

**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, marked for attention: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building. Applications should be submitted on time. Applications received after the closing date will not be accepted.
- CLOSING DATE** : 02 March 2018
- 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. 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. Women are encouraged to apply for SMS posts

MANAGEMENT ECHELON

- POST 07/204** : **DIRECTOR: BUDGET MANAGEMENT (SL13)**
Chief Directorate: Budget and Public Finance Management
Directorate: Budget Management
- SALARY** : R948 174 all - inclusive salary package per annum (Salary Scale: R948 174 – R1 116 918)
- 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: 018 388 4351
- POST 07/205** : **DIRECTOR: MUNICIPAL BUDGET AND REPORTING (SL13)**
 Chief Directorate: Municipal Financial Management
 Directorate: Municipal Budget and Reporting
- SALARY** : R948 174 all inclusive salary package per annum (Salary Scale: R948 174 – R1 116 918)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a Bachelor Degree or Advanced Diploma in Finance/ Economics/ Accounting/ Budget, or equivalent NQF 7 qualification in related field. Ten (10) years' relevant experience of which 7 years' experience in of local government planning, finances, budgeting, budget allocation system, requirements of MFMA. A minimum of 5 years must be at middle management level. Client Service Orientation, Change Leadership, Effective Communication, Information Sharing, Networking and Influencing, People Development and Management. Budget Process, Computer Literacy, Database management, Economics, Policy Development and Management, Project Management. Extensive experience with the local sphere and the publication of information, Ability to use and maintain databases and information systems in general. Extensive use and experience in Report writing; Financial analysis; and Lateral thinking.
- DUTIES** : Budget preparation and support, Provide guidance during the budget preparation process of Local Government. Monitor and assess municipal budgets and facilitate alignment with broad national priorities. Participate in annual budget benchmark engagements with municipalities. Formulate budget assessment reports on municipalities. Contribute to the annual budget verification process prior to the publication. Provide support and build capacity to municipalities with budget preparation, implementation and monitoring, Monitor trends in municipal revenue and expenditure on a monthly basis. Plan and co-ordinate annual municipal mid-year budget and performance assessment visits. Contribute to the verification of information contained in the monthly and quarterly budget statements and reports prior to publication. Respond to problem situations or emergencies in municipalities. Promote effective financial management in the local sphere of Government. Provide support, guidance and monitor implementation of the MFMA at municipal level. Oversee Local Government Budget Reform Agenda and the implementation of the prescribed budget formats. Provide training to municipalities on prudent financial management practices such as conducting funding compliance tests on tabled and adopted budgets. Assist with the maintenance of the financial and non-financial database in line with the budget reform agenda of Government. Provide support to municipalities on the implementation of municipal Standard Chart of Accounts (mSCOA)
- ENQUIRIES** : Ms. L Nengovhela Tel: (018)388 1852