

**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.
- NOTES** : 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.
- CLOSING DATE** : 09 March 2018 at 16H00
- POST 08/205** : **CHIEF REVENUE ANALYST (SL12)**
Chief Directorate: Macro-Economic Analysis and Fiscal Policy
Directorate: Fiscal Policy Management
- SALARY** : R779, 295 all-inclusive salary package pa (Salary Scale R779, 295 – R917, 970)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a National Diploma or Advanced Certificate in Finance/ Economics/ Accounting/ Budget or equivalent NQF 6 qualification. Eight (8) years' relevant experience in government budgeting of which a minimum of 4 years must be at supervisory/ junior management level. Code 08 drivers' license is a necessity. Willingness to travel and work extra hours. Conversant with Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, Procurement Act and any other related Financial Acts. Oral and written communication skills. Quantitative and analytical skills. Conversant with Basic Accounting System (BAS) and Vulindlela System. Computer literacy in Microsoft Word, Excel and PowerPoint. Report writing skills. Competency in evaluating written reports.
- DUTIES** : Coordinate the preparation and consolidation of revenue budget inputs from departments for inclusion in the Provincial Budget Statement. Ensure the coordination, evaluation and compile of monthly and quarterly revenue reports. Critically analyse revenue collection for inclusion in the IYM monthly reporting. Monitor the daily and monthly revenue collection in order to detect any possible variances and report accordingly. Prepare written reports on achievements and challenges relating to departmental revenue collection. Manage and ensure the implementation of Provincial Revenue Enhancement Strategy (PRES). Ensure that departments review the tariff structures annually as well as maximisation of provincial revenue envelope. Ensure that provincial revenue policies and procedures are revised annually. Perform other administrative duties within the Directorate.

- ENQUIRIES** : Ms. B Pule Tel: (018) 388 5369
- POST 08/206** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT - MFMA (SL12)**
Chief Directorate: Municipal Financial Management
Directorate: Municipal Budget and Reporting
- SALARY** : R779, 295 all-inclusive salary package pa (Salary Scale R779, 295 – R917, 970)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a National Diploma or Advanced Certificate in Finance/ Economics/ Accounting/ Budget/ Municipal Finance/ Supply Chain Management or equivalent NQF 6 qualification. Eight (8) years relevant experience in Public Sector of which two (2) years in local government and 4 (four) years on a supervisory/junior management level. Extensive knowledge of the Municipal Finance Management Act, Municipal Systems Act and Municipal Structures Act. An in-depth understanding of Municipal Supply Chain Process and Regulations. Knowledge of Municipal and Government operation. Computer literacy, planning, organising, financial analysis and report writing skills. The ability to facilitate workshops, give training and present policies. The ability to produce written material such as reports.
- DUTIES** : Implement Supply Chain Management reforms in all delegated municipalities and to play an oversight role in provincial departments. Ensure compliance with the MFMA and all related SCM frameworks by municipalities. Set complimentary standards within the parameters as set by National Treasury and the relevant SCM frameworks. Assist with coordinating and managing the establish of functional municipal supply chain management structures. Provide guidance on the development and implementation of procurement plans. Monitor and report on policy outcomes. Analyse information from municipalities and compile reports for stakeholders. Access and identify capacity gaps. Provide technical assistance and training with regard to SCM in all delegated municipalities. Assist and advice on improving the supply chain management function within municipalities. Monitor, Evaluate & report on compliance with Supply Chain Management Regulatory Framework. Support the Director in the management and operations of the Directorate.
- ENQUIRIES** : Ms. L Nengovhela Tel: (018) 388 1852
- POST 08/207** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT (SL10)**
Directorate: Provincial Asset Management
Sub directorate: Physical Asset Management
- SALARY** : R417, 552 per annum (Salary Scale R417, 552 – R491, 847)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a National Diploma/Advance Certificate in Finance/ Accounting/ Asset Management or equivalent NQF 6 qualification. Six (6) years' experience in either private or public sector asset management of which three (3) years must be on a supervisory level. A valid driver's license is a necessity. Knowledge of Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA Act), Generally Recognised Accounting Principles (GRAP), Government Supply Chain policies. WALKER system knowledge and experience will be an added advantage. Problem solving and analytical skills. Supervisory and managerial skills. Conflict resolution. Strong interpersonal and communication skills. System and process understanding. Performance and results orientated. Honesty and integrity. This is a very challenging post, which requires a self-driven, well-motivated person with strong Managerial, Technical, Communication, Analytical, Negotiation and Investigative skills.

<u>DUTIES</u>	:	The incumbent will be responsible to coordinate and enforce the implementation of Asset Management strategies by provincial departments and public entities and ensure such strategies comply with regulatory framework, (PFMA, PPPFA, Treasury Regulations) and keep abreast with new developments. Provide technical support on the application of GRAP to Provincial Public Entities and Provincial Legislature. Assist Provincial Departments with the preparations and planning for the transition from modified cash to modified accrual on Asset Management. Provide technical support to Provincial Departments and Public Entities on asset planning and budgeting, acquisitions, finance leases, asset disposal, transfers, redundant and loss management for the North West Province. Prepare monthly and quarterly reports for senior management. Assist departments on the development of immovable asset management plans and facilitate the section 42 transfers between user departments and the Department of Public Works. Ensure that provincial departments perform and manage asset physical verification processes. Analyse provincial departmental asset audit reports, and ensure that all exceptions are investigated and corrected. Perform generic management functions
<u>ENQUIRIES</u>	:	Mr O Mduli Tel: (018) 388 3231
<u>POST 08/208</u>	:	<u>SENIOR ACCOUNTING OFFICER (SL10)</u> Chief Directorate: Municipal Financial Management Directorate: Municipal Financial Monitoring and Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417, 552 per annum (Salary Scale R417, 552 – R491, 847) Mmabatho As a minimum a National Diploma or Advanced Certificate in Finance/ Economics/ Accounting/ Budget/ Municipal Finance or equivalent NQF 6 qualification. Six (6) years relevant experience in Municipal Finance. A valid driver's licence. Extensive knowledge of the Municipal Finance Management Act, Municipal Systems Act, Municipal Structures Act and other legislation that governs local government. Knowledge of Municipal and Government operations. Knowledge of Management Processes. Computer literacy, planning, organising, financial analysis and report writing skills. The ability to facilitate workshops, give training and present policies. The ability to produce written material such as reports
<u>DUTIES</u>	:	Oversee the implementation of municipal accounting reforms in line with accounting standards. Provide technical support and training to municipal officials. Analyse information from municipalities and compile reports for stakeholders. Identify capacity needs of municipalities and develop intervention strategies. Promote sound financial management practices by municipalities. Support the Unit Manager in the management and operations of the Unit.
<u>ENQUIRIES</u>	:	Ms. Sadia Malik Tel: (018) 388 2327
<u>POST 08/209</u>	:	<u>MUNICIPAL SCM PRACTITIONER (SL10)</u> Chief Directorate: Municipal Financial Management Directorate: Municipal Budget and Reporting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417, 552 per annum (Salary Scale R417, 552 – R491, 847) Mmabatho As a minimum a National Diploma or Advanced Certificate in Finance/ Economics/ Accounting/ Budget/ Municipal Finance or equivalent NQF 6 qualification. Six (6) years relevant experience in Municipal Finance. Extensive knowledge of the Municipal Finance Management Act, Municipal Systems Act and Municipal Structures Act. An in-depth understanding of Municipal Supply Chain Process and Regulations. Knowledge of Municipal and Government operations. Knowledge of Management Processes. Computer literacy, planning, organising, financial analysis and report writing skills. The ability to facilitate

		workshops, give training and present policies. The ability to produce written material such as reports.
<u>DUTIES</u>	:	Assist with coordinating and managing the establish of functional municipal supply chain management structures. Provide guidance on tender processes and bid systems. Assist with coordinating and managing the performance of contractors and service provider. Provide guidance on the development and implementation of procurement plans. Provide guidance on the maintenance of tender documents. Analyse information from municipalities and compile reports for stakeholders. Identify capacity needs of municipalities and develop intervention strategies. Support the Deputy Director in the management and operations of the Directorate.
<u>ENQUIRIES</u>	:	Ms. M Ledingoane Tel:(018) 388 4442
<u>POST 08/210</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT SUPPORT (SL10)</u> Chief Directorate: Provincial Internal Audit Directorate: Audit Support
<u>SALARY</u>	:	R417, 552 per annum (Salary Scale R417, 552 – R491, 847)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advanced Certificate in Accounting/ Internal Audit or equivalent NQF 6 qualification. Six (6) years' relevant experience of which three (3) must be at supervisory level. Experience must preferably be in an audit background and sufficient experience in providing secretariat work at a high level. Ability to communicate well in English, written and verbal. Good writing skills. Ability to conceptualize and accurately summarise and captures discussions. General managerial and administrative skills. Ability and willingness to work under pressure and meet strict deadlines. A general knowledge and understanding of the Audit Committee functioning as well as the structure and operation of the Provincial Government. General knowledge of government policies. Ability to establish priorities with strong organizational skills. Computer literacy, especially in Ms Word, Excel, Power Point and the Internet. Integrity, sound judgement and discretion in dealing with secret and confidential matters. Good interpersonal skills and the ability to work successfully in a team.
<u>DUTIES</u>	:	Provide administrative and committee secretariat support to the Audit Committee structures of the North West Province. Timeous operation and collation of agenda and other documentation in consultation with the committee chairpersons, Audit Management and departmental officials. Writing minutes and preparing reports emanating from meetings. Monitoring the implementation of decisions/directives/resolutions by the departments. General correspondence and administrative duties pertaining to secretariat support to the Chairperson and Cluster Committee structures. Co-ordinate meeting schedule and related arrangements. General managerial/supervisor responsibilities within the Directorate. Assist with audit projects during lean period of Committee tasks.
<u>ENQUIRIES</u>	:	Ms. M Wilson Tel: (018) 388 1403
<u>POST 08/211</u>	:	<u>SENIOR INTERNAL AUDITOR – RISK BASED AUDITS (ASSISTANT DIRECTOR) (SL10)</u> Chief Directorate: Provincial Internal Audit Directorate: Risk Based Audits
<u>SALARY</u>	:	R417, 552 per annum (Salary Scale R417, 552 – R491, 847)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advanced Certificate in Accounting/ Internal Audit or equivalent NQF 6 qualification. Six (6) years' relevant experience of which three (3) must be at supervisory level. A valid driver's license is essential. A professional or postgraduate degree or studies towards a CACIA or relevant post graduate degree will be an added

		advantage. Extensive knowledge of IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology.
<u>DUTIES</u>	:	Assist in the preparation of a three year strategic plan and annual audit coverage plan for a department – provide inputs for and review/update risk assessment documents. Manage the audit projects, budgeted time and audit team as planned. Compile quality and value adding reports with appropriate recommendations. Responsible for quality assurance of all audit work performed. Review audit projects for adherence to the IIA Standards. Appraise and develop subordinates.
<u>ENQUIRIES</u>	:	Mr. T Sekoboane Tel: (018) 3881582
<u>POST 08/212</u>	:	<u>ASSISTANT DIRECTOR: DEPARTMENTAL RISK MANAGEMENT (SL9)</u> Sub Directorate: Departmental Risk and Internal Control (Risk Management)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334,545 per annum (Salary Scale: R334,545 – R404,121) Mmabatho As a minimum a National Diploma or Advanced Certificate in Risk Management/ Auditing or equivalent NQF 6 qualification. Six (6) years' relevant experience. Knowledge of the PFMA, Treasury Regulations, Public Sector Risk Management Framework, Public Sector Anti-Corruption Strategies. Excellent interpersonal skills and customer relations. Creative and innovative thinking. The ability to work independently and in a team. Sound report writing skills. The ability to apply technical/ professional knowledge and skills in immediate work area and wider environment. The ability to work under pressure. Good coordination and facilitation skills. Computer literacy.
<u>DUTIES</u>	:	Assist the supervisor with the development, implementation and maintenance of a Risk Management Strategy, Risk Management Policy, and Fraud Prevention Plan. Facilitate the compilation of strategic and operational risk registers. Monitor implementation of risk response strategies. Assist the supervisor with reporting all risk related matters including findings, risk positions and recommendations to all stakeholders. Conduct risk, fraud and whistle-blowing awareness campaigns amongst departmental staff. Coordinate the activities of the Risk Management Committee and perform secretarial function. Ensure compliance with all prescripts, frameworks, regulations and guidelines. Perform any other duties that may be expected from time to time.
<u>ENQUIRIES</u>	:	Mr. V Rampou Tel: (018) 388 3767
<u>POST 08/213</u>	:	<u>ASSISTANT DIRECTOR: DEPARTMENTAL INTERNAL CONTROL MANAGEMENT (SL9)</u> Sub Directorate: Departmental Risk and Internal Control (Internal Control)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334,545 per annum (Salary Scale: R334,545 – R404,121) Mmabatho As a minimum a National Diploma or Advanced Certificate in Risk Management/ Auditing or equivalent NQF 6 qualification. Six (6) years' relevant experience. Knowledge of Public Finance Management Act, Treasury Regulations, Public Sector Financial Management Systems, Supply Chain Management Framework. Knowledge of Public Sector processes. Knowledge of the Public Service Act/ Regulations. Understanding of Public Sector Risk Management Framework and COSO Framework of Internal Control. Excellent verbal and written communication skills. Problem-solving, analytical skills and computer literacy. Strong planning and co-ordination abilities. Proven skills and a track record in the management of projects. Ability to work independently and in a team. A valid driver's license.
<u>DUTIES</u>	:	Develop and maintain a written compliance policy, which sets out and communicates the organizations' commitment, philosophy, and approach

to compliance, as well as what is expected of all employees. Facilitate the review, and assess and monitor implementation of all the departmental policies as well as financial/ HR delegations. Evaluate and make recommendations for enhancement/ improvement of departmental processes/ checklists/ systems/ templates and participate in the development and monitoring the implementation of internal control systems. Assist with coordination of departmental internal and external audits, and monitor implementation of audit recommendations. Investigate and ensure that effective internal control systems are in place to prevent and detect unauthorized, irregular, and fruitless and wasteful expenditure. Manage and report on disclosure of employee financial interests in line with the relevant prescripts. Manage applications for remunerative work outside public service. Maintain the gifts register. Perform duties as an Ethics Officer and provide reports to the Ethics Champion. Manage resources (physical, human and financial).

- ENQUIRIES** : Mr. R Soofie Tel: (018) 388 3266
- POST 08/214** : **ASSISTANT DIRECTOR: TRANSPORT MANAGEMENT (SL9)**
 Directorate: Financial Management
 Sub directorate: SCM: Logistics
- SALARY CENTRE REQUIREMENTS** : R334,545 per annum (Salary Scale: R334,545 – R404,121)
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in SCM/ Logistics Management/ Transport Management or equivalent RQF 6 qualification. Six(6) years' experience in Transport Management of which at least 3 years must be on supervisory level. Valid driver's license. Knowledge on Transport Policy, Public Management Finance Act, BCEA, Labour Relations Act and Public Service Act. Excellent interpersonal skills and customer relations. Creative and innovative thinking. The ability to work independently and in a team. Sound report writing skills. The ability to apply technical/ professional knowledge and skills in immediate work area and wider environment. The ability to work under pressure. Good coordination and facilitation skills. Computer literacy.
- DUTIES** : Provide inputs and implement Transport policy. Monitor renewal of license disks. Coordinate and monitor payment of traffic fines. Investigate and administer accidents. Administer Pool vehicles including maintenance. Administer Log-sheets. Provide support and oversee the procurement of accessories and operations of subsidized motor transport scheme. Stakeholder's engagement. Compiling Vehicle Asset Register and Vehicle Data capturing. Supervise subordinates.
- ENQUIRIES** : Mr. V Mammen Tel: (018) 388 4060
- POST 08/215** : **INTERNAL AUDITOR (RISK BASED AUDITS) (SL8) (3 POSTS)**
 Chief Directorate: Provincial Internal Audit
 Directorate: Risk Based Audits
- SALARY CENTRE REQUIREMENTS** : R281,418 per annum (Salary Scale: R281,418 – 331,497)
 : Mmabatho
 : As a minimum a National Diploma or Advanced Certificate in Accounting/ Internal Audit or equivalent NQF 6 qualification. A completed IAT qualification will be an added advantage. Two (2) years' experience if in possession of an IAT qualification or three (3) years' experience if not in possession of an IAT qualification. Experience must be relevant in risk based auditing. A valid driver's license is essential. An added advantage would be studies towards a CIA. Knowledge of IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology. Report writing and communication skills. Ability to work in a team. Computer literacy. Time Management
- DUTIES** : Perform audits of government departments in accordance with the audit methodology. Assist with audit planning and compilation of reports.

		Documenting field work. Assisting in ensuring effective and efficient audits. Keep time records. Give guidance to junior team members.
<u>ENQUIRIES</u>	:	Mr. T Sekoboane Tel: (018) 3881582
<u>POST 08/216</u>	:	<u>HR PRACTITIONER: PMDS (SL 8)</u>
		Directorate: Human Resource Management & Development
		Sub directorate: HR Administration and Employment Practices
<u>SALARY</u>	:	R281,418 per annum (Salary Scale R281,418 – R331,497)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advanced Certificate in HRM/Public Administration/ Public Relations or equivalent NQF 6 qualification. Four (4) Years relevant experience. Knowledge of personnel and related issues. In depth knowledge of Performance Management. Understanding of Personnel procedures, policies and regulations. Ability to interpret and apply regulations and/ or procedures. Computer Literacy. Good Presentation and facilitation skills. Ability to work independently. Knowledge of Persal and performance management functions.
<u>DUTIES</u>	:	Ensure the coordination and implementation of the Performance Management and Development System for all levels. Ensure linkages between performance and incentive frameworks. Coordinate the signing of performance agreements for all staff in the Department. Ensure proper understanding of Performance Management and Development System. Capturing of information on Persal.
<u>ENQUIRIES</u>	:	Ms. H Venter Tel: (018) 388 3485
<u>POST 08/217</u>	:	<u>PERSONAL ASSISTANT (SL7)</u>
		Chief Directorate: Macro-Economic Analysis and Fiscal Policy
<u>SALARY</u>	:	R226,611 per annum (Salary Scale: R226,611 – R266,943)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 with four (4) years relevant experience OR a National Diploma/ Advanced Certificate in Office Management/ Secretarial with two (2) years relevant experience rendering a support service to Senior Management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. A high level of reliability. Written communication skills. The ability to act with tact and discretion. The ability to do research and analyze documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of the relevant legislation/policies/prescripts and procedures governing the unit and Public Service. Basic knowledge of financial administration/bookkeeping will be an added advantage.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Chief Director. Manage phone calls. Perform advanced typing work. Record engagements of the Chief Director. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Manager. Collect, analyze and collate information requested by the Manager. Clarify instructions and notes on behalf of the Manager. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Handle the procurement of items for the office. Obtain necessary signatures on documents. Provide support to the Chief Director regarding meetings. Scrutinize documents to determine actions/information required for meetings. Collect and compile all necessary documents for the Manager. Record minutes/decisions and communicate to relevant

ENQUIRIES

: role-players, and follow up on progress made. Prepare briefing notes for the Manager. Coordinate logistical arrangements.
Mr. M Mogoane Tel no: (018) 388 4410