Regulations, Standard Chart of Accounts. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial and Supply Chain Management. Decision making and problem solving. Valid driver's license. Skills & Knowledge: Planning, report writing, presentation, communication, organizing, leading and controlling, technical, decision – making, problem-solving, social and policy development skills. Knowledge of strategic leadership management, people management, project and programme management, change management, knowledge of relevant legislation/acts and prescriptive policies and regulations e.g., PFMA and financial management prescripts. Understanding of financial accounting principles and philosophy. Ability to conduct financial analysis. Ability to work effectively with officials across the organisation. A self-starter with the ability to work independently without compromising team results. Willingness to travel.

DUTIES : Manage the implementation and compliance of legislative prescripts, policies and procedures within the Directorate. Manage the operations of the financial systems to ensure complete and accurate financial reporting. Manage compliance with statutory requirements, audit, policies and procedure management processes. Management of the resources in the Directorate. Promotion of sound financial accounting practices and reporting in terms of cash management and disbursements. Ensure successful operations on the Accounting Systems as well as sound financial reporting. Manage revenue collection from stakeholders. Manage the salary management unit of the department. Manage the entire Supply Chain Management sub directorate of the department. Ensure record keeping of financial affairs according to prescribed norms and standards. Report to the CFO all aspects of financial matters.

ENQUIRIES : Mr Z. Cader Tel No: (053) 839 4020

POST 33/340 : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NCDEDAT/2023/21**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive package)

CENTRE : Kimberley Office

REQUIREMENTS : Undergraduate qualification (NQF level 7) in Accounting or Financial Management. Pre-entry Certificate for SMS is required. 5 years functional experience at middle management level in financial management environment. Knowledge of BAS, Vulindlela, Public Finance Management Act, Treasury Regulations, Standard Chart of Accounts. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial and asset management. Decision making and problem solving. Valid driver's license. Skills & Knowledge: Planning, report writing, presentation, communication, organizing, leading and controlling, technical, decision – making, problem-solving, social and policy development skills. Knowledge of strategic leadership management, people management, project and programme management, change management, knowledge of relevant legislation/acts and prescriptive policies and regulations e.g., PFMA and financial management prescripts. Understanding of financial accounting principles and philosophy. Ability to conduct financial analysis. Ability to work effectively with officials across the organisation. A self-starter with the ability to work independently without compromising team results. Willingness to travel.

DUTIES : Leadership, accountability and oversight services with respect to departmental management accounting and asset management in support of departmental service delivery. Enabling managers to effectively plan and manage the budgets allocated to programmes and entities in accordance to relevant prescribed legislation, processes and guidelines. Providing decision support systems and financial intelligence in terms of expenditure efficiency and effectiveness. Manage the maintenance of the departmental assets with regards to the safeguarding of assets, recording of assets, asset disposal and physical verification. Manage the effective and efficient utilization of resources of the management accounting unit to ensure effective and efficient service delivery. Drive and coordinate the Directorate's strategic planning process by ensuring and supporting the departments allocation of resources. Advise and report to the CFO on budgetary implications and other matters of importance & provide effective and efficient solutions for strategic interventions in this regard. Coordinating the annual budgeting process. Oversee the Annual and Adjustment Budgets for the department. Assume direct responsibility for the efficient, economic and effective control and management of budget and expenditure. Assume overall responsibility for the management, maintenance and safekeeping of assets as well as the departmental asset register. Ensure record keeping of financial affairs according to prescribed norms and standards. Report to the CFO all aspects of financial matters.

ENQUIRIES : Mr Z Cader Tel No: (053) 839 4020

OTHER POSTS

POST 33/341 : **DEPUTY DIRECTOR: ALTERNATIVE ENERGY (ENGINEERING) REF NO: NCDEDAT/2023/22**

SALARY : R811 560 per annum (Level 11), (all-inclusive package)

CENTRE : Kimberley Office

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Electrical/ Industrial Engineering; Renewable Energy/ Polymer Science at NQF level 7 as recognized by SAQA. A minimum of three to five years of Junior Management experience in the installation of solar panels/ energy policy/ renewable energy project management/ renewable energy investment/ manufacturing of renewable energy components. A valid driver's license. Skills & Knowledge: Strong technical expertise in electrical design engineering. Planning and Organising, Communication (verbal & written), Interpersonal, Problem solving, Project Management, Research and analytical, Conflict resolution and Management skills. Knowledge of national, provincial policy frameworks, local government systems, business and industries driving the Northern Cape Economy. understand the Electricity Act and Energy Crisis. Understanding of the Policy frameworks relevant to industrial sector development (e.g. National Development Plan, Macroeconomic Reform Strategy, Integrated Action Plan, National Industrial Policy Framework (NIPF) and Provincial Growth &

DUTIES

: Development Strategy; National R&D & Innovation Strategy, Industrial Policy Action Plan; New Growth Path). Understanding of Government priorities and mandates. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Public Service Regulations, Occupational Health and Safety Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele), and relevant statutory provisions. Managing and overseeing the design, development, and implementation of electrical systems for renewable energy projects. Provide technical expertise and guidance on electrical design engineering. Develop appropriate policies and strategies for the promotion and integration of renewable energy into the energy economy. Facilitate, implement and monitor the execution of activities to support and sustain the growth of the Renewable & Green Energy industry. Identify and manage key obstacles that obstruct the growth of the sector. Facilitate better access to finance and markets through improved infrastructure facilities and business support. Develop policies and strategies aimed at improving service delivery. Promote coordination between related energy sectors and stakeholders regarding the development, implementation of policies, strategies, legal and regulatory frameworks for renewable energy. Promote and advise on renewable energy and related technologies for submission to Senior Managers. Manage secretariat services required for stakeholder management with respect to strategy development and oversight thereof. Flowing from the strategies and directives, develop annual performance plans for area under responsibility. Develop, coordinate and implement Unit's projects and programmes aligned to the overall Strategy of the Theme/Enabler/Driver. Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the sub-directorate's responsibilities. Manage the resources of the Sub-Directorate.

ENQUIRIES

: Ms M. Musa Tel No: (053) 839 4076

POST 33/342

: **DEPUTY DIRECTOR: ALTERNATIVE ENERGY (ECONOMIST) REF NO: NCDEDAT/2023/23**

SALARY CENTRE REQUIREMENTS

: R811 560 - R952 485per annum (Level 11), (all-inclusive package)
: Kimberley Office
: Applicants must be in possession of a (NQF7) Degree in Economics. A minimum of three to five years of Junior Management experience in renewable energy. Valid driver's license. Skills & Knowledge: Technical, Planning and Organising, Communication (verbal & written), Interpersonal, Problem solving, Project Management, Research and analytical, Conflict resolution and Management skills. Knowledge of national, provincial policy frameworks, local government systems, business and industries driving the Northern Cape Economy. understand the Electricity Act and Energy Crisis. Understanding of the Policy frameworks relevant to industrial sector development (e.g. National Development Plan, Macroeconomic Reform Strategy, Integrated Action Plan, National Industrial Policy Framework (NIPF) and Provincial Growth & Development Strategy; National R&D & Innovation Strategy, Industrial Policy Action Plan; New Growth Path). Understanding of Government priorities and mandates. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Public Service Regulations, Occupational Health and Safety Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele), and relevant statutory provisions.

DUTIES

: Economist to develop appropriate policies and strategies for the promotion and integration of renewable energy into the energy economy. Facilitate and monitor the execution of research activities to support the growth of the Renewable & Green Energy industry. Facilitate and conduct realistic economic analysis and identify key obstacles that obstruct the growth of the sector. Facilitate better access to finance and markets through improved infrastructure facilities and business support. Develop policies and strategies aimed at improving service delivery. Promote coordination between related energy sectors and stakeholders regarding the development, implementation of policies, strategies, legal and regulatory frameworks for renewable energy. Promote and advise on research and development regarding renewable energy and related technologies for submission to Senior Managers. Manage secretariat services required for stakeholder management with respect to strategy development and oversight thereof. Flowing from the strategies and directives, develop annual performance plans for area under responsibility. Develop, coordinate and implement Unit's projects and programmes aligned to

the overall Strategy of the Theme/Enabler/Driver. Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the sub-directorate's responsibilities. Management of the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently. Manage the resources of the Sub-Directorate.

ENQUIRIES : Ms M. Musa Tel No: (053) 839 4076

POST 33/343 : **DEPUTY DIRECTOR: BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) REF NO: NCDEDAT/2023/24**

SALARY : R811 560 - R952 485 per annum (Level 11), (all-inclusive package)

CENTRE : Kimberley Office

REQUIREMENTS : Applicants must be in possession of a (NQF7) Degree in Finance, Economics, Accounting or relevant. A minimum of three to five years relevant experience at Assistant Director level. Valid driver's license. Skills & Knowledge: Planning and Organising, Communication (verbal & written), Interpersonal, Problem solving, Project Management, Research and analytical, Conflict resolution and Management 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, Public Service Regulations, Service Delivery Frameworks (Batho Pele) and relevant statutory provisions.

DUTIES : Monitor, evaluate and report on the achievement of the B-BBEE targets (management control, skills development, enterprise and supplier development, socio-economic development). Create an enabling environment for the implementation of B-BBEE policy in the province. Lobby and advocate business to the concept of B-BBEE. Review and align government procurement procedures with the B-BBEE strategy. Monitoring, evaluation and reporting on the impact of the B-BBEE strategy. Ensure compliance and ongoing commitment to the B-BBEE strategy by the organization, provincial departments, agencies and municipalities. Stakeholder relations management. Conduct literature reviews using existing reports from both private and public sector and benchmark B-BBEE trends in the province within the context of complex multi-stakeholder intergovernmental relations (IGR). Develop Strategies and processes to exploit and stimulate inclusive economic participation initiatives. Manage the resources of the Sub-Directorate.

ENQUIRIES : Ms. A. Ntidisang Tel No: (053) 839 4072

POST 33/344 : **TOURISM OFFICER: TOURISM RESEARCH REF NO: NCDEDAT/2023/25**

SALARY : R294 321 – R343 815 per annum (Level 07)

CENTRE : Kimberley Office

REQUIREMENTS : Grade 12. Three year recognized tertiary qualification (National Diploma NQF 6 or Degree NQF 7) & 3 years relevant work experience. Valid driver's license. Skills & Knowledge: Computer Literacy. Comprehend statistical data. Knowledgeable in Research Methodology implementation process, including analysis design and interpreting data sources, Report writing and Presentation. Relevant government policies and policy development and Tourism Research.

DUTIES : Organize Provincial Tourism forum and local tourism. Identify township forum and local forum. Identify township opportunities studies. Assist with implementation of the visitor Tracking survey. Attend the National Research meeting. Collect, analyse and interpret primary and secondary data. Stakeholder management. Effective and efficient planning of Tourism Growth initiatives. Facilitate statistical projects. Experience in a variety of research processes and methodology. Conduct qualitative and quantitative research, including design, analysis and analyse secondary and primary data.

ENQUIRIES : Mr A. Mlawu Tel No: (053) 830 4858/4862

POST 33/345 : **ADMIN OFFICER: ECONOMIC EMPOWERMENT AND ENTERPRISE DEVELOPMENT REF NO: NCDEDAT/2023/26**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07)
: Kimberley Office
: Grade 12. Three year recognized tertiary qualification (National Diploma NQF 6 or Degree NQF 7) in Business Management or equivalent. Two years' experience in Business Management or Economics environment. Valid drivers license. Skills & Knowledge: Ability to communicate ideas and issues in a tactful, influential manner, verbally and in writing, both formally and informally. Problem solving, computer literacy, numeracy, analytical skills, organizing and report writing. Knowledge of prescripts and legislation that inform Economic Development programmes, strategies and functioning of government. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

DUTIES : Render general administrative support services by drafting memorandums, letters and submissions. Liaise with management and track documents. Coordinate, collate and compile reports and presentations. Ensure adherence to due dates. Assist with secretariat functions relating to sub-directorate. Compile minutes of meetings and assist with logistical arrangement. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate.

ENQUIRIES : Ms. A. Ntidisang Tel No: (053) 839 4072

POST 33/346 : **DESKTOP & APPLICATION SUPPORT OFFICER REF NO: NCDEDAT/2023/27 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07)
: Kimberley Office
: Tertiary Qualification in Information and Communications Technology (NQF 6). A minimum of 2 years practical experience in an Information and Communications Technology environment. Valid driver's license. Skills & Knowledge: Problem solving, technical, numeracy, literacy, analytical, communication, organizing and project management skills. Knowledge of hardware and software support, IT help desk and customer support, installation & maintenance of computers, network support, systems support, hardware and software auditing, IT procurement, financial management, driving skills and operation of equipment.

DUTIES : Render Hardware and Software Support to the Department: Install, test, and maintains a variety of personal computing and network hardware and software systems; performs diagnostic tests, modifies or repairs/replaces hardware. Provides support to a diverse user community which includes managers and administrative staff in the proper application of existing or new personal computer software and hardware systems. Renders network support and maintenance within the Department's network environment: Identify, troubleshoots and resolves network-related problems encountered by end-users on the local network, the Internet, Intranet and e-mail. Configures and installs Windows workstations operating systems in response to the demands of a complex network design. Assist with the IT audit process. Assist with the IT procurement process. Report writing. Receive calls for assistance, installations, and general maintenance; logs calls and takes appropriate action to ensure a satisfactory response with acceptable time frames for the user community; provides management and status reports on all requests. Renders personal computer hardware and software troubleshooting, installation, repair, problem diagnosis, and implementation.

ENQUIRIES : Mr M. Makhathe Tel No: (053) 839 4011

POST 33/347 : **ORGANIZATIONAL DESIGN PRACTITIONER REF NO: NCDEDAT/2023/28**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07)
: Kimberley Office
: Tertiary qualification (NQF 7) in Industrial and Organisational Psychology or related Organisational Design qualification. 0-2 years relevant experience within an OD environment. Valid driver's license. Skills & Knowledge: Planning, report writing, communication, organizing, technical and conflict management.

DUTIES : Knowledge of legislation, policy and prescripts in the Public Service, job evaluation/benchmarking processes and organisational design.
 : Facilitate Job Evaluation Processes, facilitate implementation of OMF: Collecting information for SDIP, Service Standards, Service Charters, SDM and SOP'S, collecting information for HR Planning and HRPIR reports, Facilitation of Batho Pele initiatives, Render organizational design Identify the needs for changes to the organogram and establishment services. Conduct research, develop and design of organogram. Render Administrative support in the unit.

ENQUIRIES : Ms M. Barlow Tel No: (053) 839 4075

POST 33/348 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: NCDEDAT/2023/29**

SALARY CENTRE REQUIREMENTS : R202 233 – R235 611 per annum (Level 05)
 : Kimberley Office
 : A senior/grade 12 certificate. A minimum of one year experience in Supply Chain Management under Logistics/Acquisitions Management. Knowledge of BAS and LOGIS will be an added advantage. Computer literacy (MS Word and Excel). A valid driver's licence. Skills & Knowledge: Basic knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Interpersonal skills. Good communication skills (verbal and writing). Sense of responsibility and ability to work under pressure. Demonstrate good work ethics.

DUTIES : Identify prospective service providers on the Central Supplier Database and then procure goods and services in line with the approved requisition and procurement prescripts and thresholds. Compile comparative schedules for all quotations received including due diligence to ensure value for money and transparency. Verify and capture source documents. Receive goods, check and reconcile with respective orders in accordance with departmental policies and procedures and compliant with applicable legislative requirements. Capture accurately on the financial and procurement systems. Ability to conduct business with integrity and in a fair and reasonable manner. Ability to promote mutual trust and respect. Ability to meet tight deadlines whilst delivering excellent results. Service delivery orientation.

ENQUIRIES : Ms. Y. Pheiffer Tel No: (053) 839 4006

POST 33/349 : **ASSET MANAGEMENT CLERK REF NO: NCDEDAT/2023/30**

SALARY CENTRE REQUIREMENTS : R202 233 – R235 611 per annum (Level 05)
 : Kimberley Office
 : A senior/grade 12 certificate. A minimum of one year experience in Asset Management including the procurement of assets. Computer literacy (MS Word and Excel). A valid driver's licence. Skills & Knowledge: Basic knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Interpersonal skills. Good communication skills (verbal and writing).

DUTIES : Render asset management clerical support. Compile and maintain records (asset records/ database), Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete assets for disposal. Render demand and acquisition clerical support. Update and maintain the asset management database. Request and receive quotations. Place orders. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Asset verifications.

ENQUIRIES : Mr. T. Raboikanyo Tel No: (053) 839 4047