

**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** : 25 August 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:

MANAGEMENT ECHELON

- POST 32/185** : **DIRECTOR: BANKING SERVICES AND CASHFLOW MANAGEMENT REF NO: NCPT/2017/32**
- SALARY** : R898 743 per annum
- CENTRE** : Kimberley Office
- REQUIREMENTS** : An appropriate three year tertiary qualification (NQF/7) in Accounting, Economics or Banking. A minimum of 5 years senior management level experience within Government Accounting environment. A valid driver's license. Good knowledge of PFMA, MFMA and regulations, Treasury Regulations, BAS, Administration procedures relating to specific working environments including norms and standards, compilation of management reports, computer literacy, financial reporting, Accounting reforms in the public sector, management accounting, strategic planning and leadership, budgeting and financial management, public service laws and regulations. The person must have the ability to work as a team member; impart knowledge, transfer skills and build capacity of individuals; good interpersonal skills, Analytical thinking, problem solving, report writing, excellent communication (written and verbal), Planning, organizing and people management skills. Ability to interpret policy directives, Work under pressure and have experience in liaising with different levels of stakeholders.
- DUTIES** : Key Responsibilities: Ensure management of Provincial Revenue Fund operating systems: Manage and ensure maintenance of user profiles on Electronic/On-Line Banking System, Manage the maintenance of user profiles on BAS, Manage and ensure the maintenance of user profiles on the Corporation for Public Deposits, Approve amendment/additions to internal control systems with regard to Provincial Revenue Fund operating systems. Ensure management of Provincial Cash Flow: Review and analyze revenue and expenditure information. Review and approve monthly funds requisitioned by departments, Approve funds to be transferred to departments (funding),

Advise departments on their cash flow position, Review guideline with regards to cash flow and cash management matters, Review and submit consolidated daily/monthly cash flow reports to stakeholders, Compile and submit cash flow reports (presentations) to stakeholders, Liaise with National Treasury /National Departments regarding cash flow related matters. Review and monitor the implementation of policy directives and guidelines relating to the Provincial Revenue Fund: Review cash management framework, Issue and review memoranda/ circulars and implementation policy directives regarding Banking Services and Cash Flow Management, Provide an advisory service to stakeholders regarding the interpretation and implementation of policy directives/framework issued, Review investment policy, Approve investments placed with commercial banks/brokerage firms/financial institutions, Ensure the proper management of investment records. Ensure management of Provincial Banking Services: Manage and ensure maintenance of accounting and operations of Provincial Exchequer Account, Review and ensure submission of Annual Financial Statements for the Provincial Revenue Fund, Establish banking arrangements and/or agreements (banking bid) for the Provincial Revenue Fund, Monitor the evaluation of commercial banking services for the Provincial Revenue Fund.

ENQUIRIES

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Mr. O. Vermeulen Tel no: (053) 830 8263