

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
PROVINCIAL TREASURY**

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of this publication to: The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8301. Applications can also be hand delivered to the Department of Northern Cape Provincial Treasury Metlife Towers Building, Cnr Knight & Stead, 5th Floor, Post Office Building, Kimberley, 8301
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 27 July 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 note suitable candidates will be subjected to a satisfactory personnel suitability check (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply.

OTHER POSTS

- POST 28/127** : **DEPUTY DIRECTOR: BANKING SERVICES REF NO: NCPT/2018/11**
- SALARY** : R697 011 per annum (Level 11)
- CENTRE** : Kimberley Office
- REQUIREMENTS** : Degree/Diploma (NQF: 6/7) in Accounting, Economics or Banking. 3-5 years' Junior management experience within a government accounting environment. A valid Driver's license. Knowledge of GRAP, GAAP and BAS, Administration procedures relating to specific working environment including norms and standards. Planning and organizing, Compilation of management reports. Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Financial Reporting. Accounting reforms in the Public Sector. Management accounting, Strategic planning and leadership. Budgeting and financial management. Public Service laws and regulations. Good

		verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Manage the Provincial Revenue Fund operating systems: Manage and co-authorise the appointment/deletion/amendment of users on Electronic/On-Line Banking System User Profiles (electronic banking system manager). Manage the appointment/deletion/amendment of users on BAS (BAS system controller). Recommend amendments/additions to and monitor internal control systems with regard to Provincial Revenue Fund operating systems. Authorise funds transfer from the Provincial Revenue Fund. Administer policy directives and guidelines relating to the Provincial Revenue Fund: Analyse, interpret and recommend amendments/additions to policy prescripts relating to Banking and Cash Flow Management policies. Draft memoranda/circulars regarding Banking Services. Provide an advisory and support service to stakeholders regarding the interpretation and implementation of policy directives/framework issued. Manage Provincial Banking Services: Manage the overall accounting and operations of Provincial Exchequer Account. Compile Annual Financial Statements for the Provincial Revenue Fund. Co-establish banking arrangements and/or agreements (banking bid) for the Provincial Revenue Fund. Render a secretariat service for the banking service. Manage Financial and Human Resources of the Sub-Directorate: Manage the performance, training and development of officials. Manage the budget, financial resources and assets. Ensure the maintenance of discipline.
<u>ENQUIRIES</u>	:	Mr. GW Molelekwa Tel No: (053) 830 8476
<u>POST 28/128</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NCPT/2018/12</u>
<u>SALARY</u>	:	R697 011 per annum (Level 11)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	Degree/Diploma (NQF: 6/7) in Psychology/ Health Sciences. 3-5 years Junior Management experience in an Employee Health & Wellness environment. A valid Driver's license. Extensive knowledge of Employee Health & Wellness strategic framework, policies, prescripts and practices. EAP, Basic Conditions of Employment Act, Change Management, Compilation of management reports, Research and analysis, Project Management, Conflict management and Performance Management. Computer Literacy.
<u>DUTIES</u>	:	Manage and implement Employee Wellness Programmes: Develop and implement Employee Health & Wellness policy. Conduct work life balance programmes/initiatives. Manage and implement Health and Productivity programmes: Conduct Health information sessions in the Department. Liaise with HR, conduct and report on sick leave analysis. Manage and implement HIV/AIDS and TB Management Programmes: Develop and implement HIV/AIDS and TB Management policy. Co-ordinate awareness and prevention programmes. Management of non-communicable and communicable diseases. Manage and implement Safety, Health, Environment, Risk and Quality Management (SHERQ) Programmes: Develop and implement SHERQ policy. Manage the implementation of the OHS Act and COIDA Act. Represent the department in all relevant Employee Health & Wellness forums. Manage Financial and Human Resources of the Sub-Directorate: Manage the performance, training and development of officials. Manage the budget, financial resources and assets. Ensure the maintenance of discipline.
<u>ENQUIRIES</u>	:	Ms. ML Mooki Tel No: 053 830 8315

POST 28/129 : **PROJECT MANAGER: PROVINCIAL AND MUNICIPAL DEBT MANAGEMENT REF NO: NCPT/2018/25 (X1 POST)**
(12 Months Contract)

SALARY : R697 011 per annum (Level 11)
CENTRE : Kimberley Office
REQUIREMENTS : Bachelor's Degree (NQF/7) in Economics or National Diploma (NQF/6) in Public Finance, Mathematics, Statistics or Finance. A post graduate qualification will be an added advantage. 3-5 years relevant experience in debt collection and management. A valid Driver's license. Must be computer literate (Microsoft Word, Excel and Power Point). Have knowledge of prescripts and regulations of debt management, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and any other relevant legislation. Knowledge of BAS and PERSAL systems. Being able to work under pressure, be creative, innovative and have the ability to communicate at all levels.

DUTIES : Debt Administration, Management and Collection: Assist the municipalities and departments in collecting all forms and types of debts due to them. Facilitate and oversee an efficient and effective debt collection process from municipalities and debtors. Improve cash and creditors management in departments and municipalities. Monitor that all debt collections processes are implemented. Facilitating monthly Municipal Debt Technical Committee meetings, per district. Facilitating Quarterly Municipal Debt Steering Committee meetings, involving all municipalities and relevant departments. Arrange one on one meetings with municipalities in the development of payment agreements for municipality debtors and creditors; as well as monitor the implementation of payment agreements with the debtors and creditors. Obtaining and maintaining acknowledge of debts. Develop innovative measures for departments to implement debt collection and optimize revenue collection. Monitor municipalities and departments' financial performance and implement early warnings systems of identifying municipalities and departments that might be in financial crisis. Responsible for the overall training, direction coordination and provision of guidance to the staff helping to collect debt. Providing necessary training to all officials involved in the process of debt management and collection. Review existing policies and procedures relating to debt management and administration and provide recommendations on effectiveness and implementation of policies for the concerned departments and municipalities. In Municipalities and departments where there are currently no debt management policies and procedures, assist to develop and implement such debt management policies and procedures. Develop strategies to assist with the recovering of debt money. Provide progress reports in relation to targets outlined in the debt collection strategy. Come up with a reform strategy for Northern Cape municipalities on how to address debt in a sustainable manner. Furthermore, submission of monthly reports on debt challenges, achievements, and remedial actions.

ENQUIRIES : Ms B. Mgaguli Tel No: (053) 830 8345/2

POST 28/130 : **ASSISTANT DIRECTOR: COMPLIANCE AND MONITORING (MUNICIPAL REVENUE) REF NO: NCPT/2018/14**

SALARY : R356 289 per annum (Level 09)
CENTRE : Kimberley Office
REQUIREMENTS : Degree/Diploma (NQF: 6/7) in Accounting, Statistics, Economics. Diploma in Local Government Finance/Management. 2-3 years relevant experience in a local government environment. A valid Driver's license. Knowledge and understanding of municipal budgets and processes, municipal revenue value chain processes, revenue collection and cash management in local government, clearing of suspense accounts, reconciliations, and deeper understanding of municipal bank accounts

reconciliation processes. Knowledge of revenue related policies, financial ratio analysis, statistics/economics/accounting. Strong research base analysis and analytical ability, understanding of financial norms and standards such as Municipal Finance Management Act (MFMA), National Treasury circulars, Local Government Legislations e.g. Municipal Systems Act, Municipal Property Rates Act (MPRA) etc. Knowledge of reporting procedures, gathering of information and conducting basic research. Good planning and organising skills, interpersonal relations, ability to perform routine tasks, policy development and analysis. Excellent planning, organising and people management skills. Strategic capability and leadership skills. Ability to multi task, proven knowledge of budget and revenue policy of local government, division of revenue of local government and fiscal policy. Knowledge of local government budget processes, manage under rapidly and changing as well as pressurised circumstances.

- DUTIES** :
- To provide for the effective and efficient development of revenue streams, and cash flow management: Improving the sustainability of municipal revenue budgets and exploring the use of available revenue resources. Conduct research into the National transfer system with a specific focus on the funding formula that underpins the local government. Report on municipalities revenue performance including identifying and researching possible new sources of own revenue. Development of an assessment framework with which to assess municipal service charges in terms of sustainability, transparency and credibility: Develop, monitor and evaluate cash flow and investment management practices and policies aimed at improving cash flow management and liquidity in municipalities to ensure the sustainability and credibility thereof. Develop framework to assist in cost reflective tariffs and debt recovery. Support the implementation of Revenue Management by municipalities: Provide assistance in evaluating and reporting on the implementation of revenue enhancement strategies at municipalities. Provide assistance with the provision of support to municipalities to interpret revenue related budget reforms and assist with the evaluation and assessments to ensure the municipalities realistically and accurately budget for all revenue sources accordingly. Clearing of suspense accounts, reconciliations of municipal bank accounts, and reconciliation processes. Provide assistance in evaluating revenue reports by municipalities and report on activities. Provide advice and technical guidance on revenue related by-laws, policies, and tariff setting relating to revenue management cycles: Keep abreast of new revenue related reforms (visit NT website on a regular basis) and assist in rolling out such reforms, Responsible for oversight of municipalities, Knowledge of local government prescripts, Provide assistance and support with the provision of technical support for the preparation of municipal revenue planning processes, Provide assistance and support in evaluating the assessment reports of municipalities on their policies to meet minimum legislative requirements in order to maximize municipal revenue, Provide assistance and support with the assessment on tariff setting and draft guidelines, Provide support and assist with assessments and advice on the Revenue Value Chain activities which include (Data Management, Meter Readings and installation management, Indigent Management, Billing and Distribution, Receipt Management, Credit Control, Customer Care, Legal and Institutional advice, and town planning and valuation related activities).
- ENQUIRIES** :
- Ms B. Mgaguli Tel No: (053) 830 8345/2
- POST 28/131** :
- ASSISTANT DIRECTOR: BANKING SERVICES REF NO: NCPT/2018/13**
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R356 289 per annum (Level 09)
 Kimberley Office
 Degree/Diploma (NQF: 6/7) in Accounting, Economics or Banking. 2-3 years' supervisory experience within a government accounting

environment. A valid Driver's license. Knowledge of GRAP, GAAP and BAS, Administration procedures relating to specific working environment including norms and standards. Planning and organizing, Compilation of management reports. Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Financial Reporting. Accounting reforms in the Public Sector. Management accounting, Strategic planning and leadership. Budgeting and financial management. Public Service laws and regulations. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

DUTIES

: Co-ordinate overall accounting operation of the Provincial Revenue Fund: Monitor daily bank account interface, daily limit management, Check, Verify and sign monthly reconciliation statements, Co-approve and authorize funding to departments, Co-approve and authorize payments to third parties. Maintain Provincial Revenue Fund operating system: Perform BAS system controller functions, Perform Online Banking system manager functions. Ensure compliance with policy directives regarding banking services: Liaise with the bank regarding services rendered, Co-establish banking arrangements and/or agreements (banking bid) for the Provincial Revenue Fund. Management and supervision of unit staff members: Training and development of officials, Performance Management, Work allocation and Asset Management.

ENQUIRIES

: Mr. GW Molelekwa Tel No: (053) 830 8476