

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF ROADS AND PUBLIC WORKS**

*The provincial administration of the Northern Cape is an equal opportunity, affirmative action employer.  
Persons with a disability are encouraged to apply.*

- APPLICATIONS** : Forward your application to the Department of Roads and Public Works, P. O. Box 3132, Kimberley, 8300 or 9-11 Stokroos Street, Squirehill Park, Kimberley.
- FOR ATTENTION** : Ms S. Kruger/Ms. T. Nyati/Mr. N. Ngoetjana/Mr. L. Pharasi
- CLOSING DATE** : 04 May 2018
- NOTE** : Applications must be submitted on forms Z.83 obtainable from any Public Service Department which must be originally signed and be accompanied by certified copies (dated not later than three (3) months) of qualifications as well as a comprehensive curriculum vitae. Any Z83 form that is not signed or that is scanned will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not been considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. All applications must reach the Department of Roads and Public Works before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications and applications received after the closing date will be disqualified. Note that all suitable candidates will be subjected to a personnel suitability checks (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Non-RSA citizens/permanent residents permit holders must attach a copy of their permanent residents permit to the application. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Works reserves the right not to make appointments to the advertised posts.

**OTHER POSTS**

- POST 16/71** : **DEPUTY DIRECTOR: LEDGERS & SALARIES (SALARY ADMINISTRATION)**  
**REF NO: DRPW/HCM095/2018**
- SALARY** : R657 558 per annum (cost to employer package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Kimberley
- REQUIREMENTS** : A recognised three-year Bachelor's Degree or National Diploma in Economics, Accounting or Financial Management or equivalent qualification with five years relevant working experience of which three years must be experience at an Assistant Manager level in financial management environment. Competencies: Understanding of all relevant Acts, financial prescripts, applicable legislations. Ability to interact at both strategic and operational level. Client relation and stakeholder management skills. Organisational, planning, presentation, problem solving, negotiating, decision making, analytical, project management, interpersonal, and both written and verbal communication skills. Computer literacy (MS Word, Excel, Powerpoint, etc.) Valid driver's license. Ability to work extended hours, under pressure and meet deadlines.
- DUTIES** : Monitoring the implementation of salary and employee related costs. Authorise payments on PERSAL and BAS. Manage the administration of tax and compliance thereof. Ensure compliance with tax levy, duty, pension legislation. Prepare and submit salary related information to the Financial Accountant for the preparation of financial statements and reporting. Manage quarterly performance information by relevant due dates. Facilitate internal and external audits and develop audit action plans. Manage paymasters, payroll systems, non-payment of ghost employees. Compile, implement and report on unit's operational, risk and risk plans. Provide inputs to into the strategic planning of the section and execution of operational

plan. Manage the clearance of salary related suspense accounts. authorise suspense accounts reconciliations. Ensure that all PERSAL exceptions are cleared on Bas before monthly closure. Manage and direct the Financial Accounting Directorate staff and budgets and provide training to districts. Manage performance assessments of subordinates. It will be expected of the candidate to complete a practical exercise should he/she be shortlisted for the post.

**ENQUIRIES**

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Mr. D.S. van der Merwe Tel No: (053) 8392219

**POST 16/72**

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**ASSISTANT DIRECTOR: BANK RECONCILIATION & PAYMENTS (FINANCIAL ACCOUNTING) REF NO: DRPW/HCM096/2018**

**SALARY**

:

R334 545 per annum

**CENTRE**

:

Kimberley

**REQUIREMENTS**

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An appropriate three (3) year relevant tertiary qualification in commerce/Finance. Coupled with a minimum of three years relevant experience a supervisory level. Knowledge of PFMA, Treasury Regulations and relevant prescripts. BAS, PERSAL and LOGIS. Knowledge of practice notes. Good communication skills (written and verbal). Good office administration, planning and organizational skills. Computer literacy (MS Word, Excel. Powerpoint, etc) Valid driver's license. Ability to work extended hours, under pressure and meet deadlines.

**DUTIES**

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Monitor and control suspense accounts and exceptions. Conduct pre-audit to confirm authenticity of payments before commitment on LOGIS authorise payments on Persal, LOGIS and BAS. Ensure the administration and reconciliation of supplier accounts and supplier payments within 30 days. Assist the Deputy Director with the preparation of the financial statements, compliance reports and reporting. Manage bookkeeping and the clearance of suspense accounts. Manage the collection of revenue and management of debtors. Manage the banking and cash flow management at head office and district level. Manage the clearing of all exceptions on BAS before month closure. Prepare instruction note 34 reports for Treasury. Supervise, manage and provide training to staff.

**ENQUIRIES**

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Mr. D.S. van der Merwe Tel No: (053) 8392219