

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF FINANCE**

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. Applications should be submitted on time.
- CLOSING DATE** : 17 March 2017 at 16h00 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.

OTHER POSTS

- POST 08/74** : **INFRASTRUCTURE ANALYST (SL10) 3 POSTS REF NO: FINNW/35/2017**
Chief Directorate: Budget and Public Finance Management
Directorate: Infrastructure Management
- SALARY CENTRE REQUIREMENTS** : R389 145 per annum (Salary Scale: R389 145 – R458 385)
Mmabatho
- : 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 08/75 : **INTERNAL AUDITOR (SL8) 5 POSTS REF NO: FINNW/36/2017**
Chief Directorate: Provincial Internal Audit
Directorate: Risk Based Audits

SALARY : R262 272 per annum (Salary Scale: R262 272 – R308 943)
CENTRE : Mmabatho
REQUIREMENTS : BCom Degree in Accounting and Auditing or Diploma in Internal Audit and a completed IAT qualification or at least two years' experience in auditing which should be in risk based internal auditing. Valid driver's license is essential. An added advantage would be studies towards a CIA. Knowledge of IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology. Report writing and communication skills. Ability to work in a team. Computer literacy. Time Management

DUTIES : Perform audits of government departments in accordance with the audit methodology. Assist with audit planning and compilation of reports. Documenting field work. Assisting in ensuring effective and efficient audits. Keep time records. Give guidance to junior team members.

ENQUIRIES : Ms M Wilson Tel no: (018) 388 1403

POST 08/76 : **SENIOR TRAINING OFFICER - BAS (SL8) REF NO: FINNW/37/2017**
Chief Directorate: Provincial Accounting Services
Directorate: Financial Systems

SALARY : R262 272 per annum (Salary Scale: R262 272 – R308 943)
CENTRE : Mmabatho
REQUIREMENTS : Completed a three year tertiary qualification (degree or equivalent qualification). Three to five years' work experience in public finance. Three to five years' BAS Training coordination and administration experience. The successful candidate should have the ability to work independently and within a team. Ability to facilitate workshops, training, ability to interpret and apply policies and other prescripts. Must have good inter-personal, excellent communications (verbal and written), management, report writing, research and analytical skills. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals.

DUTIES : The successful candidate will report directly to the Assistant Director: Financial Management Training. Main purpose of the job is to conduct WALKER/BAS training and capacity building in the North West Provincial Departments and public entities. Manage the provision of BAS training and other training initiatives. Manage the provision of BAS training and other training initiatives to users in the North West Provincial Departments and Public entities. Maintain an effective BAS management system within provincial departments and public entities. Manage and coordinate process related to Financial BAS training and training centre's. Compile monthly and quarterly reports.

ENQUIRIES : Mr TF May Tel no: (018) 388 1164

POST 08/77 : **SENIOR STATE ACCOUNTANT (NGA) (SL8) REF NO: FINNW/38/2017**
Chief Directorate: Provincial Accounting Services
Directorate: Accounting Services

SALARY : R262 272 per annum (Salary Scale: R262 272 – R308 943)
CENTRE : Mmabatho
REQUIREMENTS : An appropriate recognised Bachelor's degree/diploma or equivalent qualification in Commerce or Public Finance Management and Administration. Three years' experience in Finance Management and Administration. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Conversant with Persal, Walker and BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. The successful candidate should have the ability to work independently and within a team. Problem solving, initiative and presentation skills,

ability to interpret and apply policies and other prescripts. Must have good inter-personal, excellent communications (verbal and written), management, report writing, research and analytical skills. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals.

DUTIES : Receive & record manual cashbooks, deposit slips and vouchers in the control register. Check and confirm the correctness of submitting office code, cashbook page number and deposit slip numbers and vouchers. Confirm that the amount in the vouchers tally with the expenditure cashbook and the deposit slips are tally with revenue cashbooks. Submit revenue and expenditure cashbooks to Accounting section for capturing. Receive captured cashbooks from the Accounting Section for filling. Collect Tribes monthly Cashbook from House of Traditional Leadership. Filing of cashbooks and source documents (deposit slips, vouchers, bank statements, cashed cheques and computerized reports). Reconcile Traditional Council Cashbooks with Finance Cashbooks. Monitor and control Provincial Tribal and Trust Bank Reconciliation. Reconcile Tribal and Trust control accounts and distribution of interest to Tribal Authorities

ENQUIRIES : Ms K Horsley Tel no: (018) 388 3437

POST 08/78 : **SENIOR STATE ACCOUNTANT (SALARY ACCOUNT) (SL8) REF NO: FINNW/39/2017**
Chief Directorate: Provincial Accounting Services
Directorate: Accounting Services

SALARY CENTRE REQUIREMENTS : R262 272 per annum (Salary Scale: R262 272 – R308 943)
Mmabatho
An appropriate recognised Bachelor's degree/diploma or equivalent qualification in Commerce or Public Finance Management and Administration. Three years' experience in Finance Management and Administration. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Conversant with Walker and BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. The successful candidate should have the ability to work independently and within a team. Problem solving, initiative and presentation skills, ability to interpret and apply policies and other prescripts. Must have good inter-personal, excellent communications (verbal and written), management, report writing, research and analytical skills. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals.

DUTIES : The successful candidate will report directly to the Assistant Director: Salary Deductions. The incumbent will be responsible for the following: Collection of machine cheques from the computer room. Verification of all machine cheques i.t.o. date, sequence, amount and rand values against cheque register from computer room. Sorting and distribution of machine cheques. Sorting and distribution of the following supplementary salary reports: summarized payroll, supplementary payment rejected, supplementary payment exceeding ACB limit, payments more than ten thousand, payments more than one hundred thousand, detail list of ACB transaction and ACB control reports. Sorting of pay slips, IRP5 certificates and annual salary adjustments. Filing of all pay slips, Persal salary reports for collection per department, all IRP5 certificates and adjustment letters. Ensure safe custody of all machine cheques. Verifying the signature of the cheque collector against departmental signature specimen received from Departments. Recording of all issued cheques in numerical sequence. Ensuring that registers are correctly completed for all cheques collected. Maintain environment where fraudulent transactions are minimized.

ENQUIRIES : Ms K Horsley Tel no: (018) 388 3437

POST 08/79 : **COUNSELLOR (SL8) REF NO: FIN/NW40/2017**
Chief Directorate: Corporate Services
Directorate: Human Resource Management
Sub-Directorate: Employee Health and Wellness Programme

SALARY CENTRE REQUIREMENTS : R262 272 per annum (Salary Scale: R262 272 – R308 943)
Mmabatho
Applicants must have a B Psych Degree or a Social Work Degree and be registered as a psychological counselor with the HPCSA or as a Social Worker with the SACSSP. 2-3 years practical experience in counseling of a diverse client group. Computer literacy in MS Office packages. Valid Driver's license. Experience in an Integrated Employee Health & Wellness Programme would be an added advantage. The incumbent must be willing to travel. Knowledge of an Integrated

Employee Health and Wellness Programme. Knowledge of Government legislation especially those pertaining to Employee Health & Wellness. Ability to run workshops, support groups, 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, research, report writing, people, facilitation and presentation skills.

DUTIES : Assist with Employee Health and Wellness Programme that covers Wellness Management, Occupational Health and Safety and HIV and AIDS and thus will need to be conversant in all three areas. The person will be tasked with counseling, group work, crisis intervention, bereavement, trauma debriefing and running workshops, policy development, promoting work wellness. Assist in developing workshops & materials, questionnaire design and data collection, data capturing, data analysis and report writing. Coordinate events. Develop and maintain effective client record keeping systems and provide statistical and other reports as directed.

ENQUIRIES : Mr. T Ntsheni Tel no: (018) 388 4024

POST 08/80 : **STATE ACCOUNTANT (SALARY ACCOUNT) (SL7) REF NO: FINNW/41/2017**
Chief Directorate: Provincial Accounting Services
Directorate: Accounting Services

SALARY CENTRE REQUIREMENTS : R211 194 per annum (Salary Scale: R211 194 – R248 781)
Mmabatho
An appropriate recognised Bachelor's degree/diploma or equivalent qualification in Commerce or Public Finance Management and Administration. Two years' experience in Finance Management and Administration. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Conversant with Persal, Walker and BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. The successful candidate should have the ability to work independently and within a team. Problem solving, initiative and presentation skills, ability to interpret and apply policies and other prescripts. Must have good interpersonal, excellent communications (verbal and written), management, report writing, research and analytical skills. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals.

DUTIES : Provision of assistance to Departments regarding salary enquiries and tax reconciliations so as to provide quality accounting and advisory support. Distribution of Personnel Expenditure reports to Departments and provision of financial information to Cash-Flow Management Unit to facilitate monitoring, management and control of Departmental expenditure on Personnel. Facilitate the distribution of Persal salary reports and payment schedules. Provision of financial information to Provincial Departments and external clients. Assist Departments with bi-annual, year-end and revised tax reconciliations. Manage helpdesk type functions of Provincial Departments and other external clients. Filing of ACB reports, EFT lists, pension and tax schedules.

ENQUIRIES : Ms K Horsley Tel no: (018) 388 3437

POST 08/81 : **SCM OFFICER (SL7) REF NO: FINNW/42/2017**
Chief Directorate: Financial Management Services
Sub Directorate: Logistics Management

SALARY CENTRE REQUIREMENTS : R211 194 per annum, (Salary Scale: R211 194 – R248 781)
Mmabatho
Appropriate Bachelor's degree/Diploma in Accounting, Financial Management, Supply Chain Management or Equivalent qualification coupled with 1 year experience in Supply Chain Management field. Sound analytical thinking and problem solving skills. Good communication and interpersonal skills. Ability to work independently and in a team and must be able to work under pressure. Must be computer literate, Word and Excel. Must have knowledge of Government prescripts (PFMA, Treasury Regulations, PPPFA).

DUTIES : Ensure that transactions that are processed comply with PFMA, related prescripts and departmental policies. Receive registered requisitions from ordering section and send orders to suppliers and arrange delivery of goods and invoices. Receive goods from suppliers, notify requestor and certify purchase orders, keep all orders without delivery of goods and invoices until service is rendered. Follow up on open orders and keep record of follow ups. Administer compensation of subsidy and general travel claims. Administer the creation and maintenance of Travel Claim records and data base. Implement effective actions and processes to ensure that

deadlines are met. Administer log books, Licensing of vehicles and registration of pool vehicles. Communicate all matters relating to pool vehicles with relevant stake holders.

ENQUIRIES : Mr M Phaladi Tel no: (018) 388 3911

POST 08/82 : **HRD PRACTITIONER (SL7) REF NO: FINNW/43/2017**
Chief Directorate: Corporate Services
Directorate: Human Resource Management and Development
Sub Directorate: Human Resource Development

SALARY : R211 194 per annum, (Salary Scale: R211 194 – R248 781)
CENTRE : Mmabatho
REQUIREMENTS : A recognized 3 year degree/or National Diploma in Human Resource Management or an equivalent NQF level 6 qualification. 1-2 years' experience in a training and development environment. An OD-ETDP Certificate and registration with relevant professional bodies, such as SABPP would be an added advantage. Knowledge of relevant prescripts and application of resources. An understanding of legislative frameworks and variety of work ranges and procedures. Report writing skills. Presentation and facilitation skills. Written and verbal communication skills. Time management skills. Competent in project management. The ability to work in a team. Computer literacy.

DUTIES : Assist with the presentation for skills audit and analysis of training needs. Participate in the analysis and interpretation of results of the skills audit and training needs. Coordinate training schedules/ plan and ensure training is conducted. Search for and compile a list of training providers and provide contract arrangement for coordinating in-house training programmes. Communicate all upcoming training activities to staff. Maintain files and statistics pertaining to training contracts and course offerings. Provide inputs and data for the generation of monthly/ quarterly reports. Provide administrative support to the supervisor as required.

ENQUIRIES : Mr A Kgabo Tel no: (018) 388 3960