

**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** : Applications quoting the relevant reference should be forwarded as follows:
The Head of the Department, Post To: Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or Hand Deliver to: MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Post Office Building, Kimberley or Email applications to: dedathra@ncpg.gov.za
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 10 March 2025
- NOTE** : Interested applicants must submit their applications for employment to the address specified above. The application must include a duly completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Please note a separate application is required for each position applied for. Applications received using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed and dated). Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 will be considered, (Section A, B, C, D and F compulsory). Section E and G, it is acceptable if applicants indicate "refer to CV", only if a recently updated comprehensive CV (with detailed qualifications and previous experience is attached. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview following a formal communication from Human Resources unit. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department reserves the right not to make any appointment(s) to the above post/s. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign the performance agreement within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. 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. Fingerprints will be taken on the day of the interview. The Department 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).

OTHER POSTS

POST 07/231 : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT, TRAINING AND CAPACITY DEVELOPMENT REF NO: NCDEDAT/2025/01**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of a Degree (NQF: 7) in Human Resource Management/ Public Administration or related fields. 3 years admin officer experience in Human Resource Development environment. Supervisory experience will be an added advantage. A valid driver's licence. Knowledge & Skills: Knowledge of Relevant Legislation / Acts, Prescriptive Policies & Regulations. Financial Management. Project Management. Human Resource Management. Technical skills, Leading, Planning and Organising Skills. Communication Skills (verbal & written). Interpersonal Skills and Problem-Solving skills.

DUTIES : Provide support in the Development and Implementation of Human Resource Development Strategy, assist in developing the Human Resources Development Strategy framework (HRDSF), Coordinate skills audit process, Coordinate WSP implementation. Coordinate data collection for quarterly and annual reports on training, training expenditures and PMDS stats. Coordinate the implementation of the bursary scheme Development, Implementation, Monitoring and Evaluation of HRD Policies and Procedures, Provide assistance in research and development of HRD policies. Compile inputs in the review process of HRD policies. Raise awareness on approved HRD policies. Assist in monitoring implementation of HRD policies. Monitor the Performance System within the Department, verify data and consolidate statistics of performance documents captured on performance Management compliance. Capture SMS EPMDs documents. Submit and report compliance statistics. Co-ordinate logistics for SL1-12 Moderation Committee, IRC and Appeals panel. Analyses, consolidate and quality assure the minutes and reports of the committee sittings. Assist with secretarial support for SMS Moderation. Type SMS Performance outcome letters. Close SMS files and submit to registry. Compile SL1-12 Submission. Compile schedule of pay progressions. Attend to performance management related enquires and assist with advice. Coordinate Training and Skills Development Programmes and Rendering effective Human Resource Development Services, Coordinate the appointment of internship, learnership and career exposure learning programmes. Coordinate quarterly reporting process of intern and Mentors. Compile Internship and mentorship reports. Coordinate generics and Programme Specific training for employees. Conduct training needs analysis. Assist with the development of the work place skills plan. Facilitation of skills development. Manage Human Resources within the unit, Perform midyear and annual performance assessments of HR practitioners(s). Leave administration. Assist with training and development of subordinates within the component.

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

POST 07/232 : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT: MONITORING AND EVALUATION REF NO: NCDEDAT/2025/02**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of (NQF 6) Tertiary Qualification in Public Administration/ Public Management. 2-4 years' relevant experience within a Monitoring and Evaluation environment. Skills and Knowledge: Knowledge of Monitoring and Evaluations systems and tools. Planning and organising. Compilation of M&E reports. M&E systems and tools, Planning. Organising, Analysing and Computer (Software).

DUTIES : Monitor and evaluate the targets set out in the Provincial Growth and Development Plan. Monitor the Department's performance against Strategic and Annual performance plan. Data analysis and interpretation. Collect data for projects and recommend interventions where necessary. Monitor trends in sectors to inform planning and decision-making.

ENQUIRIES : Mr. M Maibi Tel No: (053) 839 4000

DEPARTMENT OF TRANSPORT SAFETY AND LIAISON

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department

- APPLICATIONS** : Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, T&I,69 Memorial Road, Kimberley, 8300.Email: dtsl_recruitment@ncpg.gov.za. "Note" in line with DPSA Circular 19 of 2022, applicants are submitting Z83 and CV Only,
- FOR ATTENTION** : Ms.J.J.Jafta
- CLOSING DATE** : 14 March 2025
- NOTE** : Note" in line with DPSA Circular 19 of 2022, applicants are required to submit the new employment Z83 form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Only Z83 and CV must be submitted on application, all other documents are submitted by shortlisted candidates only. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

MANAGEMENT ECHELON

- POST 07/233** : **SENIOR MANAGER REF NO: S4.1 /02/ 14**
Directorate: Transport Regulations
- SALARY** : R1 216 824 - R1 433 355 per annum (Level 13), (all – inclusive remuneration package)
- CENTRE** : Kimberley (Head Office)
- REQUIREMENTS** : Minimum qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA). 5 years of experience at a middle/ senior managerial level in the Transport Regulation environment. A degree in Traffic Management. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid code B Driver's License. Knowledge: National Road Traffic Act. National Land Transport Strategic Framework. Departmental service delivery principles. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational, Conflict Resolution / Problem Solving.
- DUTIES** : Manage and control the issuing of motor vehicle licenses: Manage vehicle registration and authorization. Manage the National Traffic Information System in the Province. Manage driver and vehicle regulation and Standards. Enforce

compliance with the registration and licensing of all motor vehicles: The enforcing of compliance of driving license testing centers with the road traffic act. The enforcing of compliance of vehicle testing centers with the road act. The enhancing of control measures to stop crime and corruption. Maintain law and order for all modes of transport by providing quality traffic policing: The rendering of effective provincial traffic law enforcement oversight monitoring and evaluation services. The rendering of effective traffic law enforcement operations management and control services. The provision of transport law enforcement services. Manage, issue and control operating licenses and permits: Direct provision of road based public passenger transport registration services. Direct management of the processing of applications for operating licenses. The management of traffic law enforcement fees analysis, and reconciliation. The administering of traffic law arising from traffic infringements. Promote traffic safety: The promotion of traffic safety education in schools. The promotion of traffic safety through community-based structures. The promotion of traffic safety awareness through communication. The rendering of effective traffic safety oversight and support. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of asset.

ENQUIRIES

: Mr. Rodney Pieterse at 082 442 0800

OTHER POSTS

POST 07/234

: **ASSISTANT DIRECTOR: INSTITUTIONAL PERFORMANCE REF NO: S4.1/02/11**

SALARY CENTRE REQUIREMENTS

: R444 036 – R532 602 per annum
 : Kimberley
 : Applicants should be in possession of a Bachelor's Degree or National Diploma (NQF 6 or 7) in any one of the following disciplines: Public Administration, Statistics or Internal Auditing. A minimum of 3 years' experience obtained in Institutional Performance and data within the public sector. Knowledge and understanding of public service policies and procedures related to performance information. Competencies: The following key competencies and skills are required for the position: Knowledge of the relevant legislation/policies/prescripts and procedures Manage interpersonal conflict and problem solving Planning and organizing Computer literate (MS Word, Excel, PowerPoint Proficient at the Public service Electronic Quarterly reporting System (EQPRS) and the Northern Cape Provincial Information Management System (PIMS) Excellent data analysis skills Good written and verbal communication skills Ability to develop written reports and action plans Sound Organisational skills Ability to function well under pressure and work within a team or independently.

DUTIES

: Provide support with the facilitation of information sessions within the Department and give advice to management in matters relating to verification of performance information as required by the Internal Auditor and Auditor-General; Design data collection instruments for Directorates; Collect and collate inputs from all Directorates towards the development of Monthly, Quarterly and Annual Reports of the Department, and ensure finalisation and routing thereof; Evaluate the departmental reports and assessment of impact and sustainability of programmes; Assist with the implementation of performance measurement frameworks and policies; Develop, manage and maintain departmental monitoring and evaluation framework and system; Represent the Department in national and provincial meetings on matters related to monitoring and evaluation, Attend and participate in scheduled national and provincial meetings/fora; Participate in the development and implementation of an organisational performance and monitoring and evaluation system aligned to policies, strategies, guidelines and directives;

		Participate in coordination of management responses to audit findings on performance information (Internal Audit and Auditor General of South Africa Mrs J. Jafta 069 2246 157/ Ms. R Williams at 071 678 4504
<u>ENQUIRIES</u>	:	
<u>POST 07/235</u>	:	<u>CASHIERS SUPERVISORS REF NO: S4.1 /02/ 13 (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum
	:	Registering Authority: De Aar (Pixley Ka Seme District) (X1 Post) Churchill (John Taolo Gaetsewe District) (X1 Post) Uptington (ZF Mgcawu District) (X1 Post) Springbok (Namakwa District) (X1 Post) Kimberley (Francis Baard District) (X2 Posts)
<u>REQUIREMENTS</u>	:	Post Matric Qualification in Financial Management / Economics or Accounting Grade 12 Computer writing No criminal record Driver's Licence Code B. The following will service: Good interpersonal skills, verbal and written communications skills. As Recommendations: Ability to work under pressure and display initiative Planning and general administrative skills.
<u>DUTIES</u>	:	Supervising subordinates and the activities of registering authority cashiers at provincial motor vehicle licence (MVL) renewal sites. Deifying transaction performed at the MVL renewal sites. Performing queries on the National Traffic Information System (NaTIS). Handling general and NaTIS related enquiries from clients. Verifying and reconcile collected revenue. Liaising with Provincial Helpdesk. Maintaining proper filling system. Interpretation of the National Road Traffic Act and its Regulations. Submitting reports of management. Keeping and maintaining PMDS reports of subordinates. To maintain high level of professional ethics. To sign contract of confidentiality, National Code of Conduct, Disciplinary Code on procedures in the Public Service and NaTIS Undertaking (NUU).
<u>ENQUIRIES</u>	:	Ms.K Paai at 081 2383 332 / Ms. J Jafta at 069 224 6157 / Email: jjafta@ncpg.gov.za
<u>NOTE</u>	:	(woman and persons with disabilities are encouraged to apply)
<u>POST 07/236</u>	:	<u>PROVINCIAL INSPECTORS (X23 POSTS)</u>
<u>SALARY CENTRE</u>	:	R255 450 - R300 912 per annum (Level 06)
	:	Kimberley Traffic Station Ref No: S4.1 /02 /01 (X1 Post) Uptington Traffic Station Ref No: S4.1 /02 /02 (X4 Posts) Colesberg Traffic Station Ref No: S4.1 /02/ 03 (X5 Posts) Mothibistad Traffic Station Ref No: S4.1/ 02/ 04 (X3 Posts) Springbok Traffic Station Ref No: S4.1/ 02/ 05 (X2 Posts) Jan Kempdorp Traffic Station Ref No: S4.1/02/ 06 (X1 Post) Richmond Traffic Station Ref No: S4.1/ 02/ 07 (X2 Posts) Britstown Traffic Station Ref No: S4.1/ 02/ 08 (X2 Posts) Olifantshoek Traffic Station Ref No: S4.1/ 02/ 09 (X1 Post) Calvinia Traffic Station Ref No: S4.1/02/ 10 (X2 Posts)
<u>REQUIREMENTS</u>	:	Matric Certificate, Traffic Officer Diploma from accredited training institution as recognised by RTMC. 1 Year practical experience in traffic law enforcement A valid driver's license code B manual transmission Computer literate. Medical Examination proof (submitted only when shortlisted) - Be medical fit and work under strenuous Conditions Saps Clearance Certificate- No criminal record or case pending against you Be willing to be vetted. Knowledge And Skills: Good record and resource management Good customer relationship management abilities Completion of law enforcement documents Knowledge and understanding of road traffic and public transport legislation and policies and guidelines Knowledge of vehicle inspections and vehicle impoundment Knowledge of firearm and ammunition Act 60/2000 Code of conduct Knowledge of departmental guidelines on overload control and escort duties Knowledge of operational guidelines on law enforcement equipment Ability to work under pressure Good observation skills (moving violations/defects) Good driving and negotiation skills Sound interpersonal and conflict resolution skills Good written and verbal communication skills in at least two of the provincial official languages.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger, Transport and other relevant legislations Provide visible Traffic Control/ Policing Perform all administrative activities and related duties Perform standby duties and shifts. Work over

weekends and public holidays when required Attend to accidents and provide traffic control duties.

**ENQUIRIES
NOTE**

: Mrs J. Jafta at 069 2246 157/ Email: jajafta@ncpg.gov.za
: NB: Applicant may be transferred/deployed to any location where the need is identify at the discretion of the department. Directorate: Strategic Management, Organisational Development and Institutional Performance (Woman and persons with disabilities are encouraged to apply)

POST 07/237

: **CASHIERS: REVENUE CLERKS REF NO: S4.1 /02 /12 (X56 POSTS)**

**SALARY
CENTRE**

: R216 417 – R254 928 per annum (Level 05)
: Registering Authority: Groblershoop (!Kheis local municipality) (X2 Posts)
Postmasburg (Tsantsabane local municipality) (X2 Posts)
Danielskuil (Kgatelopele local municipality) (X2 Posts)
Upington (Dawid Kruiper local municipality) (X3 Posts)
Keimoes (Kai !Garib local municipality) (X2 Posts)
Kakamas (Kai !Garib local municipality) (X2 Posts)
Pofadder (Khai – Ma local municipality) (X2 Posts)
Springbok (Namakhoi local municipality) (X2 Posts)
Calvinia (Hantam local municipality) (X2 Posts)
Loriesfontein (Hantam local municipality) (X2 Posts)
Colesberg (Umsobomvu local municipality) (x2 Posts)
De Aar (Emthanjeni local municipality) (X2 Posts)
Carnavon (Kareeberg local municipality) (X2 Posts)
Richmond (Ubuntu local municipality) (X2 Posts)
Hopetown (Thembelihle local municipality) (X2 Posts)
Fraserburg (Karoo Hoogland local municipality) (X2 Posts)
Sutherland (Karoo Hoogland local municipality) (X2 Posts)
Williston (Karoo Hoogland local municipality) (X2 Posts)
Kathu (Gamagara local municipality) (X2 Posts)
Olifantshoek (Gamagara local municipality) (X2 Posts)
Mothibistad (Ga-Segonyana local municipality) (X2 Posts)
Churchill (Joe Morolong local municipality) (X4 Posts)
Kimberley (Sol Plaatje local municipality) (X6 Posts)
Barkley West (Dikgatlong local municipality) (X2 Posts)
Jan Kempdorp (Phokwane local municipality) (X2 Posts)

REQUIREMENTS

: Grade 12 Computer Literacy No criminal record The following will serve as recommendations: Good interpersonal skills, verbal and written communications skill Ability to work under pressure and display initiative, time management and innovation to promote service delivery.

DUTIES

: Perform the Motor vehicle licensing renewal function Perform daily cash-up duties Filing and safeguarding of all revenue documents generated or received Performing Transaction on National Traffic Information System (NaTIS) Handling general and NaTIS related enquiries from clients To maintain high level of professional ethics The successful candidates will be expected to sign a contract of confidentiality, National Code of Conduct, Disciplinary Code on procedures in the Public Service and the NaTIS Undertaking (NUU).

**ENQUIRIES
NOTE**

: Ms.K Paai at 081 2383 332 / Ms. J Jafta at 069 224 6157
: People with disabilities are encouraged to apply.