

**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** : 02 March 2018
- 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 07/202** : **DIRECTOR – ECONOMIC ANALYSIS REF NO: NCPT/2018/02**
- SALARY** : R948 174. (TCE Package)
- CENTRE** : Kimberley Office
- REQUIREMENTS** : An appropriate three year tertiary qualification (NQF/7 as recognized by SAQA) in Economics, Macroeconomics or related fields. A Master's Degree NQF/8 in Economics, Macroeconomics or related fields will be an added advantage. A minimum of 5 years middle management level experience within an Economic Research environment. A valid driver's license. Sound knowledge of Macroeconomic, applied economics and quantitative tools (such as econometrics or economic modeling) Knowledge of Financial Norms and Standards (PFMA, MFMA Treasury Regulation, Provincial Treasury Directives). Knowledge of Medium Term Expenditure Framework Budget. Knowledge of legislation, Directives, and procedures with regards to Financial Management (Division of Revenue Act, Appropriation Act, Intergovernmental Fiscal Relations Act). Policy Analysis and development, Planning and organizing skills, Strategist, Analytical Decision Making, Problems Solving, Facilitation skills, Conflict management, Computer Literacy, analytical thinking, teamwork and team leadership.
- DUTIES** : Oversee and manage the collection, analysis of Social and Economic statistics at Provincial and Municipalities for growth and developmental purposes. Oversee the construction of the Provincial Socio- Economic demographics and Fiscal database. Advise SMS, HOD on the implications of Macro- Economic and Micro-Economic variables on the MTEF, and represent the Northern Cape Provincial Treasury on any economic and/ or Statistical forum, including the economic Cluster, and Social Cluster. Oversee and manage the Provincial publications

undertaken in the Economic Analysis Directorate. Management and supervision of the Directorate staff members. Training and development of officials, Performance Management, Work Allocation and Asset Management. Conduct research and prepare policy papers on the impact that government program has on the people of the Northern Cape.

- ENQUIRIES** : Mr. H.V. Gumbo, tel. (053) 830 8408
- POST 07/203** : **DIRECTOR – MUNICIAPL FINANCE REF NO: NCPT/2018/03**
- SALARY** : R948 174. (TCE Package)
- CENTRE** : Kimberley Office
- REQUIREMENTS** : An appropriate three year qualification (NQF level 7 as recognized by SAQA) in Accounting, Public Finance. A minimum of 5 years middle management level experience within a Public Finance, Auditing and Accounting related environment. A valid driver's license is necessary and the applicant must be willing to travel. Knowledge of GRAP and GRAAP, Financial Norms and Standards (MFMA, PRMA, Treasury Regulations, Provincial Treasury Directives, Framework Budget, Legislations, Directives and procedures with regards to Financial Management directives). Asset Management and Asset transfer regulations as well as Budgeting and Budgeting systems. Policy analysis and development, Planning and organizing skills, Strategist, Analytical, Decision making skills and problem solving skills, Facilitation skills and conflict management skills. Research analysis, Financial Management, Computer Literacy, analytical thinking, teamwork and team leadership.
- DUTIES** : Ensure the provision of technical support to municipalities on: The preparation of budgets and ensuring the involvement of sector departments during municipal budget planning. Co-ordinate the annual budget assessment/ evaluation process. Review and report on annual budgets compiled in line with prescribed formats. In year monitoring including statutory returns. Submission of reports by municipalities in the Province as required in terms of the MFMA. Facilitation of Financial Management capacity building training programs. Report on the submission rate of the MFMA returns and outcomes of site visit/ technical support being provided by Municipal Finance analysts. Ensure the preparation of monthly, quarterly, bi-annual consolidated reports and ad hoc reports in prescribed format on the state of delegated municipalities budgets and financial performance: Oversee the analysis of monthly outcome of municipalities budget and financial performance and ensure the preparation and submission of monthly reports to National Treasury. Oversee the analysis of quarterly outcome of municipalities budget and financial performance (including 72 reports) and ensure the preparation and Submission of Quarterly and other ad hoc reports to National Treasury, Provincial Legislature and other bodies/ institutions. Provide advice and guidance to municipalities on the implementation of the financial management reforms. Develop strategic directions for financial processes in accordance with MFMA and other applicable legislations and regulations: Co-ordinate and conduct research on financial processes pertaining to delegated municipalities. Ensure the facilitation and implementation of financial management reforms required by MFMA. Advise senior management on areas that need policy review and adjustments. Provide guidance regarding uniform format of financial reporting Monitor and evaluate compliance by delegated municipalities with respect to the MFMA, DoRA and other legislations and regulation, review compliance reports from the Municipal Finance coordinator: Compile reports and recommend strategic direction to be taken to address non- compliance by delegated municipalities. Liaise with other divisions in Treasury and outstanding training institutions to provide training and capacity building support to municipalities in various areas (SCM, Internal Audit, GRAP, Asset Management, Activity Based Costing, PPP's etc). Monitor overall compliances to policy guidelines and obtain necessary approval for deviations from prescribed standards. Oversee research and analysis and the sharing of updates with Municipalities on MFMA reforms: Oversee inputs on municipality policy formulation and on municipal draft policy documents related to municipal budgets. Oversee research on subject matter pertaining to delegated municipalities, as and when required. Promote and encourage the sharing of best practices across municipalities. Oversee the preparation of PT circular and sharing of NT circulars

ENQUIRIES

to the designated municipalities in order to keep updated with all new developments and priorities. Ensure that the delegated municipalities are notified of all Provincial allocations (Provincial Transfer Gazette). Management and supervision of the directorates staff members: Training and development of officials, performance management, work, allocation and Asset Management.
: Mr H.V. Gumbo tel. (053) 830 8408