

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

The North West Department of Finance is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

- APPLICATIONS** : Applications should be forwarded to: The Director: Human Resource Management, North West Department of Finance, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building.
- CLOSING DATE** : 17 February 2017 at 16h00, Applications should be submitted on time. Applications received after the closing date will not be accepted.
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. NB: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise. The selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools. Women are encouraged to apply for SMS posts and will receive preference.

MANAGEMENT ECHELON

- POST 04/115** : **DIRECTOR: LEGAL SERVICES (SL13) 1 POST REF NO: 6/2017**
Directorate: Legal Services
- SALARY** : R898 743 per annum, all inclusive salary package per annum (Salary Scale: R898 743 - 1,058,691)
- CENTRE** : Mmabatho
- REQUIREMENTS** : LLB or equivalent 4 year Law degree (NQF 7) coupled with at least 10 years legal experience of which a minimum of five years should be at middle management level. A valid driver's license is essential. Admission and enrolment as an Advocate or Attorney is compulsory. Experience in and understanding of the constitutional framework and South African Judicial System. Legal research and drafting of legislation and litigation procedures, Interpretation, good communication and interpersonal skills. Dispute Resolution skills, Project Management, Report writing and analytical thinking, Planning and decision making skills, Strategic capabilities and leadership skills, Knowledge of Government and Departmental policies and strategies, Maintenance of confidential information.
- DUTIES** : Prepare and provide general legal advice on matters affecting the Department. Draft Legal documents and contracts entered into by/ with the Department. Provide litigation support to the Department. Liaise with different stakeholders, particularly the Office of the Premier and Office of the State Attorney. Obtain responses and/or clarifications from line functionaries on queries and questions raised by the State Attorney's Office. Provide assistance and strategic input in the overall management of the Directorate. Undertake efficient budgetary & expenditure control and

procurement in terms of the PFMA, Treasury Regulations and other prescripts. Provide legal training and presentation on the acts provided by or that have a bearing on the Department.

ENQUIRIES : Ms. M Jansen Tel no: 018 388 3419

POST 04/116 : **DIRECTOR: REVENUE OVERSIGHT (SL13) 1 POST REF NO: 7/2017**
Chief Directorate: Macro Economic Analysis
Directorate: Revenue Oversight

SALARY : R898 743 per annum, all inclusive salary package per annum (Salary Scale: R898 743-1,058,691)

CENTRE : Mmabatho

REQUIREMENTS : Bachelor of Commerce/Public Finance/Economics, or equivalent NQF 7 qualification in related field. Ten (10) years' relevant experience in government budgeting of which a minimum of 5 years must be at middle management level. Code 08 drivers' license is a necessity. Experience with the implementation of government revenue management policies, understanding of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, Procurement Act and any other related Financial Acts. Oral and written communication skills. Strong quantitative and analytical skills. Conversant with Basic Accounting System (BAS) and Vulindlela System. Computer skills including Microsoft Word, Excel and PowerPoint. Research and report writing skills

DUTIES : Ensure the preparation and consolidation of revenue budget inputs from departments for inclusion in the Provincial Budget Statement. Ensure the Co-ordination, evaluation and compiling of monthly and quarterly revenue reports by the directorate. Analyse revenue budgets and monthly revenue collection for inclusion in the IYM monthly reporting. Prepare written reports on revenue performance. Provide technical support on the development and implementation of provincial revenue enhancement strategy (PRES). Ensure that departments review the tariff structures annually as well as maximisation of provincial revenue envelope. Ensure that provincial revenue policies and procedures are revised annually. Ensure the attainment of the strategic objectives of the directorate.

ENQUIRIES : Mr. M Mogoane Tel no: 018 388 4410

POST 04/117 : **DIRECTOR: BUDGET MANAGEMENT (SL13) (1 POST) REF NO: 8/2017**
Chief Directorate: Budget and Public Finance Management
Directorate: Budget Management

SALARY : R898 743 per annum, all inclusive salary package per annum (Salary Scale: R898 743-1,058,691)

CENTRE : Mmabatho

REQUIREMENTS : Bachelor of Commerce/Public Finance/Economics, or equivalent NQF 7 qualification in related field. Ten (10) years' relevant experience in government budgeting of which a minimum of 5 years must be at middle management level. Code 08 drivers' license is a necessity. Sound analytical, interpretive, and high level communication skills. A proven track record of the ability to multi - task and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills, problem solving. Organization skills, people management, financial management and systems management. Planning, organization and stakeholder relationship management including the ability to liaise and operate within intergovernmental context. Knowledge of Public Service Act, 1994 as amended and Public Financial Management Act (PFMA). Deep understanding of intergovernmental system and budgeting process in government

Duties : Promote the effective and optimal resource allocation in the provincial administration and public entities through efficient allocation of government priorities. Develop and facilitate the provincial budget process in line with national budgetary processes. Manage the consolidation, preparation and printing of the provincial administration budget (main budget and adjustment budget) for tabling in the Provincial Legislature. Monitor and evaluate the financial and non-financial performance of provincial departments and public entities. Provide strategic advice on budgetary matters to the different stakeholders including the intergovernmental

system. Promote and drive budget reforms processes including the capacity building programmes relating to budgetary matters. Manage, co-ordinate and maintain an integrated budget planning process. Provide strategic leadership to internal and external clients including directorates within the division. Provide support and guidance in the implementation of PFMA and Treasury Regulations in all provincial departments and public entities.

ENQUIRIES : Mr M Bogosi Tel no: 018 388 4351

POST 04/118 : **DIRECTOR: RISK BASED AUDITS (SL13) 2 POSTS REF NO: 9/2017**
Chief Directorate: Internal Audit
Directorate: Risk Based Audits
This is a re-advertisement; applicants who applied previously are encouraged to re-apply.

SALARY : R898 743 per annum, all inclusive salary package per annum (Salary Scale: R898 743-1,058,691)

CENTRE : Mmabatho
REQUIREMENTS : B. Com degree in Accounting and Auditing/Diploma in Internal Auditing coupled with at least 10 years audit experience of which at least five years should preferably be in internal auditing and with a minimum of five years middle management/senior management experience. A valid driver's license is essential Experience should include: comprehensive planning of/for audit projects, review of audit work papers and compilation of the relevant audit reports/report writing, staff appraisal, on the job training and submission of progress reports. A professional qualification (CA/CIA) or postgraduate degree will be an added advantage. Extensive knowledge IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology and knowledge of development in the Internal Audit field.

DUTIES : Establish strategic and operational risk based audit plans for the Cluster. Prepare and monitor cluster budgets. Oversee the management of all cluster audits and ensure that audits are completed in line with the annual audit coverage plan and comply with quality standards. Finalize and approve audit reports. Communicate the results of the IA engagement to the relevant stakeholders. Establish and maintain client relationships. Assume responsibility for quality assurance of all audit work performed in the cluster. Conduct peer reviews. Coordinate the activities of the Cluster Audit Committee and perform the Secretariat function for the Cluster. Coordinate the activities of internal audit with those of other assurance providers. Conduct training to subordinates and do presentations internally and externally where needed. Execute PMDS requirements. Oversee monthly and quarterly reporting to the CAE, the Cluster Departments and the Audit Committee.

ENQUIRIES : Mr A Nel Tel no: (018) 3881616

OTHER POSTS

POST 04/119 : **DEPUTY DIRECTOR: ASSET MANAGEMENT (SL12) 1 POST REF NO: 10/2017**
Directorate: Provincial Asset Management
Sub Directorate: Provincial Physical Asset Management
This is a re-advertisement; applicants who applied previously are encouraged to re-apply

SALARY : R726 276 per annum, all inclusive salary package pa (Salary Scale: R726 276 – 855,516)

CENTRE : Mmabatho
REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in Financial Management and Accounting plus a minimum of 5 years' experience in either private or public sector asset management. Knowledge of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations and GIAMA (Government Immovable Asset Management Act). A valid driver's license is a necessity. Must have an in-depth knowledge of financial management and systems, the framework for Asset Management, risk management framework, Supply Chain Management, financial administration processes, and inventory and asset management systems, Generally Recognised Accounting Practice (GRAP). Experience in any computerised Asset Management System will be an added advantage. The candidate must have a working

knowledge of a computer spreadsheet (Microsoft Excel), word processor, presentations, the ability to communicate at all levels, and report writing skills. Ability to work independently and within a team. Ability to facilitate workshops, provide training, present policies, and produce written policies. Must have interpersonal, communication, management, report writing, research and analytical skills. Must have the ability to work under pressure, conduct financial analysis, and prepare reports and proposals.

DUTIES : The incumbent will be responsible to coordinate and enforce the implement Asset Management strategies by provincial departments and public entities and ensure such strategies comply with regulatory framework, (PFMA, PPPFA, Treasury Regulations) and keep abreast with new developments. Will be responsible to enforce the application of provincial asset management policies by departments and public entities. Provide technical support on the application of GRAP to Provincial Public Entities and Provincial Legislature. Assist Provincial Departments with the preparations and planning for the transition from modified cash to modified accrual on Asset Management. Provide technical support to Provincial Departments and Public Entities on asset planning and budgeting, acquisitions, finance leases, asset disposal, transfers, redundant and loss management for the North West Province. Prepare monthly and quarterly reports for senior management. Assist departments on the development of immovable asset management plans and facilitate the section 42 transfers between user departments and the Department of Public Works. Manage the adherence to Legislative framework and prescripts regarding assets. Monitor the provincial procedural guidelines and policies regarding assets • Coordinate and provide training and support on asset management. Manage the implementation of loss control system in the Provincial Departments. Ensure that provincial departments adhere to regular asset management reporting requirements by preparing, analysing and submitting periodic reports. Ensure that provincial departments perform and manage asset physical verification processes. Analyse provincial departmental asset audit reports, and ensure that all exceptions are investigated and corrected. Perform generic management functions

ENQUIRIES : Mr O Mduli Tel no: 018 388 3231

POST 04/120 : **ECONOMIC ANALYST (SL12) 1 POST REF NO: 11/2017**
Chief Directorate: Macro-Economic Analysis
Directorate: Economic Analysis

SALARY : R726 276 per annum, all inclusive salary package pa (Salary Scale: R726 276 – 855,516)

CENTRE : Mmabatho

REQUIREMENTS : Degree in Economics/ Econometrics or equivalent NQF 6 qualification in related field. Minimum of five (5) years working experience in a research or economic policy analysis environment. Valid driver's license. Knowledge of research methods, Division of Revenue Act, Public Finance Management Act as well as Treasury regulations. Research Methodology as a passed subject will be an added advantage. An excellent and solid grasp of macroeconomics, public finance and development, econometrics. Strong research and report writing skills. The ability to simplify complex economic matters and relay them to stakeholders. Very good presentation skills. The ability to work with complex datasets, interpret economic trends and assess policy implications. Excellent analytical reasoning and problem solving abilities. Creative thinking. The ability to take initiative and work very well in a team. The ability work and deliver outputs timely and under pressure. Consultativeness and discipline. Economic Analysis unit is looking for a well-rounded, hardworking, driven, and consultative individual who has relevant experience working as an economist and knowledge in public finance and development economics to serve as an Economist in the unit. The incumbent must have the ability to work and deliver outputs under pressure, work as part of a team and contribute towards the unit's mandate of informing budget allocations in the province.

DUTIES : Analyzing economic trends and developing potential fiscal policy responses and provincial budgeting through research papers, unit reports and presentations. Engaging various stakeholders on socio-economic analysis reports and on informing the planning and budgeting of provincial Departments and other

government entities. Contributing to socio-economic analysis to Budget statements in line with Budget guidelines. Participating in community socio-economic outreach projects through Setsokotsane programme of the current administration. Initiating and contributing to various unit projects aimed at better advancing the mandate of the economic analysis unit. Ad hoc data requests, advisory and report inputs to various stakeholders including National treasury and the Financial and fiscal commission. Ensure that database used in the unit are updated frequently. Data collection, analysis and compilation of the Provincial Economic Review and Outlook (PERO) the Social Economic Review and Outlook (SERO) provincial and municipal analysis. Contribution and compilation of regular economic reports, Budget statements, Budget speeches and State of the Province addresses. Participate in internal and external stakeholder engagements, relevant seminars and other applicable research platforms on aspects of your work. Contribute and coordinate on an annual basis the province's submission to the Finance and Fiscal Commission's (FFC) on the annual Division of Revenue. Compile Policy Briefs on economic policy issues relevant to the province. Present economic-related reports and research paper at applicable platforms within and outside the province. Participate actively in unit projects and in community outreach programs aimed at improving service delivery and the socio-economy of the province

ENQUIRIES : Mr M Mogoane Tel no: 018 388 4410

POST 04/121 : **DEPUTY DIRECTOR: INFRASTRUCTURE COORDINATION (SL12) 1 POST REF NO: 12/2017**

Chief Directorate: Budget and Public Finance Management

Directorate: Infrastructure Coordination

This is a re-advertisement; applicants who applied previously are encouraged to re-apply.

SALARY : R726 276 per annum, all inclusive salary package pa (Salary Scale: R726 276 855,516)

CENTRE : Mmabatho

REQUIREMENTS : An appropriate Bachelors Degree or equivalent qualification in Commerce or Public Finance Management and Administration. Project Management qualification will be an added advantage. Must have proven track record of at least more than 5 years working experience in planning and delivery of infrastructure projects and must be computer literate. Should have at least 3 years of managerial experience. Must be competent in standard contracts relevant to infrastructure delivery. The incumbent must have proven problem solving ability, excellent communication skills, report writing skills, presentation skills, analytical skills, ability to work under pressure, coaching and mentoring skills, client liaison skills, Interactive approach (team player), planning and programming management abilities. Must have a valid driver's license.

DUTIES : Manage the Rollout of the Infrastructure Delivery Improvement Programme (IDIP) and Infrastructure Delivery Management System (IDMS) in the NW Provincial Departments. Monitor infrastructure procurement processes to alleviate bottlenecks for quality improvement within the infrastructure departments. Analyse and advise on the appropriateness of infrastructure allocations of the departments, in line with priorities. Participating in community socio-economic outreach projects through Setsokotsane programme. Initiating and contributing to various unit projects aimed at better advancing the Infrastructure Delivery Management System (IDMS) principles and processes. Consolidate and evaluate the MTEF budget submissions of the departments for compliance with the laid down prescripts and advise the Manager accordingly. Assist in the development and implementation of best practice guidelines on infrastructure procurement and delivery management. Assist in the process to determine the appropriate organizational design model for optimal infrastructure delivery in North West • Assist in the development and implementation strategy of the Capacitation plan. Assist in developing and implementing a mentoring and coaching strategy. Monitor the performance and outputs envisaged by the IDIP programme against the implementation of the Infrastructure Delivery Plan. Facilitate and support the formulation and implementation of PPP's within the North West Province.

ENQUIRIES : Mr M. Daantjie Tel: 018 388 3500

<u>POST 04/122</u>	:	<u>DEPUTY DIRECTOR: RISK AUDIT (SL12) 1 POST REF NO: 13/2017</u> Chief Directorate: Internal Audit Directorate: Risk Audits
<u>SALARY</u>	:	R726 276 per annum, all inclusive salary package pa (Salary Scale: R726 276 855,516)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	B. Com degree in Accounting and Auditing/Diploma in Internal Auditing coupled with at least six years in auditing of which at least three years should preferably be in internal auditing and two years of supervisory experience. A valid driver's license is essential. A professional or postgraduate degree or studies towards a CIA/CA or relevant post graduate degree will be an added advantage. Extensive knowledge IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology.
<u>DUTIES</u>	:	Prepare a three year strategic plan and annual audit coverage plan for a department. Assist in the facilitation of risk assessment workshops and provide inputs for and review/up date the risk assessment documents. Manage the planned audit projects and audit team and budgeted time. Compile quality and value adding reports by making appropriate recommendations. Assume responsibility for quality assurance of all audit work performed by ensuring compliance with IIA Standards. Conduct peer reviews. Be prepared to manage audits of bigger departments, manage teams, complex audits and render additional assistance to cluster Directors as needed or act in their absence. Conduct training to subordinates and do presentation internally and externally where needed. Execute PMDS requirements. Monthly and quarterly reporting to Treasury and Audit Committee.
<u>ENQUIRIES</u>	:	Ms M Wilson Tel no: 018 387 8610
<u>POST 04/123</u>	:	<u>DEPUTY DIRECTOR: AUDIT SUPPORT (SL11) 1 POST REF NO: 14/2017</u> Chief Directorate: Internal Audit Directorate: Internal Audit Support Services
<u>SALARY</u>	:	R612 822 per annum, all inclusive salary package pa (Salary Scale: R612 822 721,878)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	A three year appropriate post-matric qualification with a background of at least 6 years in the general functioning of the internal audit environment and including sufficient experience in providing secretariat work of at least 3 years plus at least two years of supervisory experience. Ability to communicate well in English, written and verbal. Good writing skills. Ability to conceptualise and accurately summarise and captures discussions. General managerial and administrative skills. Ability and willingness to work under pressure and meet strict deadlines. A general knowledge and understanding of the Audit Committee functioning as well as the structure and operation of the Provincial Government. General knowledge of government policies. Ability to establish priorities with strong organisational skills. Computer literacy, especially in Ms Word, Excel, Power Point and the Internet. Integrity, sound judgement and discretion in dealing with secret and confidential matters. Good interpersonal skills and the ability to work successfully in a team.
<u>DUTIES</u>	:	Provide administrative and committee secretariat support to the Audit Committee structures of the North West Province. Overseeing timeous operation and collation of agenda and other documentation in consultation with the committee chairpersons, Audit Management and departmental officials. Overseeing writing of minutes and the preparation of reports emanating from meetings. Overseeing the monitoring the implementation of decisions/directives/resolutions by the departments. General correspondence and administrative duties pertaining to secretariat support to the Chairperson and Cluster Committee structures. Co-ordinate meeting schedule and related arrangements. General managerial/supervisor responsibilities within the Chief Directorate including assisting the CAE as when required with budgeting, procurement and any other ancillary tasks as maybe required.
<u>ENQUIRIES</u>	:	Ms M Wilson Tel no: 018 387 8610

- POST 04/124** : **ASSISTANT DIRECTOR: OUTREACH (SL10) 1 POST REF NO: 15/2017**
 Directorate: Provincial SCM Management
 Sub Directorate: Provincial Supplier Management Services
 This is a re-advertisement; applicants who applied previously are encouraged to re-apply.
- SALARY** : R389 145 per annum (Salary Scale: R389 145 – 458,385)
CENTRE : Mmabatho
REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in Strategic Procurement, Economics, Management and Public Administration. Five years experience in Supply Chain Management Environment. Knowledge and understanding of Supply Chain Management processes, including Supply Management Regulatory Framework is a must. The incumbent must have a working knowledge of a Computer Spreadsheet, Word processor and PowerPoint. This is a very challenging post which requires people with strong Leadership, Managerial, Communication, Research and Analytical, Module Designing, Presentation and Facilitation, as well as Conceptual skills. Background on implementing and rendering Community Outreach Programs is a must. Since this post involves extensive travelling to all the Districts in the Province, Code 8 driver's license is a must.
- DUTIES** : The incumbent's duties will comprise of the following: Implement, facilitate, manage and conduct Outreach Workshops on government procurement, especially aimed at the previously disadvantaged businesses, SMMEs and rural communities. Facilitate suppliers access to the Government procurement system. Conduct research on supplier skills development on Government Tendering process. Build partnership between Government and suppliers in order to achieve job creation. Provide SCM advisory services to Departments and communities. Improve communication between Government and suppliers. Update the Departmental website about outreach programs and workshops. Create partnerships with different stakeholders for supplier development opportunities. Participate in Provincial projects, e.g. Rural Development projects.
- ENQUIRIES** : Ms. S Leshomo Tel no: 018 388 4226
- POST 04/125** : **SENIOR SCM COMPLIANCE PRACTITIONER (SL10) 3 POSTS REF NO: 16/2017**
 Directorate: Provincial SCM
 Sub Directorate: SCM Performance Management
- SALARY** : R389 145 per annum (Salary Scale: R389 145 – 458,385)
CENTRE : Mmabatho
REQUIREMENTS : A National Diploma/ B-degree in Supply Chain Management /Project Management/Economics or relevant completed NQF level 6 qualification. A minimum of five years working experience in Infrastructure Procurement/SCM environment. Experience in a public sector environment will be an added advantage. A valid code 8 driver's license. Knowledge of operational supply chain management processes. A background on infrastructure and construction procurement will be an added advantage. The post requires people with strong communication, analytical, technical and report writing skills. Sound knowledge of the PFMA, CIDBA, BBBEE, GIAMA, Standard for Infrastructure Procurement and Delivery Management (SIPDM), SANS10845-1 and SANS 10845-2. The incumbent must have an advanced knowledge of computer applications (Code 8 Driver's license is a must)
- DUTIES** : The duties attached to this post are of a Provincial (transversal) nature. The incumbent will be responsible for monitoring the Infrastructure and Construction procurement processes, methods and procedures. Monitor the Institutionalisation of IDMS SCM Model in Provincial Departments and Public Entities. Monitor development and implementation of policies pertaining to Infrastructure. Monitor the correct use of procurement documentation, advertisement and procedures. Provide in-house training. Monitor the infrastructure gateway systems (IGS), infrastructure procurement plans, programme and project management system. Provide information or reports in support of monitoring the performance of delivery against infrastructure procurement plans. Monitoring Supplier performance.

- ENQUIRIES** : Mr M Tlang Tel no: 018 388 5145
- POST 04/126** : **ASSISTANT DIRECTOR: SCM POLICY (SL10) 1 POST REF NO: 17/2017**
 Directorate: Provincial SCM
 Sub Directorate: SCM Policy Management
 This is a re-advertisement; applicants who applied previously are encouraged to re-apply.
- SALARY** : R389 145 per annum (Salary Scale: R389 145 – 458,385)
CENTRE : Mmabatho
REQUIREMENTS : A National Diploma/B-degree in Public Management/Law/Economic/Purchasing/Supply Chain Management or relevant completed NQF level 6 qualification. 3-5 years experience in Policy Research & Development/ Legal and or SCM environment. Experience in a public sector environment will be an added advantage. A valid code 8 driver's license. Knowledge of Public Finance Management Act (PFMA) & Treasury Regulation, Preferential Procurement Policy Framework Act (PPPFA) and its Regulations, Broad Based Black Economic Empowerment Act (BBBEEA) & Codes. Knowledge of other SCM related legislations e.g. PAJA, PAIA, Competition Act. Knowledge of Public Sector SCM Regulator Framework. Policy research and development skills, policy interpretation and analytical skills, Good communication skills (both written and verbal). Good managerial/leadership skills. Self driven and motivated. Prepared to work irregular hours and under pressure without supervision. Must be able to develop and deliver presentations. Computer skills (Ms Excel, Ms Word and Ms PowerPoint).
- DUTIES** : Establish uniform Provincial SCM Policy, Norms and Standards. Facilitate the continuous improvement of the SCM system. Provide advice, guidance and support on the implementation of the SCM System. Provide inputs on the review of SCM policies of Provincial Departments and Entities. Provide in-house trainings related to SCM Policy, Norms and Standards.
- ENQUIRIES** : Mr M Moetapele Tel no: 018 388 5193
- POST 04/127** : **INFRASTRUCTURE ANALYST (SL10) 3 POSTS REF NO: 18/2017**
 Chief Directorate: Budget and Public Finance
 Directorate: Infrastructure Management
 This is a re-advertisement; applicants who applied previously are encouraged to re-apply.
- SALARY** : R389 145 per annum (Salary scale: R389 145 – 458,385)
CENTRE : Mmabatho
REQUIREMENTS : A recognised Bachelor's degree/ National Diploma in Financial Management or equivalent qualification. A qualification in Project Management will be an added advantage. A minimum of 2 years working experience in Financial and non Financial analytical and/ or related field. The incumbent must have analytical and inovative thinking abilities. Planning, project and time management abilities. Report writing, workshop presentation and facilitation, research and coordination skills.
- DUTIES** : Analyse and provide any statistics related to the Rollout of the Infrastructure Delivery Improvement Programme (IDIP) in the all NW Provincial Departments; Analyse and provide information iro the compliance of departments to infrastructure procurement processes to alleviate bottlenecks for quality improvement within the infrastructure departments; Analyse and provide statistics for any activities related to the implementation of the new framework "toolkit" and development of best practice guidelines on infrastructure procurement and delivery management; Analyse and provide statistics in support of the oversight, planning and provision of written reports on field trips and site monitoring; Provide a database and statistics for recordkeeping of departmental organizational design models and departmental capacitation plans for optimal infrastructure delivery in North West; Analyse the impact of any training initiatives based on the Capacitation plan; Provide information or statistics in support of monitoring the performance of delivery against planning; Provide information and statistics of impact contributors to improve integrated planning and budgeting; Provide information and statistics that might reflect indicators contributing to challenges around Infrastructure spending or

delivery; Provision of information to improve planning, budgeting and expenditure; Strengthen the provision of credible information and statistics from Infrastructure Information systems (NEIMS; asset registers etc.) used for improved integrated planning; Monthly and Quarterly analysis and reporting on the infrastructure and maintenance expenditure, infrastructure performance and delivery of provincial departments through Infrastructure Reporting Model (IRM) and other prescribed models.

ENQUIRIES : Mr M Daantjie Tel no: 018 388 3500

POST 04/128 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT (SL9) 1 POST REF NO: 19/2017**

Directorate: Departmental Supply Chain Management
Sub Directorate: Demand and Acquisition Management

SALARY : R311 784 per annum (Salary Scale: R311 784 – 367,254)

CENTRE : Mmabatho

REQUIREMENTS : Degree / National Diploma in Supply Chain Management / Logistics / Purchasing / Financial Management. Minimum of 5 years working experience coupled with at least three years in Supervisory position, Must be in possession of a Valid Drivers' Licence. Excellent verbal and written communication skills; Sound Analytical / Innovative thinking and Problem Solving Skills; Computer Literacy; Knowledge of WALKER / BAS; Strong Planning and Co-ordination abilities; Ability to work under pressure and extended hours so as to meet the deadline dates; Knowledge and experience in the application of legislative Framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulations

DUTIES : Conduct total need Assessment - Manage the Needs Assessment Performance in accordance with the Framework; Implement Demand Management Policies and SCM Pre-scripts; Co-ordinate the Acquisitions of Goods and Services as per USER NEEDS; Render BID and Contract Management Services; Render Secretariat Services to the Departmental BID Committees; Ensure the determination of Specifications and Terms of Reference with regard to Procurement of Goods and Services; Ensure that future needs / requirements are linked to the Strategic Plan and Budget; Administer Demand Management Plans for all Sub-Directorates and provide inputs to all Program Managers during planning; Management of Sub-Ordinates in line with HR Practices, eg PMDS, Training and on the Job Coaching; Involvement in Budget Projections for the Unit; etc.

ENQUIRIES : Mr V Mammen Tel no: 018 388 4061

POST 04/129 : **ASSISTANT DIRECTOR: HOD SUPPORT (SL9) 1 POST REF NO: 20/2017**

Unit: Office of the HOD

SALARY : R311 784 pa (Salary Scale: R311 784 – 367,254)

CENTRE : Mmabatho

REQUIREMENTS : Degree/National Diploma in Public Administration or related field with a minimum of 3 years' experience in an administrative or related field OR a Gr 12 with 7 years relevant experience in administration/office management. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the Public Service. Ability to interpret and apply policies. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitations. Project management. Conflict management. Financial management. Strategic management. Adaptability during changes to meet the goals. Change/Diversity Management. Negotiation skills. Time management. Professionalism. Innovative thinker. Excellent communication skills, verbal and written.

DUTIES : Provide administrative support services to the Office of the HOD. Manage and provide strategic and administrative support to the HOD. Manage and coordinate matters pertaining to the MEC, Legislature, EXCO, HOD's Forum, Clusters that HOD is involved with. Ensure the provision of secretariat services to the HOD activities/meetings. Manage the budget of the Office of the HOD.

ENQUIRIES : Ms. N Nelson Tel no: 018 388 2856

- POST 04/130** : **ASSISTANT DIRECTOR: DEPARTMENTAL RISK AND INTERNAL CONTROL (SL9) 1 POST REF NO: 21/2017**
Sub Directorate: Departmental Risk and Internal Control
- SALARY CENTRE REQUIREMENTS** : R311 784 per annum (Salary Scale: R311 784 – 367,254)
: Mmabatho
: An appropriate Bachelor's Degree/National Diploma in Risk Management or Auditing or equivalent qualification. 3 years' relevant experience. Knowledge of the PFMA, Treasury Regulations, Public Sector Risk Management Framework, Public Sector Anti-Corruption Strategies. Excellent interpersonal skills and customer relations. Creative and innovative thinking. The ability to work independently and in a team. Sound report writing skills. The ability to apply technical/ professional knowledge and skills in immediate work area and wider environment. The ability to work under pressure. Good coordination and facilitation skills. Computer literacy.
- DUTIES** : Assist the supervisor with the development, implementation and maintenance of a Risk Management Strategy, Risk Management Policy, Fraud Prevention Plan. Facilitate the compilation of strategic and operational risk registers. Monitor implementation of risk response strategies. Assist the supervisor with reporting all risk related matters including findings, risk positions and recommendations to all stakeholders. Conduct risk, fraud and whistle-blowing awareness campaigns amongst departmental staff. Coordinate the activities of the Risk Management Committee and perform secretarial function. Ensure compliance with all prescripts, frameworks, regulations and guidelines. Perform any other duties that may be expected from time to time.
- ENQUIRIES** : Mr. V Rampou Tel no: 018 388 3767
- POST 04/131** : **CHIEF PERSONNEL OFFICER (SL8) 1 POST REF NO: 22/2017**
Directorate: Human Resource Management
Sub Directorate: HR Administration and Practices
- SALARY CENTRE REQUIREMENTS** : R262 272 per annum (Salary Scale: R262 272 – 308,943)
: Mmabatho
: Gr12 with minimum of 5 years actual working Persal Experience of which 2 years must be on Conditions of Service. Persal Training in Introduction, Personnel Administration is compulsory. Training as Persal Controller will be an advantage. Knowledge of Public Service Prescripts e.g Public Service Act and Regulations. Knowledge of applicable policies and procedures (Pension Act and rules, E-Channel, Persal, DPSA Directives and PSCBC Resolutions). Good verbal and written communication skills. Planning and organising skills. Computer literacy. Ability to work under pressure. Ability to work as part of a team. Good interpersonal relations.
- DUTIES** : Administer leave of absence, including PILIR. Administer pension, service benefits and allowances. Administer termination of service. Administer the implementation of remunerative matters such as salary adjustments and PMDS outcomes. Administer the implementation of confirmation of probation. Address human resource queries. Act as Persal revisor. Preparation of monthly statistics.
- ENQUIRIES** : Ms. K Noe Tel no: 018 388 3484
- POST 04/132** : **WORK STUDY OFFICER (SL8) 1 POST REF NO: 23/2017**
Directorate: Strategic Management
Sub Directorate: Organisational Development
- SALARY CENTRE REQUIREMENTS** : R262 272 per annum (Salary Scale: R262 272 – 308,943)
: Mmabatho
: An applicant must be in possession of a Diploma in Management Services / Production Management / Operations Management or a Degree in Industrial Psychology. At least 2-3 years in Work- Study/Organisational Development. Knowledge of Human Resource legislation and Government Transformation Imperatives. Public Service Act, 1994 as amended, Public Service Regulations, 2001 as amended, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA) Labour Relations Act and Employee Equity Act.

		Analytical thinking, creative and innovative, ability to interpret and apply policies. Good communication and presentation skills and ability to conduct research. Computer and report writing skills. Ability to work under pressure. Ability to function independently and work as part of the team. Good interpersonal relations.
<u>DUTIES</u>	:	Design Organisational and Establishment Structure. Design and control Departmental Forms. Plan office layout and accommodation. Develop Procedure Manuals. Introduce new practices and carry out continuous Work Flow Improvement.
<u>ENQUIRIES</u>	:	Ms. S Moletsane Tel no: 018 388 2445
<u>POST 04/133</u>	:	<u>SENIOR MANAGEMENT ACCOUNTANT (SL8) 2 POSTS REF NO: 24/2017</u> Chief Directorate: Financial Management Services Sub Directorate: Management Accounting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272 per annum (Salary Scale: R262 272 – 308,943) Mmabatho Appropriate bachelor's degree in Accounting/Financial Management or equivalent qualification coupled with 3 years relevant experience. Extensive knowledge of Budget Processes, Budget Management, Revenue management, Expenditure Management, Financial prescripts, Public Finance Management Act (PFMA), Treasury regulations. Computer literacy – Word and Excel important. Knowledge of Government systems (BAS, Walker) will be an added advantage. Sound analytical and problem solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing. Compliance with deadlines. Ability to work under pressure.
<u>DUTIES</u>	:	Assist the supervisor with the planning, co-ordination and capturing of the Departmental MTEF and Adjustment budgets. Assist the supervisor with the monitoring of revenue and expenditure (departmental spending) and report on budget deviations (variances). Establish whether or not there is a need to shift funds, and prepare requests for budget shifts/ virements and submit for review. Compile monthly /quarterly expenditure and revenue reports plus in-Year Monitoring (IYM) reports and submit to the supervisor for review. Assist the supervisor with the handling of departmental budget queries. Ensure compliance with budget guidelines, policies, procedures and PFMA. Supervise and assess performance of sub-ordinates. Perform any other duties that might be expected from time to time.
<u>ENQUIRIES</u>	:	Ms. A Makgopa Tel no: 018 388 1066
<u>POST 04/134</u>	:	<u>SENIOR ASSET MANAGEMENT OFFICER (SL8) 1 POST REF NO: 25/2017</u> Directorate: Departmental Supply Chain Management Sub Directorate: Asset Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272 per annum (Salary Scale: R262 272 – 308,943) Mmabatho Applicants must have a tertiary qualification in Accounting/Commerce or Financial Management/Administration or Information Systems. At least three years' experience in the BAS environment. Knowledge of transversal systems (BAS, LOGIS, WALKER). Computer literacy in MS Office packages. Knowledge of Government legislation especially those pertaining to public finance management. Ability to run workshops and think creatively and innovatively in terms of programme development and expansion. Ability to work independently but also be a team player. Good interpersonal, communication, analytical ability, mentoring, report writing, facilitation and presentation skills.
<u>DUTIES</u>	:	Implement policies and guidelines on asset management. Ensure proper maintenance of the asset register, perform physical asset verification of assets, implement disposal policies of assets of the department. The incumbent will be required to report at least monthly to management on all asset management activities of the department. To implement internal controls and facilitate the movement of assets. Additional requirements will be to perform inherent human resources management functions.
<u>ENQUIRIES</u>	:	Mr. K Molamu Tel no: 018 388 3247

POST 04/135 : **SENIOR SCM OFFICER (SL8) 1 POST REF NO: 26/2017**
 Directorate: Departmental Supply Chain Management
 Sub Directorate: SCM Logistics Management

SALARY : R262 272 per annum (Salary Scale: R262 272 – 308,943)
CENTRE : Mmabatho
REQUIREMENTS : Degree/ National Diploma in Supply Chain Management/ Logistics/ Purchasing/ Financial Management or equivalent NQF6. Minimum of 3 Years' working experience within the Supply Chain Management Field. Excellent verbal and written communication skills. Sound Analytical/ Innovative thinking and Problem Solving Skills. Computer Literacy. Knowledge of WALKER/ BAS. Strong Planning and Coordination abilities. Ability to work under pressure and extended hours so as to meet the deadline dates. Knowledge and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulations.

DUTIES : Assist the Supervisor with the management of the Logistics Section. Verification of Procurement documents to comply with SCM prescripts, procedures and processes. Performance of duties related to Ordering, Receiving, Dispatching of Goods and Payment of Suppliers. Carry out Inventory Management Systems to ensure stock is on record. Monitor Vendor/ Supplier performance. Follow through to update Supplier Performance Database. Control of Suppliers Complaints Register. Perform any other duty that might be expected from the incumbent as and when required. Preparation of VTSD Expenditure Progress Report.

ENQUIRIES : Ms JM Mutla Tel no: 018 388 3247

POST 04/136 : **SENIOR ASSET MANAGEMENT OFFICER (SL8) 3 POSTS REF NO: 27/2017**
 Directorate: Provincial Asset Management
 Sub Directorate: Provincial Physical Asset Management

SALARY : R262 272 per annum (Salary Scale: R262 272 – 308,943)
CENTRE : Mmabatho
REQUIREMENTS : B Degree or diploma in Economics/ Commerce/ Business Economics/Purchasing/ Logistics or equivalent with more than 3 years asset management experience, Or Grade 12 with more than 5 years' experience in asset management. Knowledge of Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act(PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Recognised Accounting Principles (GRAP), Government Supply Chain policies, WALKER system knowledge and experience will be an added advantage, Problem solving and analytical skills, Supervisory and managerial skills, Conflict resolution, Strong interpersonal and communication skills, System and process understanding, Performance and results orientated Honesty and integrity.

DUTIES : Assist Provincial departments on the update of their asset registers to ensure accuracy and completeness. Perform monthly reviews of the asset management reconciliations by provincial departments. Assist Public Entities with the update of their asset register and monitor compliance with the provisions of generally recognised accounting principles. (GRAPP), Monitor asset acquisition, renewals, movements, transfers and disposals.

ENQUIRIES : Mr. O Mduli Tel no: 018 388 3231

POST 04/137 : **SENIOR SCM CONTRACT OFFICER (SL8) 1 POST REF NO: 28/2017**
 Directorate: Provincial SCM Management
 Sub Directorate: Provincial SCM Contract Management

SALARY : R262 272 per annum (Salary Scale: R262 272 – 308,943)
CENTRE : Mmabatho
REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in Supply Chain Management or other related fields with three years' experience, or a Grade 12 plus at least 5 years' experience in either private or public sector supply chain management environment. (Code 8 Driver's license is a must). Theoretical or practical knowledge of operational supply chain management processes. A

background on contract management will be an advantage. The post requires people with strong communication, report writing and technical skills. The incumbent must have working knowledge of computer spreadsheet, word processor and power point.

DUTIES : The duties attached to this post are of a provincial (transversal) nature. The incumbent's duties will comprise the execution of demand management e.g the identification of needs assessments, bid specification and execution of acquisition management e.g compilation of bid documents and invitation of bids. Execution of the coordination of secretariat services for the transversal cross-functional teams and Provincial Supply Chain Management Forum. Among others the incumbent will also be responsible for the following: consolidation of contract management information, the maintenance and safeguarding of all bid and contract management documents.

ENQUIRIES : Mr. G Tong Tel no: 018 388 4223

POST 04/138 : **STATE ACCOUNTANT (SL7) 1 POST REF NO: 29/2017**

Directorate: Financial Accounting Management
Sub Directorate: Salary Administration

SALARY : R211 194 per annum (Salary Scale: R211 194 – 248,781)

CENTRE : Mmabatho

REQUIREMENTS : Appropriate bachelor's degree in Accounting/Commerce or equivalent qualification (NQF 6) coupled with 1 year relevant experience. Knowledge of Public Finance Management Act (PFMA), Treasury regulations. Computer literacy – Word, Excel and PowerPoint important. Knowledge of Government systems (BAS, Walker, Persal) will be an added advantage. Sound analytical and problem solving skills. Excellent interpersonal and customer relation skills. Ability to work independently and in a team. Ability to apply technical/professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure and with precision. Ensure deadlines are adhered to. Ability to plan effectively and efficiently.

DUTIES : To render Financial Accounting Services related to Debtors and Expenditure. Recover and follow up on outstanding debts. Handle all payments made outside Persal. Handle all recalled, reversed and rejected salaries. Be responsible for the capturing of Salary related Journals and clearing of salary control accounts. Assist with the preparation of all salary related reconciliations. Perform calculations on leave/benefit payouts upon termination of services.

ENQUIRIES : Ms. G Molamu Tel no: 018 388 3260

POST 04/139 : **ADMINISTRATION OFFICER: DATABASE (SL7) 1 POST REF NO: 30/2017**

Directorate: Provincial SCM Management
Sub Directorate: Provincial Supplier Management Services

SALARY : R211 194 per annum (Salary Scale: R211 194 – 248,781)

CENTRE : Mmabatho

REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in Supply Chain Management or other related fields with two years' experience, or a Grade 12 plus at least four years' experience in the supply chain database administration environment. This is a post which requires a person with facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain to and communicate registration progress with suppliers. Training in supply chain management and knowledge of the Database systems is a must. The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor. Knowledge of applicable prescripts, regulations and acts.

DUTIES : Provide training and support to user departments and suppliers. Assisting with logistical arrangements for Outreach programs. Assist suppliers to register on CSD. Provide tender advisory services to suppliers and SCM Practitioners. Attend provincial events, e.g. Rural development Projects, Setsokotsane, etc. Assist with activation of suppliers. Liaising with National treasury on bank verification issues.

ENQUIRIES : Ms. S Leshomo Tel no: 018 388 4226

- POST 04/140** : **SCM CONTRACT OFFICER (SL7) 1 POST REF NO: 31/2017**
 Directorate: Provincial SCM Management
 Sub Directorate: Provincial SCM Contract Management
- SALARY** : R211 194 per annum (Salary Scale: R211 194 – 248 781)
CENTRE : Mmabatho
REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in Supply Chain Management or other related fields with two years' experience, or a Grade 12 plus at least four years' experience in either private or public sector supply chain management environment. Theoretical or practical knowledge of operational supply chain management processes. A background on contract management will be an advantage. The post requires people with strong communication, report writing and technical skills. The incumbent must have working knowledge of computer spreadsheet, word processor and power point.
- DUTIES** : The duties attached to this post are of a provincial (transversal) nature. The incumbent's duties will comprise the execution of demand management e.g the identification of needs assessments, bid specification and execution of acquisition management e.g compilation of bid documents and invitation of bids. Execution of the coordination of secretariat services for the transversal cross-functional teams and Provincial Supply Chain Management Forum. Among others the incumbent will also be responsible for the following: capturing of bids on the E-Tender Publication Portal, the maintenance and safeguarding of all bid and contract management documents.
- ENQUIRIES** : Mr G Tong Tel no: 018 388 4223
- POST 04/141** : **ASSISTANT INTERNAL AUDITOR: RISK AUDITS (SL7) 4 POSTS REF NO: 32/2017**
 Chief Directorate: Internal Audit
 Directorate: Risk Audits
- SALARY** : R211 194 per annum (Salary Scale: R211 194 – 248,781)
CENTRE : Mmabatho
REQUIREMENTS : B. Com degree in Accounting and Auditing/Diploma in Internal Auditing and least one year's experience in internal auditing. Preference to those who have completed Internship in Internal Auditing or Learnership (IAT). A valid driver's license will be an added advantage. Communication, analytical, decision making, interpersonal, time management, initiative language (verbal and written), computer (MS word and MS excel).
- DUTIES** : Perform audits of government departments in accordance with the audit methodology. Assist with audit planning and compilation of reports. Prepare systems descriptions, assist with compilation of audit procedures, execute audit procedures and raise exceptions.
- ENQUIRIES** : Ms. M Wilson Tel no: 018 387 8610
- POST 04/142** : **PERSONAL ASSISTANT (SL7) 1 POSTS REF NO: 33/2017**
 Chief Directorate: Municipal Financial Management
- SALARY** : R211 194 per annum (Salary Scale: R211 194 – 248,781)
CENTRE : Mmabatho
REQUIREMENTS : A Secretarial diploma or equivalent qualification. 3-5 years' experience in rendering a support service to Senior Management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. A high level of reliability. Written communication skills. The ability to act with tact and discretion. The ability to do research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of the relevant legislation/policies/prescripts and procedures governing the unit and Public Service. Basic knowledge of financial administration/bookkeeping will be an added advantage.
- DUTIES** : Provide a secretarial/receptionist support service to the Chief Director. Manage phone calls. Perform advanced typing work. Record engagements of the Chief Director. Compile realistic schedules of appointments. Render administrative

support services. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Manager. Collect, analyse and collate information requested by the Manager. Clarify instructions and notes on behalf of the Manager. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Handle the procurement of items for the office. Obtain necessary signatures on documents. Provide support to the Chief Director regarding meetings. Scrutinise documents to determine actions/information required for meetings. Collect and compile all necessary documents for the Manager. Record minutes/decisions and communicate to relevant role-players, and follow up on progress made. Prepare briefing notes for the Manager. Coordinate logistical arrangements.

ENQUIRIES

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Ms L Nenghovela Tel no: 018 388 2142