

**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 Acting Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand deliver to: MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.

FOR ATTENTION : Mr H. Williams

CLOSING DATE : 28 September 2018

OTHER POSTS

POST 37/139 : **MANAGER: EMPLOYEE HEALTH AND WELLNESS**

SALARY : R697 011 (all inclusive package) (SL11)

CENTRE : Kimberley Office

REQUIREMENTS : A 3 year tertiary qualification in Social Sciences or Health Sciences or equivalent, with at least 3-5 years' relevant experience on Assistant Director Level in the EHW environment.

DUTIES : Manage the implementation and promotion of HIV/AIDS, STI and TB, prevention support and treatment programmes. Ensure the facilitation and promotion of Health and Productivity Management within the department. Manage the implementation of Safety, Health, Environment and Risk Quality. Implementation and provisioning of Health and Wellness related interventions. The incumbent will be expected to also manage the gender equity and mainstreaming programmes in the department.

ENQUIRIES : Adv M.S. Phera Tel No: (053) 839 4028

POST 37/140 : **OFFICE MANAGER: OFFICE OF THE HOD**

SALARY : R697 011 per annum (all inclusive package) (SL11)

CENTRE : Kimberley Office

REQUIREMENTS : Relevant 3-year tertiary qualification with 3-5 years' experience in office administration. Valid driver's licence will be pre-requisite.

DUTIES : Undertake policy and/or line function tasks as required. Execute research, analyse information and compile complex documents. Draft responses for submission to internal and external authorities. Co-ordinate external strategic alliances between the office of the HOD and other stakeholders; Liaise with stakeholders to ensure integration of programmes. Provide strategic support within the office of the HOD. Collect and compile information for the HOD with regard to issues that needs to be discussed and actioned. Provide secretariat services and compile the agenda of meetings chaired by the HOD and ensure circulation of accompanying memoranda. Co-ordinate in cooperation with HR and Ethics Officers the performance agreements/assessments and financial disclosures pertaining to members of SMS's; Manage general support services in the office of the HOD. Set up and maintain systems in the Office that will ensure efficiency of the office. Establish, implement and maintain effective process/procedures for information and documents flow to and from the office. Manage the financial and human resources, of the office of the HOD.

ENQUIRIES : Adv. M. S. Phera Tel No: (053) 839 4028

POST 37/141 : **ASSISTANT MANAGER: JOB EVALUATION**

SALARY : R356 289 per annum (SL9)

CENTRE : Kimberley Office

<u>REQUIREMENTS</u>	:	A relevant 3 year tertiary certification or equivalent qualification. Minimum of three years' experience in Public Administration. Proven training and experience as a Job Evaluation Analyst.
<u>DUTIES</u>	:	Assist with the development of organisational structures and post establishment within the department. Supervise the rendering of a job evaluation function. Assist with the compilation of HR Plans and HR Implementation Reports.
<u>ENQUIRIES</u>	:	Mr H. Williams Tel No: (053) 839 4076
<u>POST 37/142</u>	:	<u>ASSISTANT MANAGER: DEVELOPMENT AND SUPPORT (CO-OPS)</u>
<u>SALARY</u>	:	R356 289 per annum (SL9)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	3 Year tertiary qualification in Economics / Entrepreneurship / Business Management 3 years' relevant experience in business support environment; preferably Co-operatives sector.
<u>DUTIES</u>	:	Manage the establishment and advocacy of Co-operatives in the Province. Ensure that support and advice is provided to the clients in terms of the access to markets. Facilitate market research in order to provide sound advice to clients. Coordinate the dissemination of information through awareness campaigns. Ensure that support is provided to clients in terms of financial and non-financial support. Manage the coordination of coaching and mentoring programmes for clients in terms of the establishment of the co-operatives. Oversee projects and correct implementation of the business plan. Identify skills needs and give input on strategic planning. Manage the monitoring and progress of established co-operatives. Facilitate the gathering of information regarding the progress made and success of the established business for reporting purposes. Ensure the maintenance of a client database. Prepare unit budget and quarterly reports.
<u>ENQUIRIES</u>	:	Mr V. Mothibi Tel No: (053) 802 1613
<u>POST 37/143</u>	:	<u>ASSISTANT MANAGER: LOCAL ECONOMIC DEVELOPMENT</u>
<u>SALARY</u>	:	R356 289 per annum (SL9)
<u>CENTRE</u>	:	Namakwa (Springbok) Office
<u>REQUIREMENTS</u>	:	A Bachelor Degree in Economics/ Business / Management /Development Studies is required. At least 3 year's relevant LED experience. Understanding of confidentiality in Government. Valid driver's licence. Knowledge of the Northern Cape Province socio-economic and geographic profile. All elements of Management including, but not limited to: Financial, stakeholder, project, business management. The skills, experience and knowledge required will be as follow: business, strategic planning and research. Knowledge of government policies and processes, above average skills in IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite.
<u>DUTIES</u>	:	To assist District and Local Municipalities to develop local economies in partnership with key stakeholders as identified by the Provincial LED Strategy and local LED Strategies. To provide project support and advice for LED projects at District and Local Municipal level. To facilitate and support the Local LED Strategy alignment, development and integration of LED, IPAP, NDP, PSDF and the PGDS for customized district and local LED support. To assist the district and local municipalities to improve their ability to leverage competitive and comparative advantage for growth, to coordinate and facilitate skills development and capacity building among LED practitioners and officials at district and local municipal level. Support and assist Provincial, District and Local LED Forums.
<u>ENQUIRIES</u>	:	Mr H. Louw Tel No: (053) 802 1638
<u>POST 37/144</u>	:	<u>ASSISTANT MANAGER: STRATEGIC MANAGEMENT</u>
<u>SALARY</u>	:	R356 289 per annum (SL9)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	Relevant B-Degree or equivalent qualification. Minimum of three years' experience in Public Financial Management. Knowledge and understanding of the Medium Term Strategic Framework, the Framework for the Strategic Plans and Annual

Performance Plans, the Policy Framework for Government wide Monitoring and Evaluation and the Framework for managing Programme performance information.

DUTIES : Align strategic and annual performance planning with emphasis on the outcome oriented monitoring and evaluation approach. Align strategic and annual performance plan with other broader plans, policies, projects and programmes. Align annual performance plan, budget statement #2 and the budget speech. Communicate possible policy, planning and strategic changes at National and Provincial level. Conduct Environmental and stakeholder analysis to establish needs and priorities. Develop and maintain systems and structures to optimise planning processes.

ENQUIRIES : Mr T. Palm Tel No: (053) 839 4050

POST 37/145 : **ASSISTANT MANAGER: KNOWLEDGE MANAGEMENT (MIS)**

SALARY : R356 289 per annum (SL9)
CENTRE : Kimberley Office
REQUIREMENTS : Relevant 3 year qualification in Computer Sciences, Information Management, Information Technology and/or Knowledge Management sciences. 3 years Practical experience in Knowledge management or related fields. Experience in community development and related policies/Implementation strategies. Must have driver's Licence.

DUTIES : Develop Stakeholders partnerships to support Knowledge Economy. Develop Stakeholder relationships to improve efficiency and effectiveness. Liaise with departmental stakeholders to ensure effectiveness and efficiency of interventions. Establish and maintain stakeholder database. Analyze target community needs and develop appropriate partnerships and solutions. Implement Knowledge Economy/ICT Interventions appropriate to the target community needs. Support the monitoring and evaluation requirements of implemented interventions.

ENQUIRIES : Mr. R. Grewan Tel No: (053) 830 4836

POST 37/146 : **ASSISTANT MANAGER: RESEARCH AND DEVELOPMENT**

SALARY : R356 289 per annum (SL9)
CENTRE : Kimberley Office
REQUIREMENTS : Relevant B-Degree with Economics or statistics and training courses in management practices OR policy development. 3 Years working experience preferably in research environment.

DUTIES : Conduct Economic Research to enhance Provincial Economic Development planning. Contribute towards the development of the departmental research agenda outlining the research priorities of the Department over Medium term expenditure Framework (MTEF) period. Compile Economic intelligence reports based on the research and analysis of international, national, regional and provincial economic and social data. Support departmental initiatives/projects through research advisory services. Build sound and sustainable relationships with relevant stakeholders to enhance provincial research capacity. On-going job accountabilities (Ad-HOC).

ENQUIRIES : Ms. K. Nkosi Tel No: (053) 830 4861