

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

The North West Department of Tourism is an Affirmative Action Employer with the intention of promoting representivity (race, gender and disability) through the filling of these posts.

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management: Department of Tourism, Private Bag X2099, Mmabatho, 2735 or hand delivered at the Telkom Building, 3366 Besemmer Street, Industrial Site, Mafikeng (behind the Crossing Shopping Complex)
- FOR ATTENTION** : Mrs Keolebogile Rasebitse.
- CLOSING DATE** : 21 April 2017.
- NOTE** : Applications must be submitted on the prescribed form, Z83 (fully completed), obtainable from any Public Service Office, and should be accompanied by the following documents: Certified copies of qualifications and Identification Document, a Curriculum Vitae with competencies, experience and with full names, addresses and telephone number of least three referees. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Applicants should be forwarded in time to the Department, since applications received after closing date indicated below will, as a rule, not be accepted. 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 candidate(s) will be strictly subject to the Personnel Suitability Checks result/ outcome. Failure to comply with the above requirements will result in the disqualification of the application. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

OTHER POSTS

- POST 11/84** : **DEPUTY DIRECTOR: LOGISTICS MANAGEMENT**
Job Purpose: To effectively and efficiently manage the Departmental logistics services.
- SALARY** : R612 822 Per Annum (All- inclusive MMS Package, Level 11)
- CENTRE** : Mahikeng
- REQUIREMENTS** : Degree or National Diploma in Commerce with Accounting & Purchasing/ Finance or equivalent qualification. Knowledge of Supply Chain Management Framework, Financial Management systems. Understanding of PFMA, GRAP/GAAP, PPPFA and Treasury Regulations. Advanced computer literate and Leadership abilities, interpersonal skill, written and verbal communication. Job Knowledge: Knowledge of personnel administration, Knowledge of SCM practice notes and guidelines, knowledge of government financial systems (BAS/WALKER, BAS/Proquote) and Knowledge of the Treasury Regulation. Communication skills, Management skills, Conflict resolution, Problem solving, Computer literacy (Excel/ Word/ Powerpoint) and Report writing skills.
- DUTIES** : Manage the processing of requisition of goods and services. Manage the delivery and distribution of goods. Preparation of documentation for payments. Monthly reporting. Management of Human Resources.
- ENQUIRIES** : Ms M Tumane Tel no: (018) 388 2474
- POST 11/85** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING**
Job Purpose: To ensure effective and efficient payments and financial accounting in the Departments.
- SALARY** : R612 822 Per Annum (All- inclusive MMS Package, Level 11)
- CENTRE** : Mahikeng
- REQUIREMENTS** : Diploma/ Degree in Financial Management & Accounting. 3-5 years management experience in related field, knowledge in PERSAL and BAS and knowledge in government financial systems. Job Knowledge: In- depth knowledge of prescripts and processes available in the Public Service i.e PFMA. Labour Relation Acts and and financial manuals etc., knowledge of PERSAL systems, BAS and WALKER. Communications skills, Financial Management & Accounting, Planning & Organizing, Managerial and Leadership, Report writing, Project Management, Research & analyzing and Computer literate.

<u>DUTIES</u>	:	Management of Salaries and Claims. Authorisation of payments. Management and reconcile the suspense account. To provide support in and prepare interim and annual financial statements. Management of administrative and related function of the sub- directorate which would include the following: Management and development of the operational plan, compiling and submitting of reports and development and training of the sub- directorate staff.
<u>ENQUIRIES</u>	:	Mr M Moiloanyane Tel no: (018) 388 5176
<u>POST 11/86</u>	:	<u>STATE ACCOUNT</u> Job Purpose: To ensure effective and efficient management of financial planning and financial reporting.
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Degree in Financial Management/ B. Commerce, Computer literacy, 2 year's financial management experience. Ability to interpret and apply policies. Job Knowledge: Knowledge of accounting financial systems. Knowledge of government financial systems. Working knowledge of financial legislations (PFMA. DORA) etc. Working knowledge of prescripts and process applicable in Public Service i.e. Human Resource, Labour Relation Act, Public Service Regulation. Budgeting and financial reporting knowledge. Computer literate, problem solving, excellent communication skills, written and verbal communication skills and understanding of financial systems and procedures.
<u>DUTIES</u>	:	To maintain and ensure effective financial management in the Department. Assist with planning and budgeting processes as well as preparation of budget working documents. Assist in the compilation and co-ordination of the MTEF document and departmental adjustment. Capturing of budget on Basic Accounting System and assist in maintaining of adjustments to budget allocations. Provide support in the preparation of the annual financial statement (AFS). Check requisitions for the availability of funds for procurement of goods and services for business units assigned. Assist with the re- allocation of funds and monitor movement of funds allocated within the budget after reprioritization.
<u>ENQUIRIES</u>	:	Mr M Moiloanyane Tel no: (018) 388 5176
<u>POST 11/87</u>	:	<u>IT TECHNICIAN</u> Job Purpose: To ensure the stable operation of the in-house computer network and resolves end- user Hardware and software problems.
<u>SALARY</u>	:	R211 194 per annum, Level 07
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Degree in IT. 1- 2 years experience in IT. Job Knowledge: Knowledge of IT systems and applications. IT Network recovery and security. Administrative procedures. Knowledge of Government prescripts. Computer Literacy. Sound organizing and planning skills. Applications and configuration skills. Good communication skills. Computer skills. Basic document management skills. Team work and Financial Management.
<u>DUTIES</u>	:	Provide security solutions and equipments on the in-house computer network. Ensure installation, configuration, maintenance and connectivity of end- user workstations. Perform audit, back-ups and recovery in line with security and best practice guidelines. Upgrade and repairs to the performance of the network.
<u>ENQUIRIES</u>	:	Ms D Lolokwane Tel no: (018) 388 2391
<u>POST 11/88</u>	:	<u>COMMUNICATION OFFICER: MEDIA RELATIONS</u> Job Purpose: To provide an effective media liaison services to the Department.
<u>SALARY</u>	:	R171 069 per annum, Level 06
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 and three (3) year National Diploma/ Degree in Communications/ Public Relations/ Journalism. 1- 2 years experience in the communication environment. Language skills and the ability to communication well with people at different levels and from different backgrounds and computer literacy. Job Knowledge: Knowledge on communication and media, knowledge on media environment within the province and national, knowledge on writing for the media, knowledge on government communication and knowledge on communication protocols. Writing skills,

	:	negotiation skills, communication skills, analytical skills and skills in writing for different media environments. A valid driver's license.
<u>DUTIES</u>	:	Media monitoring. Develop and update media data- base. Offer photography services and manage archives. Distribute media correspondence and confirm media attendance during Departmental events. Provide administrative support for the media relations sub- unit. Compile and produce media statements and articles.
<u>ENQUIRIES</u>	:	Ms D Lolokwane Tel no: (018) 388 2391
<u>POST 11/89</u>	:	<u>COMMUNICATION OFFICER: INTERNAL COMMUNICATIONS</u>
	:	Job Purpose: To effectively give support on all internal communication plans and activities.
<u>SALARY</u>	:	R171 069 per annum, Level 06
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 and three (3) year National Diploma/ Degree in Communications/ Public Relations/ Journalism. 1- 2 years experience in the communication environment. Language skills and the ability to communication well with people at different levels and from different backgrounds and computer literacy. Job Knowledge: Knowledge of implementing and developing internal communication action plans and campaigns. In- depth knowledge of the government communications environment and approach and knowledge of Public Service Prescripts. Good communication skills (written and verbal) and presentation skills. Effective organizational skills. Computer Literate (Ms Word, Excel and Power Point). Ability to develop electronic internal publications and publish on the intranet. Ability to work under pressure and with tight deadlines including weekends and public holidays. A valid driver's license.
<u>DUTIES</u>	:	Provide effective internal communication to the Department. Implement internal tactical communication plans and campaigns. Develop and maintain the internal stakeholder's database and take photographs for all internal Departmental events.
<u>ENQUIRIES</u>	:	Ms D Lolokwane Tel no: (018) 388 2391
<u>POST 11/90</u>	:	<u>FINANCE CLERK</u>
	:	Job Purpose: To render financial support services within the Department.
<u>SALARY</u>	:	R142 461 per annum, Level 05
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. Job Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, etc.). Computer operating skills. Communication planning and organisation. Interpersonal relations language. Flexibility good verbal and written communication skills.
<u>DUTIES</u>	:	Render Financial Accounting transactions. Perform Salary Administration support services. Perform Bookkeeping support services. Render a budget support services.
<u>ENQUIRIES</u>	:	Mr M Moiloanyane Tel no: (018) 388 2474
<u>POST 11/91</u>	:	<u>ACCOUNTING CLERK</u>
	:	Job Purpose: To ensure effective and efficient payment of creditors and processing of BAS debts and capturing them in the system for the Department.
<u>SALARY</u>	:	R142 461 per annum, Level 05
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Diploma/ Degree in Financial Management & Accounting. 1- 3 years experience in related field. Job Knowledge: In- depth knowledge of prescripts and processes available in the Public Service i.e. PFMA. Labour Relations Acts and financial manuals etc. Knowledge of WALKER and BAS Systems. Communication skills, Financial Management & Accounting, Planning and Organizing, Report writing and Computer literate.
<u>DUTIES</u>	:	Payment of creditors. Register and maintain debts. Processing of S&T claims. Document control.
<u>ENQUIRIES</u>	:	Ms M Moiloanyane Tel no: (018) 388 5176.

POST 11/92 : **SCM CLERK**
 Job Purpose: Effective management, record keeping, safeguarding and investigation of assets in terms of the PFMA, Asset Management Guidelines and other related legislatives.

SALARY : R142 461 per annum, Level 05
CENTRE : Mahikeng
REQUIREMENTS : Senior Certificate with relevant two (2) years experience and/ or a tertiary qualification in Commerce/ Financial management/ Public Administration as an added advantage plus one (1) year experience. Knowledge of Walker, BAS & Baud system, Supply Chain Management processes and procedures, PFMA & Treasury Regulations asset management framework. Good verbal and written communication, interpersonal skills, computer literacy and ability to work under pressure. Job Knowledge: Walker Financial System, PFMA, Treasury Regulations, Supply Chain Management, Policies, Asset and Management Framework. Computer skills, Walker training system, Report Writing skills and Communication skill.

DUTIES : Receive and verify purchased assets on Walker System. Verification of receipts, deliveries, bar- coding, distribution & recording of new assets. Conduct annual asset verification/ count & quarterly spot checks. Storage of qualifying disposal assets (all redundant, obsolete & unserviceable)

ENQUIRIES : Ms M Tumane Tel no: (018) 388 2474