

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY**

This Department is an equal opportunity, affirmative action Employer, It is our intention to promote representatively race, gender and disability) in the Department through the filling of these posts, and candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference, should be forwarded as follows:
The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8300 or delivered to at the Metlife Towers Building, Cnr Knight & Stead, 5th Floor, Post Office Building, Kimberley
- FOR ATTENTION** : Ms D Barnett
- CLOSING DATE** : 14th July 2017
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver's license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Please forward the applications for the post quoting the relevant reference number to

OTHER POSTS

- POST 26/106** : **DEPUTY DIRECTOR – CAPACITY DEVELOPMENT REF NO: NCPT/2017/27**
- SALARY** : R657 558.00 (TCE PACKAGE) (Level 11)
- CENTRE** : Kimberley Office
- REQUIREMENTS** : Relevant three-year tertiary qualification related to the key responsibilities. Competency Certificate on Skills Development Facilitation, Mentoring & Coaching and Facilitator skills. Minimum three-year's experience in financial management and governance capacity development and driver's license. Knowledge of financial management prescripts and applicable legislation for capacity development and training. The person must have the ability impart knowledge, transfer skills and build capacity of individuals and must have database and information management, good interpersonal, analytical thinking, problem solving, report rewriting, excellent communication (written and verbal), planning, organizing, people management skills. Ability to interpret policy directives. Work under pressure with minimum supervision. Must have experience in liaising with different levels of stakeholders.
- DUTIES** : To manage and oversee the Capacity Building and Training for effective implementation of financial legislation. Facilitate the review of finance organizational structures in line with the relevant mandatory legislative requirement. Plan, coordinate and facilitate skills and competency assessments for finance officials within the province. Introduce Capacity Building initiatives to address skills and competency gaps. Support, monitor and report on the Internships Programmes within the Province. Monitor and report on the implementation of Minimum Competency Levels Regulation and supporting programmes offered by National and Provincial government. Participate in necessary collaborative efforts with other capacity-building providers and national training networks.
- ENQUIRIES** : Ms N Asiya, tel. (053) 8025212

POST 26/107 : **DEPUTY DIRECTOR – MUNICIPAL STANDARDS CHARTS OF ACCOUNTS (MSCOA) REF NO: NCPT/2017/22**

SALARY : R657 558.00 (TCE PACKAGE) (Contract) (Level 11)

CENTRE : Kimberley

REQUIREMENTS : An appropriate three-year Bachelor's Degree or National Diploma in Commerce/Financial Management with Accounting 3. A minimum of 3 years relevant project management experience in the field of accounting and or related field, preferably within a municipal environment. A Valid driver's license. Good knowledge of mSCOA, accounting standards i.e. GRAP, GAMAP, IFRS, MSCOA and accounting related guidelines and frameworks, etc. Knowledge of MFMA and other applicable legislation, regulations and prescripts applicable to local government. A formal qualification in Project Management will be an added advantage. The person must have the ability to work as a team member, impart knowledge, transfer skills and build capacity of individuals; good interpersonal, analytical thinking, problem solving, report rewriting, excellent communication (written and verbal), planning, organizing, people management and preparation of management reports. Computer literate, ability to interpret policy directives. Work under pressure with minimum supervision. Must have experience in liaising with different levels of stakeholders.

DUTIES : Manage the MSCoA project for the Province. Manage the process of monitoring, assisting and guiding delegated municipalities with the implementation of mSCOA and related standards, frameworks guidelines etc. to aid in the successful implementation of the mSCOA regulation, accurate and complete financial reporting. Review the accounting systems and processes and implement strategies to improve the integrity of financial data. Responsible for implementation of activities contained in the MSCoA project in accordance with the agreed processes and tolerances. Monitor the project activity through detailed plans and schedules and preparation of reports. Manage the process of facilitating mSCOA workshops and change management within the province. Reporting on project performance and any project related issues.

ENQUIRIES : Ms B Nortjie, tel. (053) 8025190

NOTE : Kindly note the duration of the contract appointment will be for a period of 12 months effective from assumption of duty date.

POST 26/108 : **ASSISTANT DIRECTOR – TRANSVERSAL TECHNICAL SUPPORT REF NO: NCPT/2017/26**
re-advertisement

SALARY : R417 552.00 (Level 10)

CENTRE : Kimberley

REQUIREMENTS : A three year tertiary qualification (NQF level 6 or above) in Information Technology. Two to three years' experience in computer networks, transversal systems/data analysis and management as well as experience in basic databases and database application support. A valid driver's license. A good understanding of the government networking infrastructure. An understanding of SITA's role in providing and maintaining government networks. General knowledge of the mainframe and IP translation. Relational databases. Advanced knowledge of MS Excel and Word. Knowledge of planning, communication and organizing. Analytical skills, decision making, problem solving and negotiation skills. Knowledge of facilitation, and conflict management.

DUTIES : Co-ordinate operational processes for the successful rollout of transversal systems' applications. Determine and recommend desktop minimum requirements (hardware and software) for financial systems. Install and configure financial system applications. Download and distribute BAS codes tables and client files to all provincial departments. Update record of financial system users. Co-ordinate technical support on financial system. Keep updated registers on technical support calls. Attend to technical support inquiries and problems on financial systems. Maintain up to date client files on BAS file servers. Add, configure and setup printers or financial systems. Co-ordinate regional and head offices visits and technical projects on financial systems. Prepare a quarterly site visit schedule and ensure it is followed. Assist departments with desktop technical support and maintenance on financial system computers. Co-ordinate Biometric Access Control System

(BACS) technical support. Warehouse, allocate and issue biometric smart cards. Issue biometric finger-print scanners/smart card readers. Create and enroll users on BACS. Install eDNA software for BACS and register the user's computer to the backend. Attend to technical support queries and problems on BACS. Prepare and co-ordinate technical reports that are necessary for monitoring and control. Identify sources of data. Compile and gather relevant data. Liaise with key individuals to obtain data. Develop and maintain technical tools for data. Develop and maintain technical tools for data cleansing, analysis and reporting. Run the ETL (Extract, Transform, and Load) processes.

ENQUIRIES : Mr MZ Mbijekana, tel. (053) 8308363

POST 26/109 : **ASSISTANT DIRECTOR – MONITORING & EVALUATION REF NO: NCPT/2017/21**
re-advertisement

SALARY CENTRE : R417 552.00 (Level 10)
: KIMBERLEY

REQUIREMENTS : A Degree (NQF 7) in Economics or Social Sciences and/or Public Finance or related qualifications. 2-3 years' relevant experience in monitoring and evaluation. A valid drivers' license. Knowledge of extensive monitoring and evaluation systems, Medium Term Expenditure Framework and intergovernmental relations. Knowledge and understanding of the PFMA, National Treasury Regulations, Expenditure Framework Budget process and procedures, Division of Revenue Act, Provincial Directives. Knowledge and understanding of the functioning of Provincial Departments.

DUTIES : Monitor and evaluate the impact of the resource allocation on service delivery. Collect, Capture, Edit, Tabulate, Analyse, Research, and Interpret key socio-economic variable that impact on budget decisions and outcomes. Identify and analyse development constraints that contribute to the budget process and fiscal development of the Province. Assist in compiling the annual socio-Economic Outlook and Review of the Province and the Medium Term Budget Policy Statement. Assist with the development, coordination and updating of the directorate statistical/economic database. Disseminate data and research findings to provincial departments and municipalities.

ENQUIRIES : Ms B Mgaguli, tel. (053) 8308345

POST 26/110 : **ASSISTANT DIRECTOR – PERSAL SUPPORT & ADMINISTRATION REF NO: NCPT/2017/24**

SALARY CENTRE : R417 552.00 (Level 10)
: Kimberley

REQUIREMENTS : A Three year tertiary qualification in Human Resource Management and / or Cost and Management Accounting. Two to three (2-3) years' experience in Introduction to PERSAL, Salary Management, Tax Administration, Personnel Management, Establishment, Labour Relations, and Leave Administration. A valid driver' license. Knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Treasury Regulations and all PERSAL courses.

DUTIES : Report Requesting skills, basic interpersonal skills, memo and report writing skills, communication skills, planning and organizing skills, customer care skills, analytical problem solving skills, training skills, innovative thinking skills. Computer literacy. Monitoring the compliance and enforcement of prescribed Legislation, policies and guidelines relating to all PERSAL processes. Maintain a PERSAL – User database, monitor the Provincial Department's user access and activities. Examine Provincial Department's use of departmental tables (Tables 800 upwards). Monitor of PERSAL Interfaces and ACB (Automated Clearance Bureau) limits. Analyse PERSAL System data and reporting to PERSAL Controllers and Accounting Officers. Render a support service to all Provincial PERSAL Users. Guide Provincial Department's to amend their establishment on the PERSAL System. Guide Provincial Departments to create / amend departmental tables. Render PERSAL and Vulindlela (HR) Helpdesk function to all PERSAL users. Evaluate, register and follow-up System Control Changes (SCC) on behalf of Provincial Departments. Capacity building in Provincial Departments to enhance the effective utilization of the PERSAL System. Perform all administrative functions related to PERSAL training. Give inputs to the annual training program. Prepare and update

PERSAL training material. Compile practical exercises and examination papers. Oversee the arrangement made for the course. Train PERSAL Users in various PERSAL courses. When required, attend National PERSAL User Forums and give feedback at Provincial PERSAL User Forums. Downloading of and informing users of all new PERSAL messages / PERSAL notices, etc. at monthly Provincial PERSAL User Forums. Give inputs / responds to problems, new developments, departments situational analyses of PERSAL System data during the Provincial PERSAL User Forums. Give feedback on PERSAL training when requested.

ENQUIRIES : Ms L Jacobs, tel. (053) 8308462

POST 26/111 : **ASSISTANT DIRECTOR – MUNICIPAL STANDARDS CHART OF ACCOUNTS (MSCOA) REF NO: NCPT/2017/23**

SALARY : R33 545.00 (Level 9) (Contract)
CENTRE : Jonn Taolo Gaetswe District
REQUIREMENTS : An appropriate three year Bachelor's Degree or National Diploma in Accounting with Accounting 3. A minimum of 3 years' relevant experience in an accounting environment, preferably within a municipal environment. A valid driver's license. Knowledge of mSCOA, accounting standards i.e. GRAP, GAMAP, IFRS, MSCOA and accounting related guidelines and frameworks, etc. Knowledge of MFMA and other applicable legislation, regulations and prescripts applicable to local government. The person must have the ability to work as a team. Analytical thinking, problem solving, report rewriting, excellent communication (written and verbal), client management, networking and network formation, interpersonal and presentation skills. Planning, organizing and preparation of management reports. Computer literate. Ability to interpret policy directives. Work under pressure with minimum supervision.

DUTIES : Monitor, assist and guide delegated municipalities with the implementation of mSCOA and related accounting standards, frameworks guidelines etc. to aid in the successful implementation of the mSCOA regulation, accurate and complete financial reporting. Compile the project risk register and ensure integration of risk management and control activities into project plans and activities. Compile detailed provincial project plans and schedules and preparation of draft reports. Execute all the project activities in accordance with agreed processes and tolerances and monitor the project activity through detailed plans and schedules and preparation of reports. Oversee regular mSCOA development and monitor the implementation of mitigating action plans within municipalities. Provide/facilitate mSCOA workshops and change management within the province. Provide secretariat services to the mSCOA forums.

ENQUIRIES : Ms B Nortjie, tel. (053) 8025190
NOTE : Kindly note the duration of the contract appointment will be for a period of 12 months effective from assumption of duty date.

POST 26/112 : **ASSISTANT DIRECTOR – HUMAN RESOURCE ADMINISTRATION REF NO: NCPT/2017/25**

SALARY : R334 545.00 (Level 9)
CENTRE : Kimberley
REQUIREMENTS : An appropriate three year Bachelor's Degree or National Diploma in Human Resource Management or equivalent qualification. Two to three (2-3) years' experience within a recruitment and selection environment. A valid driver's license. Knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act. Knowledge of HR matters, training, administration, career management, strategic planning, reporting procedures and research. Basic interpersonal relationships, problem solving, planning and organizing, conflict management, project management, analytical thinking, computer literacy, leadership and team building skills. Policy analysis and development, formal presentation, communication skills, co-ordination skills and a good sense of Professionalism.

DUTIES : Coordinate Conditions of Services in the department. Ensure compliance with COIDA by managing injury on duty, pension administration, pension pay-outs payment of leave gratuity, and PILIR in accordance with legislative framework including staff leave and service benefits. Ensure proper and correct calculation of staff allowances in accordance with the prescribed policies. Conduct leave reconciliations. Coordinate termination of services. Coordinate

and facilitate leave audits and compile service benefits reports. Coordinate HR provisioning, appointments/transfers, verification of qualifications, absorption, prepare and consolidate reports on HR provisioning. Respond to Auditor-General queries. Coordinate and preform recruitment, selection and placement for the department including resettlement benefits. Draft and safeguard conditions of services and HR provisioning submissions. Approve and authorize appointments in PERSAL. Facilitate HRA information session and handle queries. Management of HRA database. Ensure effective HR records management.

ENQUIRIES : Ms D Barnett, tel. (053) 8308274

POST 26/113 : **ASSISTANT DIRECTOR – MUNICIPAL SUPPORT (X4) REF NO: NCPT/2017/17**

SALARY : R334 545.00 (Level 9) (Contract)
CENTRE : Kimberley

REQUIREMENTS : An appropriate three year Bachelor's Degree or National Diploma in Accounting/Auditing. Completed and signed articles OR (2-3) years' practical experience in Asset Management. A professional qualification will be an add advantage (CIMA, RGA etc.). A valid drivers's license. The person must have ability to work in a team environment. Analytical thinking, problem solving, report writing, excellent communication (written and verbal), client management, networking and network formation, interpersonal and presentation skills. Planning, organizing and preparation of management reports. Computer literate and Excel skills. Ability to interpret policy directives. Work under pressure with minimum supervision.

DUTIES : Assist with reducing the number of disclaimers in the province. Assist in ensuring that all municipalities comply GRAP Standards (16, 17, 26 and 31). Assist in ensuring adequate skills transfer where Provincial Treasury has invested resources. Review expenditure. Review and ensure compliance on Service Level Agreements entered between consultants and municipalities where such exist. Ensure compliance and implementation of audit action plans by municipalities. Assist in identifying relevant training for the municipality officials. Assist in providing on-going training on Asset Management.

ENQUIRIES : Ms T Kati, tel (053) 8028052

NOTE : Kindly note the duration of the contract appointment will be effective from assumption of duty date until the 28th February 2018.