

LOCATION: KIMBERLEY-NORTHERN CAPE

Persons interested in applying for the following posts to be considered, should send their application (detailed curriculum Vitae and 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. Forms may be collected at the Human Capital Section. Please quote the relevant reference number. Failure to comply with these requirements will result in the application being disqualified.

Please direct your applications to the Manager: Human Capital, Northern Cape Provincial Legislature, Private Bag X5066, Kimberley, 8300 or hand delivered to Northern Cape Provincial Legislature, Nobengula Ext, Kimberley, 8300 to Registry for attention: Ms P Ntsiko or alternatively email your applications to ncplrecruit@ncpg.gov.za



Executive Manager

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

Remuneration Package: R 1 423 651.00 p.a. (D4) (all-inclusive salary package)

Ref: NCPL/CRPC/012020

Requirements:

Candidates should hold an Honours Degree in Management/Law/Public Administration/Library Science/Marketing/Communications/Business or equivalent qualification. A Masters Degree will be an added advantage. A minimum of 8 to 10 years' experience in managerial positions.

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.

The successful candidate will be required to sign a Performance Agreement. For further information and enquiries, please contact Mr PB Moopelwa on 053 839 8014.

Executive Manager

Department: Corporate Services

Remuneration Package: R 1 423 651.00 p.a. (D4) (all-inclusive salary package)

Ref: NCPL/CS/012020

Requirements:

Candidates should hold an Honours Degree in Behavioural Science/ Human Resources Management or equivalent qualification. A Master's Degree in Business Administration or Public Management will be an added advantage. A minimum of 8 to 10 years' experience in managerial positions.

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.

The successful candidate will be required to sign a Performance Agreement. For further information and enquiries, please contact Mr PB Moopelwa on 053 839 8014.

Manager: Risk, Monitoring and Evaluation

Remuneration Package: R 1 294 729.00 p.a. (D3) (Inclusive of Benefits)

Ref: NCPL/RME/012020

Requirements:

Applicants should have a Post Graduate Degree in Information Management/Public Administration/Public Management. A certificate in Corporate Government/Risk Management/MBA will be an added advantage coupled with a minimum of 5 years' management experience.

Competencies:

Knowledge of Strategic Management. Understanding of business principles. Good knowledge of information systems and Project Management. Good knowledge of policy development and analysis. Knowledge of the Financial Management of Parliament and Provincial Legislatures Act, 2009. Understanding of good Governance and Ethics. Understanding of Parliamentary/Legislative concepts, functions, procedures and practices. Strong analytical and verbal communication skills. A valid code 8 driver's license.

Duties will include amongst others:

Ensuring that legislative and regulation changes pertaining to institutional management is communicated to all managers for compliance and implementation. Leading the development of strategic and operational objectives for the Office of the Secretary in line with the NCPL Planning framework and cycle. Advising the Secretary on-institutional policy gaps and policies that requires revision in line with legislative and sector trends. Designing a framework, systems, tools and procedures for the monitoring and evaluation of the NCPL projects and programmes. Developing and maintaining the institutional monitoring and evaluation strategy. Compiling comprehensive monitoring and evaluation reports indicating the institutional performance. Creating a culture of good corporate governance and practice with the implementation and adherence to sound Risk Management. Overseeing the development of institutional policies and processes. Compiling annual budget for the Office of the Secretary. Managing the performance and expenditure of the Office. Preparing monthly, quarterly and annual reports on the implementation of plans, projects and programmes. Bears his/her specialist expertise to assist the institution to embed risk management and leverage its benefits to enhance performance. Work with executive management to developing the institution's vision for risk management, Develop, in consultation with management, the institutions risk management framework incorporating inter alia, the risk management policy, risk management strategy, risk management implementation plan, risk identification and assessment methodology, risk appetite and tolerance and risk classification

For further information and enquiries, please contact Mr PB Moopelwa on 053 839 8014

Manager: Finance

Remuneration Package: R 1 294 729.00 p.a. (D3) (Inclusive of Benefits)

Ref: NCP/FM/012020

Requirements:

Applicants should hold a Bachelor Degree in Commerce specialising in Financial Management or Accounting. A Post Graduate Qualification and Membership of a Professional body related to Accounting will serve as an added advantage. A minimum of 5 years' experience in a financial management environment of which 3 years should be in a managerial level.

Competencies:

Extensive knowledge and experience of Public Administration and Financial Management. Understanding of the Financial Management of Parliament and Provincial Legislature Act, 2009. Knowledge of Risk Management and Internal Control. Understanding of legislative environment will be an added advantage. Knowledge of GRAP, ERP System (Sage X3) as well as key financial processes in the public sector. A valid code 8 driver's license

Duties will include amongst others:

Ensuring compliance with Financial Management of Parliament and Provincial Legislature Act, 2009. Ensuring compliance with the PFMA of 1999 as amended where applicable and any other legislation relevant to the legislature. Compiling quarterly and annual financial statements. Managing and implements departmental policies and procedures. Providing sound financial management advice to internal stakeholders including MPL's. Managing financial control and general ledger. Management of budgetary process including preparation of main and adjusted budget. Developing and implementing internal control procedures to ensure the management of risk. Management of finance section including planning budget and expenditure. Relationship building with the institutional stakeholders. Managing the annual audit process and management of employees in the Finance Section. .

For further information and enquiries, please contact Mr GR Botha on 053 839 8015.

Manager: Supply Chain

Total Remuneration Package: R 1 294 729.00 p.a. (D3) (Inclusive of Benefits)

Ref: NCPL/MSC/012020

Requirements:

Candidates should hold a B.Comm Degree or higher qualification in Supply Chain Management, Accounting, Finance, Auditing, Commerce, Business Administration, Public Administration or law. A Post Graduate Qualification would be an added advantage. A minimum of 5 years relevant post qualification experience of which 3 years is on a management level.

Competencies:

Strategic Management, Business Planning and Design, Financial Accounting (including GAAP/ GRAP principles, Internal Control, Internal and External Audit, Information Systems, Asset Management, Procurement Management, Leadership skills, Communication Skills, Interpersonal Skills, Managerial / People Management Skills, Change Management Skills, Knowledge of Public Sector SCM process. Knowledge of ERP Systems (Sage X3), Conflict Management Skills, Negotiation Skills, Analytical. A valid code 8 driver's license.

Duties will include amongst others:

Managing demand analysis and developing quarterly demand plans, alignment with operational plans of NCPL. Overseeing the development of specifications by line departments, including technical guidance of the Specifications Committee. Managing all acquisition processes, including tender processes, in line with regulatory framework (FMPLA, SCM regulations and PPPFA. Management of contracting (orders) processes with vendors and subsequent contract management. Overseeing quarterly and annual reporting of assets disclosures for AFS. Managing an effective in house travel management system for the NCPL. Implementing risk management systems to prevent abuse of the SCM system. Developing and implementing a performance management system to measure and report on performance of the SCM system and implementing risk management systems to prevent abuse of the SCM system.

For further information and enquiries, please contact Mr GR Botha on 053 839 8015.

Manager: Committees

Total Remuneration Package: R 1 165 806.00 p.a. (D2) (Inclusive of Benefits)

Ref: NCPL/MC/012020

Requirements:

Candidates should hold a Bachelor's Degree or an equivalent qualification on NQF Level 7. A minimum of 5 years relevant post qualification experience of which 3 years is on a management level.

Competencies:

Knowledge of parliamentary/legislative concepts, function, procedures and practices; Computer Literacy; Research Analysis; Organisational Skills; Administrative Skills; Business and Report Writing Skills; Policy Development Skills; Time Management; Project Management; Interpersonal Skills; People Management Skills; Communication Skills; Reasoning Ability; Ethical Conduct; Conflict Resolution Skills; Coaching and Mentoring Skills. A valid code 8 driver's license.

Duties will include amongst others:

Conducting annual departmental strategic planning and quarterly strategic reviews. Keeping track of passage legislation up to enactment. Managing the actual oversight visits. Ensuring integration of NCOP matters in Committee work. Leading and managing all operational planning processes of the department to meet set requirement. Monitoring documentation of Committees, such as agendas, minutes and reports, to ensure adherence to Rules and Policies of the House. Managing effective training and development of staff in line with the skills needs and resources of the department. Overseeing the compilation of all departmental and committee reports. Effectively leading and managing the performance management of employees in the department. Providing necessary inputs in the recruitment and selection processes, pertaining to posts / vacancies in the department. Liaising with counterparts in Legislatures, in other provinces, for benchmarking and other research and operational purposes.

For further information and enquiries, please contact NH Borchard on 053 839 8033.

Important note: In filling these positions, we will be guided by the need to meet our Employment Equity Targets. The NCPL encourages People who are Differently Abled to apply. Applicants will be subjected to assessment centres. Appointment will be subjected to a compulsory pre-employment screening in the form of qualifications, references, security clearance, vetting and criminal checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process.

CLOSING DATE: 14 February 2020

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.