

**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, 2nd Floor, Garona Building. Applications should be submitted on time.
- FOR ATTENTION** : JM Moheta, K Chuma, O Kgomanyane or N Marengwa
- CLOSING DATE** : 30 June 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. Women are encouraged to apply for SMS posts.

**MANAGEMENT ECHELON**

- POST 23/137** : **SENIOR ECONOMIST (SL13) REF NO: FINNW/63/2017**  
Chief Directorate: Macro Economic Analysis  
Directorate: Economic Analysis
- SALARY** : R898 743 per annum, all inclusive salary package per annum (Salary Scale: R898,743-1,058,691), Levels 13 – 16 (SMS)
- CENTRE** : Mmabatho
- REQUIREMENTS** : A minimum of a Bachelor in Economics, or equivalent NQF 7 qualification in related field. Ten (10) years' relevant experience in economic policy analysis or related field of which a minimum of 5 years must be at middle management level. Code 08 drivers' license. Applied economic analysis, Division of Revenue Act, Public Finance Management Act as well as Treasury regulations. Research and report writing skills. Presentation skills. The ability to work with complex datasets, interpret economic trends and assess policy implications. Creative thinking. The ability to take initiative and work very well in a team. The ability work and deliver outputs timely and under pressure.
- DUTIES** : Analyzing economic trends and developing potential fiscal policy responses. Economic research and analysis. Publish economic reports, discussion documents and working papers. Ensure dissemination of economic analysis reports. Engaging various stakeholders on economic analysis reports to inform provincial budget planning. Maintain various economic and financial databases.
- ENQUIRIES** : Mr. M Mogoane Tel no: 018 388 4410
- NOTE** : 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.

**POST 23/138** : **DIRECTOR: BUDGET MANAGEMENT (SL13) REFNO: FINNW/64/2017**  
 Chief Directorate: Budget and Public Finance Management  
 Directorate: Budget Management

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

**CENTRE** : Mmabatho

**REQUIREMENTS** : A minimum of 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

**OTHER POSTS**

**POST 23/139** : **INFRASTRUCTURE SPECIALIST (SL12) REF NO: FINNW/65/2017**  
 Chief Directorate: Budget and Public Finance Management  
 Directorate: Infrastructure Coordination

**SALARY** : R779 295 per annum, all inclusive salary package pa (Salary Scale: R779,295 – 917,970), Level 11 – 12 (MMS)

**CENTRE** : Mmabatho

**REQUIREMENTS** : A minimum of a National Diploma or above in the engineering or building environment qualification or equivalent NQF 6 qualification in related field. A Project Management qualification will be an added advantage. Must have proven track record of at least 8 years working experience in planning and delivery of infrastructure projects and must be computer literate. Should have at least 4 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
- POST 23/140** : **DEPUTY DIRECTOR: RISK AUDIT (SL12) REF NO: FINNW/66/2017**  
Chief Directorate: Internal Audit  
Directorate: Risk Audits
- SALARY** : R779 295 per annum, all inclusive salary package pa (Salary Scale: R779 295 – R917 970)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a National Diploma in Internal Auditing or equivalent NQF 6 or a B.Com degree in Accounting and Auditing/ coupled with at least 8 years in auditing of which four years should be supervisory experience. At least three years should preferably be in internal auditing. 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms. M Wilson Tel no: 018 387 8610
- POST 23/141** : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION (SL11) REF NO: FINNW/67/2017**  
Chief Directorate: Financial Management Services  
Directorate: Supply Chain Management
- SALARY** : R657 558 per annum, all inclusive salary package pa (Salary Scale: R657 558 – R774 576)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a National Diploma/ Advanced Certificate in SCM/ Advanced Strategic Procurement or equivalent NQF 6 qualification or a B. Com degree in Finance/ Accounting/ SCM coupled with at least 8 years in Financial Management/ SCM of which four years should be supervisory experience. At least three years should preferably be in government SCM. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Walker BAS. Strong planning and co-ordination abilities. Proven management skills and a track record in the preparation,

implementation and management of strategic, operational and financial plans and projects. A valid driver's license.

**DUTIES** : Develop, design and implement demand and acquisition management systems, as well as internal controls and audit trails across all levels in the department. Conduct market and need analysis. Design, review and manage the implementation of strategic sourcing techniques and regulations, requirements planning, costing and supply. Coordination, Compilation and management of procurement and demand management plans. Oversee secretariat duties to Bid Specification, Bid Evaluation and Bid Adjudication committees and Management thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulation, PFMA, and Service Level Agreements. Compile and analyse management reports from various strategic activities. Provide strategic support , advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management prescripts and guidelines. Ensure compliance with Central Supplier Database (CSD) requirements.

**ENQUIRIES** : Mr. V Mammen Tel no: (018) 388 4061

**POST 23/142** : **DEPUTY DIRECTOR: SCM PERFORMANCE (SL11) REF NO: FINNW/68/2017**  
Chief Directorate: Financial Management Services  
Directorate: Supply Chain Management

**SALARY** : R657,558 all inclusive salary package pa (Salary Scale: R657,558 – 774,576)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : As a minimum a National Diploma/ Advanced Certificate in SCM/ Advanced Strategic Procurement or equivalent NQF 6 qualification or a B. Com degree in Finance/ Accounting/ SCM coupled with at least 8 years in Financial Management/ SCM of which four years should be supervisory experience. At least three years should preferably be in government SCM. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Walker BAS. Strong planning and co-ordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. A valid driver's license.

**DUTIES** : Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and advise on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Senior Management.

**ENQUIRIES** : Mr. V Mammen Tel no: (018) 388 4061

**POST 23/143** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT [MISS] (SL11) REF NO: FINNW/69/2017**  
Chief Directorate: Corporate Services  
Directorate: Information Management Services

**SALARY** : R657,558 all inclusive salary package pa (Salary Scale: R657,558 – 774,576)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : As a minimum a National Diploma/ Advanced Certificate in Security Management or equivalent NQF 6 qualification. At least 8 years in Security/ Information Security of which four years should be supervisory experience. At least three years should preferably be in a MISS environment.

<b><u>DUTIES</u></b>	:	Manage and monitor the total security function. Draft internal security policy, based on the MISS document. Monitor the extent of adherence and compliance to the security policy and measures. Liaise with relevant stakeholders (e.g. NIA and SAPS) for assistance and information with regard to security needs of investigation. Create, develop and maintain a security training capacity for the institution and conduct security training sessions of all officials. Advise management about the security implications of management decisions. Report all incidents or suspected incidents of security breaches/ leakages of sensitive information, for investigation. Evaluate and improve the effectiveness of security measures or procedures and ensure compliance with security directives as issued by NIA. Implement PAJA.
<b><u>ENQUIRIES</u></b>	:	Ms. K Gill Tel no: (018) 388 3584
<b><u>POST 23/144</u></b>	:	<b><u>SENIOR ACCOUNTING OFFICER (SL 10) REF NO: INNW/70/2017</u></b> Chief Directorate: Municipal Finance Directorate: Municipal Financial Monitoring and Support
<b><u>SALARY</u></b>	:	R417,552 per annum (Salary scale: R417,552 – R491,847)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma/ Advanced Certificate in Financial Management with Accounting and/or Economics as major subjects or equivalent NQF 6 qualification. At least 6 years in Financial Management/Accounting of which 3 years should be supervisory experience. At least 2 years should preferably be in a Municipal Accounting environment. A valid driver's license. Extensive knowledge of the Municipal Finance Management Act, Municipal Systems Act, Municipal Structures Act and other legislation that governs local government. Knowledge of Municipal and Government operations. Knowledge of Management Processes. Computer literacy, planning, organising, financial analysis and report writing skills. The ability to facilitate workshops, give training and present policies. The ability to produce written material such as reports.
<b><u>DUTIES</u></b>	:	Oversee the implementation of municipal accounting reforms in line with accounting standards. Provide technical support and training to municipal officials. Analyse information from municipalities and compile reports for stakeholders. Identify capacity needs of municipalities and develop intervention strategies. Promote sound financial management practices by municipalities. Support the Unit Manager in the management and operations of the Unit.
<b><u>ENQUIRIES</u></b>	:	Ms. Sadia Malik Tel: (018) 388 2327
<b><u>POST 23/145</u></b>	:	<b><u>ASSISTANT DIRECTOR: OUTREACH (SL10) REF NO: FINNW/71/2017</u></b> Directorate: Provincial SCM Management Sub Directorate: Provincial Supplier Management Services
<b><u>SALARY</u></b>	:	R417,552 p.a. (Salary scale: R417,552 – R491,847)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma / Advanced Certificate in SCM Management/ Advanced Strategic Procurement or equivalent NQF 6 qualification. At least 6 years in a SCM environment of which 3 years should be supervisory experience. At least 2 years should preferably be in a Government SCM Outreach environment. A valid Code 08 driver/s license. 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.
<b><u>DUTIES</u></b>	:	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 tender 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 23/146** :

**ASSISTANT DIRECTOR: SCM CONTRACT MANAGEMENT (SL10) REF NO: FINNW/72/2017**

Directorate: Provincial SCM Management  
Sub Directorate: SCM Contract Management

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R417 552 per annum (Salary scale: R417 552 – R491 847)  
Mmabatho  
As a minimum a National Diploma / Advanced Certificate in SCM Management/ Advanced Strategic Procurement or equivalent NQF 6 qualification. At least 6 years in a SCM environment of which 3 years should be supervisory experience. At least 2 years should preferably be in a Government SCM Contract Management environment. A valid Code 08 driver/s license. Knowledge and understanding of Supply Chain Management processes, including Supply Management Regulatory Framework is a must. Knowledge of the Preferential Procurement Policy Framework and BEE Act 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.

**DUTIES** :

Manage demand and acquisition. Supervise the arrangement and maintenance of transversal contracts. Monitor secretarial services. Monitor the consolidation of supply chain management information. Ensure the safeguarding of all SCM by keeping a updated database. Conduct Commodity research.

**ENQUIRIES** :

Mr. G Tong Tel no: (018) 388 4225

**POST 23/147** :

**ASSISTANT DIRECTOR: SCM TRAINING (SL10) REF NO: FINNW/73/2017**

Directorate: Provincial SCM  
Sub Directorate: SCM Policy Management

**SALARY** :  
**CENTRE** :  
**REQUIREMENTS** :

R417 552 per annum (Salary scale: R417,552 – R491,847)  
Mmabatho  
As a minimum a National Diploma / Advanced Certificate in SCM Management/ Advanced Strategic Procurement or equivalent NQF 6 qualification. At least 6 years in a SCM environment of which 3 years should be supervisory experience. At least 2 years should preferably be in a Government SCM Capacity Building environment. A valid Code 08 driver/s license. Knowledge of amongst the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Broad-based Black Economic Empowerment Act (B-BBEEA), Treasury Regulations and Preferential Regulations (PPR) will be an added advantage. Working knowledge must include M'S: Excel, Word and PowerPoint. Extensive knowledge of supply chain management and all its elements. Self-driven and motivated. Facilitation and presentation skills. Good communication (written and verbal) skills. Good research, analytical and innovative. Good managerial/ leadership skills. Prepared to work irregular hours and under pressure without supervision. The ability to develop and deliver presentations. Training experience of not less than 1 year in the area of SCM. An in-depth and comprehensive understanding of the Skills Development Act.

**DUTIES** :

Identify training needs in terms of SCM in the Provincial Departments and Schedule 3A and 3C Public Entities. Compile provincial SCM Training Plan. Roll-out generic and professional SCM Trainings. Identification of new service providers for SCM Trainings. Research new SCM Training courses. Develop SCM workshops materials. Facilitate workshops on SCM matters and applicable policies. Establish and maintain the database of SCM officials in the province. Compile training reports.

**ENQUIRIES** :

MM Moetapele Tel no: (018) 388 5193

**POST 23/148** : **ASSISTANT DIRECTOR: PERSAL SUPPORT (SL10) REF NO: FINNW/74/2017**  
Directorate: Financial Systems  
Sub-Directorate: Systems Support and Administration

**SALARY CENTRE REQUIREMENTS** : R417,552 p.a. (Salary scale: R417,552 – R491,847)  
: Mmabatho  
: As a Minimum a National Diploma or an Advanced Certificate in HRM or equivalent NQF 6 qualification with 6 years experience in PERSAL Administration of which 3 years must be on supervisory level. 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.

**DUTIES** : 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. Identify and manage PERSAL related risks. Monitor and enforce user compliance with system policies. Manage performance and development of staff in terms of their Key Performance Areas. Analyse exceptions drawn from the Management Information Reports.

**ENQUIRIES** : Mr. G. Segels Tel no: (018) 388 3178

**Post 23/149** : **ASSISTANT DIRECTOR: PERSAL TRAINING (SL10) REF NO: FINNW/75/2017**  
Directorate: Financial Systems  
Sub-Directorate: Financial Systems Training

**SALARY CENTRE REQUIREMENTS** : R417 552 p.a. (Salary scale: R417 552 – R491 847)  
: Mmabatho  
: As a Minimum a National Diploma or an Advanced Certificate in HRM or equivalent NQF 6 qualification with 6 years experience in PERSAL Administration of which 3 years must be on supervisory level. Knowledge in HR Management Information Systems, and Public Service Legislations that governs Human Resource Management practices. Experience of 3 years in PERSAL Training and Administration, management in public finance, and other related systems (BAS financial system), and Supply Chain Management or Procurement Systems. A valid Code 08 driver's license. Sound knowledge of PERSAL system's modules (Personnel, Salaries, Establishment, Supporting Sub-systems and MIS). Computer literate in Microsoft (MS) Office or equivalent packages. Ability to work independently and within a team. Ability to facilitate workshops, provide training, present policies, and produce written policies. Must have inter-personal, communications, and management, report writing, presentation, research, analytical and conflict resolution skills. Ability to work under pressure. Ability to conduct financial analysis, prepare reports and proposals. Sound knowledge of PFMA, Treasury Regulations and Skills Development Act.

**DUTIES** : Provide PERSAL systems training in the North West Provincial Departments. Assess PERSAL training needs and develop and implement skills training strategies. Establish an effective PERSAL information management system within provincial departments. Manage and co-ordinate processes related to PERSAL training and training venues. Provide user support on all PERSAL training modules. Compile monthly and quarterly reports. Participate in the preparation of the Sub-Directorate's annual financial report(s) and budget(s). Perform generic management functions. Manage and monitor subordinates' performance. Participate in Provincial and National PERSAL User Forums.

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

**POST 23/150** : **ASSISTANT DIRECTOR: RISK MANAGEMENT (SL 10) REF NO: FINNW/76/2017**  
Branch: Financial Governance  
Directorate: Provincial Risk Management

**SALARY CENTRE** : R417 552 per annum (Salary scale: R417 552 – R491 847)  
: Mmabatho

<b><u>REQUIREMENTS</u></b>	:	As a Minimum a National Diploma or an Advanced Certificate in Accounting/ Internal Audit/ Risk Management or equivalent NQF 6 qualification with 6 years experience in Public Sector Risk Management, of which 3 years must be on supervisory level. Good understanding and knowledge of Public Sector Risk Management Framework, PFMA, Treasury Regulations and other related prescripts. Good verbal & written communication, interpersonal and analytical skills. Knowledge and understanding of risk management practices, development of guidelines and standards at different management levels. Advanced computer literacy with a working knowledge of computer spreadsheets (Microsoft Excel), word processors and presentations. The ability to facilitate workshops, provide training, and present and produce written policies. The ability to work under pressure, , and prepare reports and proposals.
<b><u>DUTIES</u></b>	:	Coordinate and monitor risk management in the provincial departments and public entities by monitoring, evaluating and reporting on compliance with the public sector risk management framework and guidelines. Facilitate risk assessments within the departments and public entities and maintenance of a comprehensive risk register. Implement risk management, fraud prevention strategies and response strategies for risks within the Province. Develop and implement risk management guidelines and procedures within the departments and public entities. Build risk management capacity within the provincial departments and public entities by identifying capacity gaps and developing strategies to address them. Develop risk profiles for departments and public entities.
<b><u>ENQUIRIES</u></b>	:	Mr Katlego Mahila Tel no: (018) 388 3091
<b><u>POST 23/151</u></b>	:	<b><u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT (SL 9) REF NO: FINNW/77/2017</u></b> Directorate: Human Resource Management Sub-Directorate: HR Administration and Employment Practices
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 p.a. (Salary scale: R334 545 – R394 065) Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a Minimum a National Diploma or an Advanced Certificate in HRM/ Social Sciences/ Public Administration/ Public Relations or equivalent NQF 6 qualification with 6 years experience in Human Resource Management, of which 3 years must be on supervisory level and in the PMDS environment. Knowledge of personnel and related issues. In depth knowledge of Performance Management. Understanding of Personnel procedures, policies and regulations. Ability to interpret and apply regulations and/ or procedures. Computer Literacy. Good Presentation and facilitation skills. Ability to work independently. Knowledge of Persal and performance management functions. Computer literacy.
<b><u>DUTIES</u></b>	:	Ensure the coordination and implementation of the Performance Management and Development System. Ensure linkages between performance and incentive frameworks. Coordinate the signing of performance agreements for all staff in the Department. Coordinate submission of bi-annual and annual assessments. Conduct quality assurance on submitted documents. Manage confirmation of probation. Ensure proper understanding of Performance Management and Development System. Capturing of information on Persal. Provide training on PMDS matters. Provide various reports on PMDS matters. Development and updating of PMDS database. Develop presentations and do such presentations at various forums. Supervise the PMDS Unit.
<b><u>ENQUIRIES</u></b>	:	H Vente Tel no: (018) 388 3485
<b><u>POST 23/152</u></b>	:	<b><u>ASSISTANT DIRECTOR: HRD (SL 9) REF NO: FINNW/78/2017</u></b> Directorate: Human Resource Management Sub-Directorate: Human Resource Development
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 per annum (Salary scale: R334 545 – R394 065) Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a Minimum a National Diploma or an Advanced Certificate in ODETDP or equivalent NQF 6 qualification with 6 years experience in Human Resource Management, of which 3 years must be on supervisory level and in the HRD environment. A Degree in the related field will be an advantage. Registration with



relevant professional body, such as SABPP being an Assessor/Moderator would be an added advantage. Working knowledge of Government policies and regulations pertaining to training and development. Extensive knowledge and understanding of applicable legislation and policies in HRM/D. Report writing and presentation skills. Effective communication at all levels. Project management skills. Policy formulation, change and diversity management skills. The ability to conduct research and write proposals. The ability to work under pressure. Good administrative and organisational skills. Computer literacy.

**DUTIES** : Coordinate and implement Human Resource Development initiatives in line with the strategic objectives of the Department. Coordinate and monitor training and development programmes. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses processes and procedures. Administer the WSP/ATR processes. Identify and implement career development and succession Planning. Communicate information on skills development to stakeholders. Organise, guide and convene Training Committee meetings. Assist with the preparation and monitoring of the training budget. Supervise the Training Unit.

**ENQUIRIES** : Mr. A Kgabo Tel no: (018) 3883960

**POST 23/153** : **ASSISTANT DIRECTOR: HR PLANNING (SL 9) REF NO: FINNW/79/2017**  
Directorate: Strategic Management  
Sub-Directorate: Organisational Development

**SALARY** : R334 545 per annum (Salary scale: R334 545 – R394 065)  
**CENTRE** : Mmabatho

**REQUIREMENTS** : As a Minimum a National Diploma or an Advanced Certificate in HRM/ Social Sciences/ Public Administration/ Public Relations or equivalent NQF 6 qualification with 6 years experience in Human Resource Management, of which 3 years must be on supervisory level, 2 years experience in the HR Planning environment. Have the ability to interpret and implement 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 Employment Equity Act. Analytical thinking, creative and innovative. Good communication and presentation skills and ability to conduct research. Advanced Excel and report writing skills. Ability to work under pressure. Ability to function independently and work as part of the team. Good interpersonal relations.

**DUTIES** : Develop the Human Resource Plan of the Department through a consultative process linked to the strategic priorities and medium term Strategic Framework. Communicate the Human Resource Plan and engages with stakeholders of the Department to educate and prepare them for acceptance and implementation. Develop action plans to implement identified strategies. Engage with line and executive managers to monitor and evaluate performance on the implementation of the Human Resource Plan. Identify strategic adjustments between operating conditions and the requirements of the Human Resource Plan. Management of key performance areas and staff.

**ENQUIRIES** : Ms. S Moletsane Tel no: (018) 388 2445

**POST 23/154** : **INTERNAL AUDITOR (SL8) REF NO: FINNW/80/2017**  
Chief Directorate: Provincial Internal Audit  
Directorate: Risk Based Audits

**SALARY** : R281 418 pa (Salary Scale: R281 418 – R331 497)  
**CENTRE** : Mmabatho

**REQUIREMENTS** : As a minimum a National Diploma in Internal Auditing or equivalent NQF 6 or a B.Com degree in Accounting and Auditing/ coupled with at least 4 years in auditing of which 2 years should be in internal auditing. Completed IAT qualification. A 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 23/155** : **ADMINISTRATION OFFICER: DATABASE (SL 7) REF NO: FINNW/81/2017**  
Directorate: Provincial SCM  
Sub-Directorate: Provincial Supplier Management Services

**SALARY** : R226 611 p.a. (Salary scale: R226 611 – R266 943)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : Grade 12 with four years experience in a SCM Environment OR National Diploma/ Advanced Certificate in SCM/ Advance Strategic Procurement or equivalent NQF 6 qualification with 2 years experience in a SCM Environment. 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. This is 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.

**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 CSD verification issues.

**ENQUIRIES** : Ms. S Leshomo Tel: 018 388 4226

**POST 23/156** : **STATE ACCOUNTANT (EXCHEQUER) (SL 7) REF NO: FINNW/82/2017**  
Directorate: Provincial Accounting Services  
Sub-Directorate: Provincial Accounting Services

**SALARY** : R226 611 p.a. (Salary scale: R226 611 – R266 943)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : As a minimum a National Diploma/ Advanced Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification with 2 years experience in an Accounting Environment. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Conversant with Peral, 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** : Ensure the effective management and provision of quality accounting services and advisory support to Provincial Departments and Public Entities. Perform the recording and accounting of National Transfers and Provincial Revenue to Provincial Departments. Compile the Bank Reconciliation Statements and Control Account Reconciliations for the Provincial Revenue Fund. Perform the recording and accounting of all the Investments of the Provincial Revenue Fund. Ensure the integration of all financial data. Provide assistance and guidance on financial year end matters. Responsible for Portfolio Management and Financial Reporting.

**ENQUIRIES** : Ms K Horsley Tel: 018 388 3437

**POST 23/157** : **STATE ACCOUNTANT (NON GOV. ACCOUNTS) (SL 7) REF NO: FINNW/83/2017**  
Directorate: Provincial Accounting Services  
Sub-Directorate: Provincial Accounting Services

**SALARY** : R226 611 p.a. (Salary scale: R226,611 – R266,943)  
**CENTRE** : Mmabatho

- REQUIREMENTS** : As a minimum a National Diploma/ Advanced Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification with 2 years experience in an Accounting Environment. 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** : Receive & record Non-governmental Tribal and Trust Account 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. 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.
- ENQUIRIES** : Ms K Horsley Tel: 018 388 3437

#### **OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 15 June 2017
- NOTE** : The Office of the Premier 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. People with disabilities who meet the requirements are encouraged to apply. Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Late, faxed and e-mailed applications will not be considered. Qualifications of the successful candidate will be verified. The successful candidate will be required to undergo security screening. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

#### **OTHER POSTS**

- POST 23/158** : **SENIOR ADMINISTRATIVE OFFICER 3 POSTS**
- SALARY** : R281 418 per annum
- CENTRE** : Mamusa, Naledi and Ratlou Municipality
- REQUIREMENTS** : A bachelor degree/National Diploma and/or equivalent (NQF level and Credits). 2 - 4 years experience in community development of which 1 year should be at supervisory level. Good interpersonal relations and communication skills. Computer literacy. A valid code 8/10 driver's licence.
- DUTIES** : Consolidate service delivery needs in the sub-district. Facilitate referrals and resolutions of identified service delivery needs in the sub-district. Develop public participation programme. Coordination of frontline service delivery monitoring sites. Managing Setsokotsane Ward Operation Centres in the sub-district in all Wards. Weekly reporting and perform other duties as delegated.
- ENQUIRIES** : Ms S Senwedi: Tel 018 - 388 3864 and Mr. A Gaetsosiwe: 053 928 0351
- POST 23/159** : **PERSONAL ASSISTANT**
- SALARY** : R226 611 per annum, Level 07
- CENTRE** : Mahikeng

<b><u>REQUIREMENTS</u></b>	:	Secretarial Diploma and/or equivalent qualification with 3-5 years relevant Office administration experience. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Good people skills. High level of reliability. Basic knowledge of financial administration, procurement and management. Willingness to work extra hours.
<b><u>DUTIES</u></b>	:	Provide secretarial/reception support service to the Deputy Director-General. Render Administrative support services. Handle the logistics for the Deputy Director-General's meetings. Administer and process the Office correspondence. Procurement of Office stationery. Manage and administer the diary of the Deputy Director-General.
<b><u>ENQUIRIES</u></b>	:	Mr B Chuma Tel no: (018) 388 4296
<b><u>POST 23/160</u></b>	:	<b><u>ASSISTANT DIRECTOR: EXCO SUPPORT</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum, level 09
<b><u>CENTRE</u></b>	:	Mafikeng
<b><u>REQUIREMENTS</u></b>	:	Bachelors degree/National Diploma in Human Sciences/ Public Management and/ or equivalent (NQF level and Credits). 3-5 years relevant experience with emphasis on committee administration of which 2 year should be at a supervisory level. Relevant knowledge of the Executive Council/Cabinet processes and procedures will be an added advantage. Broad knowledge and understanding of Government policies knowledge and understanding of the Cluster systems, Knowledge and ability to apply the prescripts of the Executive Council Procedural Manual, Minute taking and report writing, Ability to utilize the computer and related IT technology, Written language skills, with specific reference to the ability to clearly formulate minutes and correctly capture the essence of discussions, Ability to understand, communicate and write in English, People skills, Ability to conceptualize discussions and produce a concise yet accurate account of discussions and decisions, Strong organizational skills, Good communication skills, Planning and organising skills, Coordination skills, Conflict resolution, Problem solving , Project management & Leadership skills, Presentation skills, Research skills.
<b><u>DUTIES</u></b>	:	To render efficient and effective administrative and secretariat services to Executive Council, Broader Executive Council Technical Committee, Executive Council Makgotla, Bokone Bophirima Premier Coordinating Council and Economic Information Development/Governance & Administration/ Social Cluster. To provide support in managing and monitor the implementation of committee decisions, directives and resolutions. Management of Human Resources. To manage and maintain the record management in the Directorate within the guidelines and systems established.
<b><u>ENQUIRIES</u></b>	:	Ms M Van der Berg. Tel no: 018 - 388 3864
<b><u>POST 23/161</u></b>	:	<b><u>ASSISTANT DIRECTOR: SERVICE DELIVERY MONITORING &amp; INTERVENTION</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum, Level 09
<b><u>CENTRE</u></b>	:	Mafikeng (Ngaka Modiri Molema)
<b><u>REQUIREMENTS</u></b>	:	Bachelors degree/National Diploma in Public Administration and/ or equivalent (NQF level and Credits). 3-5 years relevant working experience in community development of which 2 year should be at a supervisory level. Code 8 valid driver's licence. Computer literacy. Willingness to travel. Good communication, writing and interpersonal relations skills.
<b><u>DUTIES</u></b>	:	Manage and consolidate the database on identified service delivery needs in the district. Updating the District Setsokotsane Operation Centre with identified service delivery needs (Inclusive of Assessments and escalation of referrals). Consolidate Frontline service delivery monitoring programme in the district. Consolidate public participation programme in the district. Perform other duties as delegated
<b><u>POST 23/162</u></b>	:	<b><u>ASSISTANT DIRECTOR: RESEARCH</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum, Level 09
<b><u>CENTRE</u></b>	:	Mafikeng

**REQUIREMENTS**

: Bachelors degree/National Diploma in Social Sciences and/ or equivalent (NQF level and Credits). 3-5 years experience in conducting research and design techniques and methods of which 2 year should be at a supervisory level. Qualitative and quantitative data collection, coding and surveys techniques experience. Understanding of national, provincial and local government structures and relationship. Ability to communicate in than three spoken languages in the North West Province will serve as an added advantage. A valid driver's licence and willingness to travel.

**DUTIES**

: Draw up policy implications from research findings for the province. Co-ordinate fundraising from donors for research activities. Participate in the management and monitoring of the Directorate's budget. Interact with Local, Provincial and international structures on research and issues for the province. Administration of contracts, Memorandums of Understandings, processes for research projects. Management of stakeholder relationships. Providing logistical/technical support to Inter-departmental Research Forum and Research Appraisal Team including preparation of minutes and meeting packs, correspondence etc. Enhance effective client services to public and management as per the Batho Pele principles. Perform other duties as may be required by the Director.

**ENQUIRIES**

: Ms K Moshia-Molebatsi. Tel NO: (018) 388 2702