

**PROVINCIAL ADMINISTRATION: NORTH WEST
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 deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE : 26 February 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 3 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 will be verified. The successful candidates for the above positions will be required to undergo security screening. Candidates will be subject to competency assessment. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

OTHER POST

POST 06/161 : **DEPUTY DIRECTOR: BUDGETS REF: NWOOP/03/18/01**

SALARY : R657 822. per annum. Level 11(all-inclusive package)

CENTRE : Mahikeng

REQUIREMENTS : A bachelor's degree/National Diploma in Accounting and/ or equivalent (NQF level and Credits). 5 - 7 years' experience in management accounting, of which 3 years must be at Assistant Director Level. Knowledge and understanding of PFMA and Treasury regulations. Ability to meet deadlines and work under pressure.

DUTIES : Coordinate budget input for all departmental programs. Ensure reconciliation between budgeted & actual expenditure & revenue. Ensure accurate recording of all financial transaction. Complication and monitoring of the department budget. Prevent, monitor and report unauthorized expenditure. Maintain an effective and efficient cash flow management system. Prepare & submission of monthly IYM reports to Provincial & National Treasury. Monitor financial performance in relation to departmental priorities & conditional grants. Ensure the implementation of all Audit recommendations. Manage KPA's of subordinates. Ensure monthly clearing and reconciliation of relevant suspense accounts. Preparation of information to be included in the Annual Financial Statements. Provide advice and training to the staff in the department.

ENQUIRIES : Ms. T.M. Mooketsi, Tel: 018 – 388 4277