

**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
- FOR ATTENTION** : JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building.
- CLOSING DATE** : 13 April 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 such as verification of qualifications and security 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 12/72** : **DEPUTY DIRECTOR: PROVINCIAL ACCOUNTING (NGA) (SL12) (1 POST) REF NO: FINNW/45/2017**
Chief Directorate: Provincial Accounting Services
Directorate: Accounting Services
- SALARY** : R726 276 per annum, all inclusive salary package per annum (Salary Scale of R726 276 – 855 518)
- CENTRE** : Mmabatho
- REQUIREMENTS** : Minimum of a National Diploma or an Advanced Certificate in Commerce (Finance/ Economics/ Accounting) (NQF 6 Qualification) with eight (8) years experience in management, public finance and administration, financial systems (BAS, WALKER, PERSAL). Sound knowledge of PERSAL, BAS and Walker Financial Systems are crucial to this position. Knowledge- and understanding of SCoA, PFMA, Treasury Regulations and Skills Development Act. 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. Possession of a valid driver's licence is a necessity. The successful candidate should have the ability to work independently and within a dynamic team. Ability to facilitate workshops, provide training, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter-personal relations, excellent communications (verbal and written), management, report writing, research, presentation, facilitation and analytical skills. Ability to meet deadlines and work well under pressure. Ability to conduct financial analysis, prepare reports and proposals.
- DUTIES** : Administer the Non-Governmental Tribal and Trust Accounts in the North West Province by providing financial information on the Non-Governmental Accounts. Administer the Non-Governmental cash books and bank reconciliations. Be responsible for activities in the Non-Governmental Electronic Financial System

(Walker). Manage Non-Governmental Investments. Reconcile Tribal Council Cash Books with the Department of Finance Cash Book. Provide Financial Information. Liaise with other stakeholders. Develop or improve and ensure completion of the Monthly Checklist for the Non-Governmental Tribal and Trust Accounts. Compile monthly and quarterly reports for the Non-Governmental Tribal and Trust Accounts. Prepare the Directorate's annual financial reports and budgets. Supervise and manage subordinates performance and developmental training needs. Perform generic management functions. Ensure the facilitation between the Auditor-General and provincial departments and public entities in achieving all deliverables in conducting the annual audits.

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

POST 12/73 : **DEPUTY DIRECTOR: RESOURCE MANAGEMENT 1 POST REF NO: FINNW/46/2017**

Chief Directorate: Budget and Public Finance Management
Directorate: Resource Management

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

CENTRE : Mmabatho

REQUIREMENTS : Minimum of a National Diploma or an Advanced Certificate in Finance/ Economics/ Accounting (NQF 6 Qualification) with eight (8) years experience in budgeting, financial management and reporting, financial and non-financial statistics performance monitoring and reporting of which 4 years must be on junior management level (supervisory level). Code 08 drivers' licenses is a necessity. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act, Procurement Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela and BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. Advanced Financial modeling. Competency in evaluating written reports. Report writing skills.

DUTIES : Ensure improved in-year expenditure management practices, analysis and improvement of inter-governmental financial management systems. Monitor and report to National Treasury on revenue and expenditure management of provincial department's performance. Ensure efficient and accurate financial and non-financial reporting of provincial departments and public entities. Monitor and report on financial and non-financial performance statistics of the Provincial Departments to National Treasury and Provincial Legislature and all relevant stakeholders. Consolidate and assess quarterly performance data from Provincial Departments. Develop and maintain a financial and non-financial database with accurate statistics. Compile monthly and quarterly performance reports on financial & non-financial data of provincial departments. Liaise with National, Provincial Departments and Public Entities on required data. Provide tools/models for monitoring budget by assessing proposed allocations with desired outcomes, measuring post-budget allocation effectiveness and efficiency of resource expenditure performance & delivery of provincial departments, in terms of infrastructure, maintenance, conditional grants and current expenditure, thereby appraising "Value for money". Attend various national/ departmental/ provincial meetings pertaining to performance and statistical data. Manage, direct and guide the sub-directorate responsible for non-financial statistics. Any other related management and administrative duties within the directorate.

ENQUIRIES : Ms KM Mosupa-Mocuminyana Tel no: (018) 388 4302

POST 12/74 : **SENIOR BUDGET ANALYST 1 POST REF NO: FINNW/47/2017**

Chief Directorate: Budget and Public Finance Management
Directorate: Budget Management

SALARY : R389 145 per annum, Level 10 (Salary Scale: R389 145 –R458 385)

CENTRE : Mmabatho

REQUIREMENTS : Minimum of a National Diploma or an Advanced Certificate in Finance/ Economics/ Accounting (NQF 6 Qualification) with six (6) years experience in budgeting, financial management and reporting, financial and non-financial statistics performance monitoring and reporting of which 3 years must be on junior management level (supervisory level). Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act; effective oral and writing skills; strong analytical skill; conversant with Vulindlela/ Basic Accounting Systems;

		computer literacy in Microsoft Word, Excel and Powerpoint; competency in evaluating written reports; report writing skills.
<u>DUTIES</u>	:	Support the Unit to co-ordinate and evaluate the MTEF budgets submissions during the planning phase and final stage of the MTEF budgets. Assist the budget implementation Directors on provincial financial data needs. Support the Manager during Medium Term Expenditure Meetings and compile a report. Assist in attending to queries raised by the Departments. Contribute to National Treasury information for publication: by verifying numbers in the Estimates of Provincial Revenue Expenditure and other provincial treasury's publications, assist with formatting documents (tables), presentations including charts for analysis. Assist to evaluate and analyse the Strategic and Annual Performance Plans and submit a report. Engage with departments on the expenditure deviations versus performance. Maintain that the budgets in the financial systems reconciles with the Estimates of Provincial Revenue and Expenditure. Monthly and quarterly performance assessments of provincial departments and public entities' measurable information to improve alignment of their stated objectives towards the desired provincial socio-economic outcomes according to their Strategic and Annual Performance Plans. Evaluate virement submissions and advise accordingly.
<u>ENQUIRIES</u>	:	Ms KM Mosupa-Mocuminyana Tel no: (018) 388 4302
<u>POST 12/75</u>	:	<u>ASSISTANT DIRECTOR: PROV. ACCOUNTING (SALARY ACCOUNT) 1 POST REF NO: FINNW/48/2017</u> Chief Directorate: Provincial Accounting Services Directorate: Accounting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R389 145 per annum, Level 10 (Salary Scale of R389 145-R458 385) Mmabatho Minimum of a National Diploma or an Advanced Certificate in Finance/ Economics/ Accounting (Commerce) (NQF 6 Qualification) with six (6) years experience in management, public finance and administration, financial systems (BAS, WALKER, PERSAL). Sound knowledge of PERSAL, BAS and Walker Financial Systems are crucial to this position. Knowledge- and understanding of SCoA, PFMA, Treasury Regulations and Skills Development Act. 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. Possession of a valid driver's licence is a necessity. The successful candidate should have the ability to work independently and within a dynamic team. Ability to facilitate workshops, provide training, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter-personal relations, excellent communications (verbal and written), management, report writing, research, presentation, facilitation and analytical skills. Ability to meet deadlines and work well under pressure. Ability to conduct financial analysis, prepare reports and proposals. Sound knowledge of PERSAL, BAS and Walker Financial Systems are crucial to this position. Knowledge- and understanding of SCoA, PFMA, Treasury Regulations and Skills Development Act.
<u>DUTIES</u>	:	Monitor the effective management and provision of Accounting Services and implementation of Accounting Practices in Provincial Departments and Public Entities. Provide assistance, effective management and support with the Provincial Revenue Fund. Provide assistance, guidance and support on Financial Year-end matters. Receive and analyse the Annual Financial Statements and Annual Reports from Provincial Departments and Provincial Public Entities. Facilitate the preparation of the consolidated Provincial Annual Financial Statements of the Provincial Departments and Provincial Public Entities.
<u>ENQUIRIES</u>	:	Ms K Horsley Tel no: (018) 388 3437
<u>POST 12/76</u>	:	<u>ASSISTANT DIRECTOR: SPECIALISED AUDITS (IT) 1 POST REF NO: FINNW/49/2017</u> Chief Directorate: Provincial Internal Audit Directorate: Specialised Audits
<u>SALARY CENTRE REQUIREMENTS</u>	:	R389 145 per annum, Level 10 (Salary Scale of R389 145-R458 385) Mmabatho Minimum of a National Diploma or an Advanced Certificate in Auditing/ Accounting (Commerce) (NQF 6 Qualification) with six (6) years experience in IT Audit. The incumbent should have adequate exposure to computer audit reviews ensuring

compliance to IIA, ISACA standards and CoBit. A valid driver's license is essential. Experience should include: report writing, review of audit work papers and compilation of the relevant audit reports, staff appraisal, on the job training and submission of progress reports/ time sheets.

DUTIES : Assist in conducting Information Systems Audits. Review/up-date the risk assessment documents. Assist in compiling and implementing a strategic business plan for information system audit. Manage the planned audit projects, the audit team and the budgeted time. Responsible for quality assurance of all audit work performed. Ensure compliance with IIA and CoBit Standards. Compile quality and value adding reports making appropriate recommendations. Compile and submit monthly reports. Appraise and develop subordinates.

ENQUIRIES : Mr R Hartopanu Tel no: (018) 388 8653

POST 12/77 : **SENIOR REVENUE ANALYST (SL10) (2 POST) REF NO: FINNW/50/2017**
Chief Directorate: Macro-Economic Analysis
Directorate: Revenue Oversight

SALARY : R389 145 per annum (Salary Scale of R389 145-458 385)

CENTRE : Mmabatho

REQUIREMENTS : Minimum of a National Diploma or an Advanced Certificate in Finance/ Economic/ Accounting/ Public Administration/ Business Administration/ (NQF 6 Qualification) with six (6) years experience in Financial Management, Statistics and Revenue Management of which 3 years must be on junior management level (supervisory level). Code 08 drivers' license is a necessity. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act and any other related Financial Acts. Effective oral and writing skills. Strong analytical skills. Computer literacy in Microsoft Word, Excel and PowerPoint. Report writing skills. Competency in evaluating written reports.

DUTIES : Assist to prepare revenue budgets and check and verify for inclusion in the Provincial Budget Statement, Analyse revenue budgets and monthly revenue collection for inclusion in the In Year Monitoring (IYM) monthly reporting; Monitor the daily and monthly revenue collection in order to detect any possible variances and report accordingly; Visit revenue points as part of oversight role; Prepare written reports on achievement and challenges relating to departmental revenue collection; Assist with the implementation of Revenue Enhancement Strategy; Assist to ensure that departments review the tariff structures annually, Check and verify the overall monthly revenue payments from Provincial Revenue Fund Bank Statements and make some interventions when departments fail to execute payments; Other administrative duties within the Directorate.

ENQUIRIES : Ms Tucks Kgomo Tel no: (018) 388 3504

POST 12/78 : **OFFICE MANAGER (SL9) (1 POST) REF NO: FINNW/51/2017**
Branch: Financial Governance

SALARY : R311 784 per annum (Salary Scale of R311 784 – R376 626)

CENTRE : Mmabatho

REQUIREMENTS : A minimum of a National Diploma or Advanced Certificate in Office Administration /Public Administration/ Business Administration or related field (NQF 6 qualification) with six (6) years experience, OR a Gr 12 with 7 years relevant experience in administration/office management. A valid driver's license (Code B). Competencies: Knowledge and understanding of public service policies and procedures. Working knowledge of the functioning of Provincial/National Government. Advance knowledge of MS Word, Excel and PowerPoint. Knowledge of Financial Management. Knowledge of Project Management. 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.

DUTIES : Manage the budget of the Office of the DDG which will include record keeping of expenditure commitments, monitor expenditure. Determine and collate information with regard to the budget needs of the Office. Manage/Supervise employees in the Office. Manage general support services in the Office of the DDG. Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes/ procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the office. Manage the engagements of the DDG. Provide support to the DDG.

Scrutinize documents to determine actions/ information required. Collect and compile information with regard to issues that needs to be discussed. Record minutes/ decisions and communicate/ disseminate to relevant role-players. Follow up on progress made, prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the DDG and ensure circulation of accompanying memoranda. Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions. Undertake policy or line function tasks as required. Execute research, analyze information and compile complex documents for the DDG. Compile memoranda as required. Scrutinize submissions/ reports, make notes and recommendations to present to the DDG. Draft responses for submission to internal and external stakeholders. Co-ordinate, follow-up and compile reports of a transverse nature for the DDG. Compile presentations for the DDG.

ENQUIRIES :

Mr G Paul Tel no: (018) 388 3039

POST 12/79 :

INTERNAL AUDITOR: SPECIALISED AUDITS (FINANCIAL AUDITS) (SL8) (2 POSTS) REF NO: FINNW/52/2017

Chief Directorate: Provincial Internal Audit

Directorate: Specialised Audits

SALARY :
CENTRE :
REQUIREMENTS :

R262 272 per annum (Salary Scale of R262 272 – R308 943)

Mmabatho

Minimum of a National Diploma or an Advanced Certificate in Accounting and Auditing (NQF 6 qualification) and completed IAT qualification. Four (4) years' experience in auditing, preferably internal auditing. Computer Literacy (MS word and MS excel). Added advantage to candidates with exposure to financial auditing and those who have served articles. A valid driver's license will be an added advantage.

DUTIES :

Perform audits of government departments in accordance with the audit methodology. Assist with audit planning and compilation of reports. Give guidance to team members. Conduct complex/specialized audits where necessary. Perform additional supervisory responsibilities in the absence of the Audit Senior. Keep time records

ENQUIRIES :

Mr R Hartopanu Tel no: (018) 388 8653

POST 12/80 :

INTERNAL AUDITOR: SPECIALISED AUDITS (IT) (SL8) (3 POSTS) REF NO: FINNW/53/2017

Chief Directorate: Provincial Internal Audit

Directorate: Specialised Audits

SALARY :
CENTRE :
REQUIREMENTS :

R262 272 per annum (Salary Scale of R262 272 – R308 943)

Mmabatho

Minimum of a National Diploma or an Advanced Certificate in Technology/ Accounting and Auditing (NQF 6 qualification) and completed IAT qualification. Four (4) years' experience in IT Auditing. The incumbent should have adequate exposure to computer audit reviews ensuring compliance to IIA, ISACA standards and CoBit. A valid driver's license is essential. Experience should include: report writing, review of audit work papers and compilation of the relevant audit reports, staff appraisal, on the job training and submission of progress reports/ time sheets.

DUTIES :

Assist in conducting Information Systems Audits. Ensure compliance with IIA and CoBit Standards. Assist with audit planning and compilation of reports. Prepare systems descriptions or IT evaluations, assist with compilation of audit procedures, execute audit procedures and raise exceptions

ENQUIRIES :

Mr R Hartopanu Tel no: (018) 388 8653

POST 12/81 :

INTERNAL AUDITOR: SPECIALISED AUDITS (PERFORMANCE AUDITS) (SL8) (1 POST) REF NO: FINNW/54/2017

Chief Directorate: Provincial Internal Audit

Directorate: Specialised Audits:

SALARY :
CENTRE :
REQUIREMENTS :

R262 272 per annum (Salary Scale of R262 272 – R308 943)

Mmabatho

Minimum of a National Diploma or an Advanced Certificate in Accounting and Auditing (NQF 6 qualification) and completed IAT qualification. Four (4) years' experience in internal auditing, preferably performance auditing. A valid driver's license is essential. An added advantage would be studies towards a CIA

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr R Hartopanu Tel no: (018) 388 8653
<u>POST 12/82</u>	:	<u>PERSAL SUPPORT OFFICER (SL8) (1 POST)</u> Directorate: Financial Systems Ref No: FinNW/55/2017 Sub-Directorate: Systems Support and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272 per annum (Salary Scale of R262,272 – R308,943) Mmabatho Minimum of a National Diploma or an Advanced Certificate in Human Resource Management or related field (NQF 6 qualification). Four (4) years' experience Persal Administration. Knowledge of the Public Service Legislations including legislation that governs Human Resource Management practices. Good communication and report writing skills; Presentation skills; Computer literacy especially on MS Office package or equivalent packages.
<u>DUTIES</u>	:	Provide PERSAL User support to all Provincial Departments on all PERSAL supporting sub-systems. Implement, evaluate and monitor Provincial PERSAL projects. Participate in PERSAL National and Provincial Fora. Investigate and identify irregularities and shortcomings on the PERSAL System. Manage performance and development of staff in terms of their Key Performance Areas. Analyse exceptions drawn from the Management Information Reports.
<u>ENQUIRIES</u>	:	Mr G. Segels Tel no: (018) 388 3178
<u>POST 12/83</u>	:	<u>ADMINISTRATION OFFICER (SL7) (1 POST) REF NO: FINNW/56/2017</u> Chief Directorate: Corporate Services Directorate: Information Management Sub-Directorate: Records Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum (Salary Scale of R211 194 – R248 781) Mmabatho Minimum of a National Diploma or an Advanced Certificate in Records Management or related field (NQF 6 qualification). Two (2) years' experience in paper-based records and electronic records management. Relevant training presented by National Archives and Record Service. Knowledge of the National Archives of South Africa Act No 43 of 1996 as amended. Computer literacy.
<u>DUTIES</u>	:	Ensure the administration of general records, Ensure recording of newly opened and closed files, Filing of documents in main registry files, Ensure proper disposal and archiving of files, Update archival files, Ensure disposal of records through applicable prescripts, ensure provision of Messenger Services, handle correspondence and mail.
<u>ENQUIRIES</u>	:	Ms Kesalopa Gill Tel no: (018) 388 3584
<u>POST 12/84</u>	:	<u>MANAGEMENT ACCOUNTANT 1 POST REF NO: FINNW/57/2017</u> Chief Directorate: Financial Management Services Sub Directorate: Management Accounting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum (Salary Scale of R211 194 – R248 781) Mmabatho Minimum of a National Diploma or an Advanced Certificate in Finance/ Accounting (NQF 6 qualification) coupled with 2 year's relevant experience. 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.

ENQUIRIES : Ms A Makgopa Tel no: (018) 388 1066

POST 12/85 : **ASSET MANAGEMENT OFFICER 2 POSTS REF NO: FINNW/58/2017**
Directorate: Provincial Asset Management

SALARY : R211 194 per annum (Salary Scale of R211 194 – R248 781)
CENTRE : Mmabatho
REQUIREMENTS : Minimum of a National Diploma or an Advanced Certificate in Finance/ Economic/ Accounting/ Public Administration/ Business Administration/ Logistics Management/ SCM Management (NQF 6 qualification) plus a minimum of two (2) years experience in either private or public sector asset management. Code 08 driver's licence is a necessity. 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. (GRAP), Monitor asset acquisition, renewals, movements, transfers, losses and disposals, Perform ad hoc duties as may be required. Verify compliance or adherence to legislative framework and policies in provincial departments and public entities. Ordinate training for Provincial Departments and Public Entities. Perform generic management functions.

ENQUIRIES : Mr O Mduli Tel no: (018) 388 3231

POST 12/86 : **TRAINING OFFICER (BAS) 1 POST REF NO: FINNW/59/2017**
Directorate: Financial Systems
Sub-Directorate: Financial Systems Training

SALARY : R211 194 per annum (Salary Scale of R211 194 – R248 781)
CENTRE : Mmabatho
REQUIREMENTS : Minimum of a National Diploma or an Advanced Certificate in Finance/ Accounting (NQF 6 qualification) coupled with 2 year's relevant experience in working with financial systems (BAS, PERSAL and WALKER) administration, data capturing and training. Knowledge of PFMA, SCoA and Treasury Regulations would be an added advantage. Valid Code 08 driver's licence. Ability to work independently within a dynamic team and work well under pressure. Presentation and training skills. Research and analytical skills. Computer literacy, with sound knowledge of MS Word, Excel and PowerPoint. Ability to conduct Financial Systems training. Good written and verbal communication skills. Ability to facilitate workshops and conduct training. Ability to produce written material. Good interpersonal relations. Ability to work with dynamic groups of people. Knowledge of Inventory Management and Asset Management Systems. Knowledge of PERSAL, BAS and WALKER (e2) Financial Systems is crucial.

DUTIES : Provide training to all North West Provincial Government officials utilising BAS/WALKER (e2). Assess the financial training needs and development of skills training strategies. Establish and implement effective Financial Systems training within all the provincial departments. Liaise with BAS and WALKER Administrators, Systems Controllers and other stakeholders regarding all training offered. Assist in the preparation and development of training material. Provide user support to all BAS and WALKER (e2) users. Compile monthly and quarterly reports.

ENQUIRIES : Mr T May Tel no: (018) 388 3122