



EXTERNAL VACANCY ADVERTISEMENT

LOCATION: KIMBERLEY

Persons interested in applying for the following positions to be considered, should send their applications (detailed Curriculum Vitae, recently certified copies of Qualifications, Driver's License and ID which are not older than 3 months – no copies of certified copies), **including an application form available on the Northern Cape Provincial Legislature website: www.ncpleg.gov.za** or may be collected at the Northern Cape Provincial Legislature, Nobengula extension, Registry section. Please quote the relevant reference number. Failure to comply with these requirements will result in the application being disqualified.

Please direct your application to the Acting Manager: Human Capital; Northern Cape Provincial Legislature, Private Bag X5066 Kimberley, 8300 OR hand delivered to Northern Cape Provincial Legislature, Registry Section, Nobengula Ext, Kimberley, 8300 for the attention of Ms IK Mophule or alternatively email your application to recruit@ncpleg.gov.za.

Position: Executive Manager

Department: Committees, Research and Information Services, Public Education and Communication

Remuneration Package: R 1 894 097.00 p.a. (D4) (all-inclusive salary package)

Ref: NCPL/CRPC/052026

Requirements:

Candidates should hold an Honours Degree in Public Management or Administration/Law/Library Science/Marketing/Communications/Business on NQF level 8. A Master's Degree will be an added advantage. A minimum of 8 to 10 years' experience in managerial positions in the **Legislative and Public Sector**.

Competencies:

Strong Project Management skills. Sound knowledge of Business and/or Public Management. Knowledge of the Financial Management of Parliament and Provincial Legislatures Act, 2009. Good knowledge of Change management. Knowledge and understanding of Diversity Management. In-depth knowledge of Strategic Management and Research. Strategic capabilities, Leadership and People Management. Knowledge of Parliamentary/Legislative concepts, functions, procedures and practices will be an added advantage. A valid code 8 driver's license.

Duties will include amongst others:

Undertaking all strategic leadership and management duties of the department. Ensuring the effective functioning of Committees of the Legislature. Leading and managing all public participation programmes. Developing and facilitating the implementation of a communication strategy for the Legislature. Ensuring that all committee records and statistics are accurate. Overseeing the research and information services of the Legislature. Overseeing the compilation of committee minutes, reports, departmental quarterly reports and all other records of committees and the department. Leading and

managing all stakeholders/community outreach initiatives and promotes the profile of the Legislature. Adhering to the requirements of the financial framework and NCPL policies in terms of planning, budgeting and expenditure management. Managing the budget, employees and performance of the Department. Responsible for executing managing responsibilities outlined in the risk management strategy and integrating risk management into the operational routine.

For further information and enquiries, please contact Mr PB Moopelwa on pmoopelwa@ncpleg.gov.za.

Position: Executive Manager

Department: Corporate Services

Remuneration Package: R 1 894 097.00 p.a. (D4) (all-inclusive salary package)

Ref: NCPL/CS/052026

Requirements:

Candidates should hold an Honours Degree in Behavioural Science/Human Resources/ Public Management or Administration on NQF level 8. A Master's Degree will be an added advantage. A minimum of 8 to 10 years' experience in managerial positions in the **Legislative and Public Sector**.

Competencies:

Good knowledge and understanding of South African Labour Legislation. Sound knowledge of Business and or Public Management. Understanding of Financial Management of Parliament and Provincial Legislatures Act, 2009. A thorough understanding of Financial and Change Management. Knowledge and understanding of Diversity Management. In depth knowledge of Strategic Management. Strategic capabilities, Leadership and People Management. Knowledge of Parliamentary/Legislative concepts, functions, procedures and practices will be an added advantage. A valid code 8 driver's license.

Duties will include amongst others:

Undertaking all strategic leadership and management duties of the department. Ensuring the effective functioning of the Human Capital section, Members Affairs and Security sections and ensuring that all activities of the department are in compliance with current legislation. Managing and ensuring the execution of institutional Performance Management. Overseeing and facilitating appropriate Labour Relations practices. Leading the development and implementation of HRD and HRM management policies and systems. Adhering to the requirements of the financial framework and NCPL policies in terms of planning, budgeting and expenditure management. Ensuring management of MPL and employee benefits. Ensuring that Security, Organisational Health & Safety, Records and Facilities Management is provided in line with the legal requirements. Overseeing contractual arrangements related to the building and its facilities. Adhering to the requirements of the financial framework and NCPL policies in terms of planning, budgeting and expenditure management. Managing the budget, employees and performance of the Department. Responsible for executing management responsibilities outlined in the risk management strategy and integrating risk management into the operational routine.

For further information and enquiries, please contact Mr PB Moopelwa on pmoopelwa@ncpleg.gov.za

FINANCE

Position: Financial Accountant (Ref: NCPL /ACC01/2026)
Remuneration Package: R1 205 704 .00 (C4) (Inclusive of Benefits)

Requirements:

Candidates must National Senior Certificate and Bachelor's Degree in Accounting/Finance on NQF level 7. 2-3 years' experience in budgeting and financial control.

Knowledge and Skills Requirements Include:

Computer Literate (MS Office, Excel, PowerPoint Advanced); Business writing skills, Active listening, Analytical skills; Knowledge of policies, procedures and processes; Report writing, Presentation skills, Reading Comprehension, Communication, Reasoning ability, Interpersonal skills, Critical thinking, Time management, Ethics, Results driven.

Duties Includes Amongst Others:

Assist with the Financial statements, assist with the audit queries pertaining to the unit, manages cash flow, liaise with the bank, monitor that bank has sufficient funds. Monitor bank transactions to ensure no fraudulent transactions occur, Verify and approve EFT transaction. Manages petrol cards. Verify that monthly recons are correct and ensure that no fraudulent or unauthorised transactions occur, Manages travelling credit cards. Analyse and monitor cash flow projections of the Legislature by verifying the bank accounts versus the cashbook and payment/receipts projections, Authorise financial transactions on financial system, on bank system (cash focus), on salary system, Authorise month end and year end closure procedures on the financial system, Monitor and verify that no fraudulent transactions occur by printing of EBT stubs for proof of payment of suppliers from financial system, Prepares detail working paper files which support AFS, Liaise with ABSA bank and Provincial Treasury regarding cash flow matters, Reconcile and verify the capturing of any salary related matters on the computerised payroll system. Manages payroll by acting as administrator, ensuring maintenance of payroll tables, effects payroll runs. Manages the interface of salary matters on the accounting system by checking salary journals and comparing with salary reports. Verify that the pay-over of salary deductions, such as pension, medical aid, income tax to third parties like SARS is executed by the salary system by verifying that pay-over is correct and monitor that reconciliations are completed to resolve queries, Plans section monthly activity by monitoring movement for clearing of all suspense accounts, Manages debtor account and suspense by verifying reconciliations, Planning of actions to be taken in order to clear or recover outstanding debt, Liaise with Legal Department, Human Capital and SCM in the recovery of debt, Develop and maintain annual and operational plans for financial and salary management, Strategising different methods to recover outstanding debt and ensure that it is implemented, Manages performance of staff accountable, Identifies Training & Development needs. Create the ERP scoping for Finance Department, create layout for the suspense accounts on the ERP system, Compile GL codes for verification by Finance Manager and CFO and execute on the ERP system, verify that system reports are correct.

For further information and enquiries, please contact Mr TE Sekoto via email: tsekoto@ncpleg.gov.za.

PUBLIC EDUCATION AND COMMUNICATION
Position: Regional Liaison Officer (Ref: NCPL/RLO/062026)
Location: Namakwa Region - Springbok
Remuneration Package: R1 086 594.00 (C3) (Inclusive of Benefits)

Requirements:

Candidates must have a Bachelor's Degree in Public Relations and Communication/ Public Participation/ Public Management/ Law or equivalent relevant qualification on NQF Level 7. 3 years relevant post qualification experience in the public sector.

Knowledge And Skills Requirements Include:

Computer Literate (MS Office Advanced); Conflict resolution; Research and retrieval skills; Time Management skills; Project Management skills; Planning and Organising skills; Analytical Skills; Understanding of legislative concepts and processes; Knowledge of policies; Procedures, and processes; Communication skills; Business writing; Report writing skills; Presentation skills.

Duties include, Amongst Others:

Organize and arrange public education training workshops, including community organisations; Assist in the compilation and distribution of information pertaining to all events amongst stakeholders in respective regions; Simplify legislation to be considered by Committees during public hearings and community workshops; Keep the public informed about the work of the Legislature; Ensure branding of venues at regional events of the NCPL; Draft correspondence on behalf of the Office of the Secretary, including ; Work closely with and assist staff and members on activities relating to the public relations interests of the Legislature; Manage meetings that are relevant to the work of the public relations unit; Supervise records maintained by the administrative assistant; Supervise the performance of the admin clerk; Interface with municipalities, communities based organization and business; Ensure public participation by developing mobilization and transportation plan for the communities to attend NCPL activities; Contribute to and facilitate all the reporting activities of the unit; Compile and submit monthly, quarterly and annual reports and work plans to the Manager: Public Education and Communication.

For further information and enquiries, please contact Ms C Gopane via electronic mail: cgopane@ncpleg.gov.za

Important Note: In filling this position, we will be guided by the need to meet our Employment Equity Targets. The NCPL encourages people who are Differently Abled to apply. Applicants may be subjected to assessment centres. Appointment will be subjected to a compulsory pre-employment screening in the form of qualifications, security clearance, vetting, criminal checks and references (please provide email addresses of your referees). It is the applicants responsibility to have foreign qualification evaluated by the South African Qualification Authority SAQA prior to the selection process.

CLOSING DATE: 03 AUGUST 2026

If you have not received any response within three (3) months of the closing date, please consider your application as unsuccessful. Regret correspondence will only be with the interviewed candidates.
