

**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), 13<sup>th</sup> Floor (Registry Office), Post Office Building, Kimberley or Email applications to: [dedathra@ncpg.gov.za](mailto:dedathra@ncpg.gov.za)
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 19 August 2024
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). 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). 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 (Section A, B, C, D and F compulsory. Section E and G ignore if a recently updated comprehensive CV is (with detailed previous experience) is required. 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. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete, faxed and 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 shortlisted candidates will be subjected to a technical and integrity 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. 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). Women and persons with disabilities are encouraged to apply.

## OTHER POSTS

**POST 28/150** : **DEPUTY DIRECTOR: SECURITY, RECORDS & FACILITIES MANAGEMENT REF NO: NCDEDAT/2024/01**

**SALARY CENTRE REQUIREMENTS** : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive TCE package)  
: Kimberley Office  
: Applicants must be in possession of a Degree (NQF7) in Business Management / Administration or Security Management/ Facilities Management. 3- 5 years relevant experience at Assistant Director Level within security, records and facilities management environment. A valid driver's license. Skills & Knowledge: Knowledge of Security, facilities and Records Management. Knowledge of relevant government processes, procedure and policies. MISS. State Security Sector and Criminal Justice System and Technical skills, Planning and organising skills, Communication skills (verbal & written), Interpersonal skills, Problem solving skills, Project management skills, Negotiation skills and analytical skills, Conflict resolution, Management skill.

**DUTIES** : Management of total security functions in the department: Develop and implement security management policies, systems and procedures. Monitor the adherence to implementation of information technology policies based on MISS. Liaise with security organs of the state/ security agencies. Manage screening and vetting processes (personnel, service providers etc.). Administer and monitor the implementation of security measures, including access control. Conduct investigations on reported cases. Manage resources in the Sub-directorate: Verify invoices. Monthly meetings with subordinates. Monthly meetings with service providers. Effective management of records of the department. Develop record management policies. Manage and monitor compliance of a filing system according to the National Archives Act. Provide and maintain internal records Management including Electronic Document Management System and provide Registry services. Effective management of facilities: Monitor agreements/ contracts related to facility management. Facilitate maintenance of buildings. Manage reception and switchboard services. Manage and monitor food aid, cleaning and messenger services. Manage the resources of the Sub-Directorate.

**ENQUIRIES** : Mr TG Ngamole Tel No: (053) 839 4028

**POST 28/151** : **DEPUTY DIRECTOR: ALTERNATIVE ENERGY (ECONOMIST) REF NO: NCDEDAT/2024/02**

Re-advertisement: Applicants who have previously applied must re-apply

**SALARY CENTRE REQUIREMENTS** : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive TCE package)  
: Kimberley Office  
: Applicants must be in possession of a (NQF7) Degree in Economics. A minimum of three to five years of Assistant Director level 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** : Mr. R Warie Tel No: (053) 839 4000
- POST 28/152** : **LEGAL ADMINISTRATION OFFICER: CONSUMER PROTECTION AUTHORITY REF NO: NCDEDAT/2024/03**
- SALARY CENTRE REQUIREMENTS** : R444 036 - R532 602 per annum (Level 09)  
 : Kimberley Office  
 : Applicants must be in possession of a LLB degree or equivalent Law Degree. 2-3 years' experience in litigation, which focuses on drafting court documents, summons' and reports as well as arguing matters in a court of law. Public sector experience would be an added advantage. 2-3 years supervisory experience would be an added advantage. Valid driver's license. Skills & Knowledge: Extensive knowledge of the Consumer Protection Act, National Credit Act and all relevant regulations. Knowledge of National and Provincial Public services. Regulations and directives. Knowledge of how the consumer related industries operate Problem solving skills. Computer skills, Numeracy skills, Literacy skills. Research and argumentative skills. Good communication skills, preferably two official languages, one must be English and the other can be any other official language used in the province. Legal drafting skills.
- DUTIES** : Review inspect/investigating officers' case files referred for legal proceedings: Provide guidance to Inspectors/Investigating Officers with regard to legislative implications on consumer complaints. Guidance in the investigation and mediation process by Investigating Officers. Peruse investigation files for consumer Court referrals. Legal Advisory Services: Provide guidance to Inspectors/Investigating Officers with regard to legislative implications on consumer complaints. Maintain legal library and advise management of latest applicable findings. Conduct research for policy, legislative and regulatory improvements. Litigation Management: Gather information and compile case dockets. Maintain and ensure case dockets management. Draft Consumer Court Documents. Prosecute matters in the Consumer Court. Consult with consumers. Negotiate with respondents or representatives. Compile and Report: Compile monthly and quarterly reports for the Department with reference to complaint statistics. Compile any other reports where complaints statistics and trend analysis are reflected. Manage the resources of the Sub-Directorate.
- ENQUIRIES** : Adv DP Olivier Tel No: (053) 839 4000
- POST 28/153** : **INSPECTOR: INVESTIGATING OFFICER: CONSUMER PROTECTION AUTHORITY REF NO: NCDEDAT/2024/04**
- SALARY CENTRE REQUIREMENTS** : R376 413 - R443 403 per annum (Level 08)  
 : Kimberley Office  
 : Applicants must be in possession of a (NQF 6) National Diploma in Forensic Investigation or Policing. 3-5 years Relevant experience in an investigation environment. A valid Driver's license Skills & Knowledge: Knowledge of applicable policy prescripts and practices. Knowledge of applicable legislation relating to consumer matter, namely consumer protection act, 2008 and

Northern Cape consumer protection act, 2012. Administration procedure relating to specific working environment including norms and standard. Knowledge of FUCA, PFMA, and Public Service Act. Ability to communicate ideas and issues to an audience in a tactful influential manner, verbally and in writing, informally and formally. Problem solving skills. Computer skills, Numeracy skills, Literacy skills.

**DUTIES** : Compilation and submission of monthly reports on all activities: Collect and consolidate information in order for submission of monthly reports on cases received, cases resolved, cases pending, inspections conducted and savings for consumers. Collect and consolidate information as part of the portfolio of evidence together with the monthly reports. Promoting adherence to the process of protection of Consumers: Conduct investigations of unlawful business practices and non-compliance with Northern Cape Consumer Protection Act, 2012 and Consumer Protection Act 2008. Collecting comprehensive and complete evidence at business premises during investigation of case dockets. Collection of information and compilation of case dockets. Handle complaints/ disputes resolution between consumers and service providers. Advocating for the eradication of unlawful business practices: Handling resolution of matters where relevant and necessary by way of negotiation, secure consent order in accordance with Northern Cape Consumer Protection Act 2012 and Consumer Protection Act 2008. Collaborate with National Consumer Commission, National Credit Regulator, SAPS, NRCS AND Ombudsman. Provide guidance in development of complaints investigation processes and procedures. Provide guidance to consumers on relevant consumer legislation and regulations that exist in the Northern Cape Province. Advocating for compliance in terms of the Northern Cape Consumer Protection Act: Conduct inspections at business premises in accordance with the relevant legislation. Issue compliance notices where relevant, in accordance with Consumer Protection Act, 2008 and Regulations related thereto. Conduct detailed evaluation of complaints to assess validity, jurisdiction and priority. Conduct follow-up inspections on non-compliant service providers' premises/ businesses: Conduct follow-up inspections on businesses where non-compliance notices were issued. Escalate repetitive non-compliance of businesses to Consumer Court for the issuing of administrative fines in accordance with the relevant acts. Promote a culture of responsible spending and compliance: Conduct education and awareness programmes throughout the province by educating consumers and service providers on their rights and responsibilities in terms of the Consumer Protection Act 2008.

**ENQUIRIES** : Adv DP Olivier Tel No: (053) 839 4070

**POST 28/154** : **PERSONAL ASSISTANT: TRADE AND SECTOR DEVELOPMENT REF NO: NCDEDAT/2024/05**

**SALARY** : R308 154 - R362 994 per annum (Level 07)  
**CENTRE** : Kimberley Office  
**REQUIREMENTS** : Diploma/ Degree (NQF: 6/7) in Office Management/ Administration/Management. 2-3 years relevant experience in a secretarial environment. A valid driver's licence. Skills & Knowledge: Knowledge of relevant legislation and policies. Ability to analyze documents and situations. Financial administration. Good communication skills, organizing skills, people skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy and digital solutions (Ms. Teams, Word, Excel, PowerPoint, Zoom, Acrobat). Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally. Client orientated. Commitment. Integrity. Professionalism. Loyal. Punctuality. Accuracy. Ability to work under pressure. Organizing and report writing skills.

**DUTIES** : Provide a personal assistant / receptionist support service to the Chief Director: Receive calls in an environment where, in addition to the calls for the chief director, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work and report preparation for the chief director. Record the engagements of the chief director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the chief director regarding engagements. Compile realistic

schedules of appointments. Render administrative support services to the Chief Director: Ensure the effective flow of information and documents to and from the office of the chief director. Ensure the safekeeping of all documentation in the office of the chief director in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. Progress reports, Monthly reports & Management Reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the chief director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the chief director and the unit where required. Ensure procurement tracking is kept up to date. Collect, analyse and collate information requested by the chief director. Clarify instructions and notes on behalf of the chief director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the chief director. Manage the leave register and telephone accounts for the chief director. Handle the procurement of standard items like stationary, refreshments etc for the activities of the chief director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Process the travel and subsistence claims for the chief director. Perform administrative duties such as operate and ensure that office equipment such as photocopiers are in good working order and deal with any maintenance issues. Provide support to Chief Director regarding meetings: Scrutinize documents to determine actions/information/other documents required for meetings of the chief director. Collect and compiles all necessary documents for the chief director to inform him/her on the contents. Record minutes/decisions for meetings of the chief director / unit. Communicate to relevant role-players, follow-up on progress made. Host virtual meetings Prepare briefing notes for the chief director as required. Coordinate logistical arrangements for meetings when required. Coordinate boardroom bookings. Provide information and records management services in the Directorate: Filing of documents for the Chief Director and unit where required. Receives and registers all submissions and reports, Maintain confidentiality of all information and documents at the disposal of the Chief Director. Records all correspondences and file according the file plan of the office.

**ENQUIRIES**

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Mr. R Warie Tel No: (053) 839 4070