

**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.
- CLOSING DATE** : 02 November 2018 at 16H00
- 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. Applications should be submitted on time. Applications received after the closing date will not be accepted. 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 42/281** : **DIRECTOR: SCM POLICIES, MONITORING AND EVALUATION, AND CAPACITY BUILDING**
Chief Directorate: Provincial SCM
Directorate: SCM Policies, Monitoring and Evaluation, and Capacity Building
- SALARY** : R1 005 063 – R1 183 932 per annum (Level 13) (all inclusive salary package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a Bachelor Degree or Advanced Diploma in SCM/ Public Administration, coupled with at least 10 years relevant experience of which at least five years should preferably be in the Public Sector SCM environment and with a minimum of five years middle management/senior management experience. A valid Code 08 driver/s license. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the Public service such as: SA Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/ Practice Notes/Circulars and Guidelines, CIDB Prescripts, Skills Development Act and Other SCM Related Prescripts. Working knowledge must include M'S: Excel, Word and PowerPoint. Extensive knowledge of Supply Chain Management and all its elements. Self-driven and motivated. Facilitation and presentation skills. Good communication (written and verbal) skills. Good research, analytical and innovative. Good managerial/ leadership skills. Prepared to work irregular hours and under pressure without supervision.

- DUTIES** : Manage Coordination of Provincial inputs for National Treasury SCM prescripts. Manage the Development of Provincial SCM Policies, Manage the Development of Provincial SCM Norms and Standards, Manage the Research of best practices for continuous improvement of SCM System, Provide advice, guidance and support on implementation of SCM Policy, Norms and Standards, Manage the Development of Provincial SCM Control Frameworks, Manage the Monitoring of adherence to SCM Control Frameworks, Manage the analysis and reporting on SCM Compliance Provide Technical Support, Manage Evaluation of interventions on SCM System, Manage the Establishment and overseeing of Governance Mechanisms. Manage the Development and Implementation Provincial SCM Capacity; Building Strategy; Manage Coordination of SCM Professionalization in the Province; Manage Coordination of SCM Education, Training and Development; Manage the provision of In-House Training.
- ENQUIRIES** : Mr. H Mashao Tel No: 018- 3884225/4

OTHER POSTS

- POST 42/282** : **DEPUTY DIRECTOR: DEPARTMENTAL INTERNAL CONTROL**
Chief Directorate: Financial Management Services
Sub Directorate: Departmental Internal Control
- SALARY** : R697 011 – R821 052 per annum (Level 11) (all inclusive salary package)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Financial Management/Auditing or equivalent qualification (NQF Level 6) with auditing as a major subject. Minimum of eight (8) years relevant experience in a public financial administration, auditing environment, or risk management environment of which two (4) years should be at junior management level. A valid driver's license Knowledge of Public Finance Management Act, Treasury Regulations, Public Sector Financial Management Systems, Supply Chain Management Framework, Public Sector processes and the Public Service Act/ Regulations. Understanding of Public Sector Risk Management Framework and COSO Framework of Internal Control. Applicants should have the following skills: Report writing, Facilitation skills, Investigation/auditing skills, Time management, People management and empowerment, Project management, Problem solving and analysis, Excellent verbal and communication skills, Computer literacy.
- DUTIES** : Develop and maintain a written compliance policy, which sets out and communicates the department's 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. Manage the facilitation of assurance services including the facilitation of the Auditor – General regularity audit and Internal Audit processes. Liaise with responsible managers on any audit matters that require attention. Manage the coordination of the implementation of audit recommendations. Monitor records retention and filing is performed. Monitor the completeness, accuracy and validity of internal controls relating to processed transactions. Put systems in place to prevent and detect unauthorised, irregular and fruitless and wasteful expenditure. Perform adhoc reviews.
- ENQUIRIES** : Mr. R Soofie Tel No: (018) 388 3266
- POST 42/283** : **DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS**
Chief Directorate: Macro-Economic Analysis and Fiscal Policy
Directorate: Fiscal Policy Management
- SALARY** : R697 011 – R821 052 per annum (Level 11) (all inclusive salary package)
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 No: (018) 388 5369

POST 42/284 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Municipal Financial Management
Directorate: Molema and Mompoti District Management

SALARY : R697 011 – R821 052 per annum (Level 11) (all inclusive salary package)
CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance 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 four (4) 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 presents policies. The ability to produce written material such as reports.

DUTIES : Support the implementation of Supply Chain Management reforms in all delegated municipalities and to play an oversight role. Ensure compliance with the MFMA and all related SCM framework by municipalities. Set complimentary standards within the parameters as set by the National Treasury and the relevant SCM frameworks. Assist with the coordinating and managing the established of functional municipal supply chain management structures. Provide guidance on the development and implementation of procurements 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 and 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 No: (018) 388 1852

POST 42/285 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Municipal Financial Management
Directorate: Bojanala and Kaunda District Management

SALARY : R697 011 – R821 052 per annum (Level 11) (all inclusive salary package)
CENTRE : Rustenburg

- REQUIREMENTS** : As a minimum a National Diploma or Advance 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 four (4) 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 presents policies. The ability to produce written material such as reports.
- DUTIES** : Support the implementation of Supply Chain Management reforms in all delegated municipalities and to play an oversight role. Ensure compliance with the MFMA and all related SCM framework by municipalities. Set complimentary standards within the parameters as set by the National Treasury and the relevant SCM frameworks. Assist with the coordinating and managing the established of functional municipal supply chain management structures. Provide guidance on the development and implementation of procurements 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 and 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 No: (018) 388 1852
- POST 42/286** : **ASSISTANT DIRECTOR: ICT USER SUPPORT**
Directorate: Information Management
Sub Directorate: Information Technology Services
- SALARY CENTRE REQUIREMENTS** : R356 289 – R419 679 per annum (Level 09)
: Mmabatho
: As a minimum a National Diploma or Advanced Certificate in an Information Technology field or equivalent NQF 6 qualification. Industry certificates A+, N+, Server +, MCSE would be added advantage. Six (6) years' experience in Desktop and Network administration of both software and hardware. A valid driver's license. Knowledge of infrastructure and application virtualization technologies and solutions. Working knowledge of networking and server operating system architecture. Reliability in ensuring network security and data protection of confidential information. Working knowledge of ITIL, COBIT and IT Project Management methodologies. Good working strengths within the technical team to achieve best results. Ability to troubleshoot technical problems and report generation. Ability to lead and adapt to change. Experience and ability to setup and maintain all Microsoft windows operating system platforms. Experience with Windows server 2008-2016 including Microsoft Azure, Active Directory, and Group Policy. Experience with Novell GroupWise and MicroFocus. Experience with Backup and Recovery design, implementation, operation, optimization and disaster recovery. Strong project management skills with focus on delivering under tight timelines with limited resources. Ability to interact with stakeholders at all levels. Experience and proven ability to communicate technical issues to non-technical audience. Ability to communicate innovative ideas and receptive to suggestions. Innovative, Creative, Analytical, Negotiation skills, ability to asses and evaluate information, ability to resolve conflict, decision-making driven, solution driven.
- DUTIES** : Provide both physical and telephonic 3rd line ICT support for helpdesk on transversal systems (WALKER, PERSAL, BAS, Pro-quote) and system peripheral operations. Facilitate management of ICT continuity in line with business continuity plans. Perform impact analysis with new application system and databases and monitor load levels on systems. Facilitate management of infrastructure and operational security to ensure protection of financial information. Maintain systems configuration and adherence to set standards. Provide inputs and oversee

monitoring of information technology policy in respect of networks, servers, internet and workstation devices. Ensure networks planning and that systems run at all times and that backups and restores are performed. Provide leadership/managerial support to the unit.

ENQUIRIES :

Mr. G. Mohaule Tel No: (018) 388 4393

POST 42/287 :

ASSISTANT DIRECTOR: ASSET MANAGEMENT

Directorate: Provincial Asset Management

SALARY :

R356 289 – R419 679 per annum (Level 09)

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. A valid driver's license is a necessity and must be able to drive. Knowledge of the Public Finance Management Act (PFMA), Modified cash standard (MCS), Generally recognized accounting practice (GRAP), Accounting manual for departments (AMD), asset and inventory management framework, Treasury Regulations and GIAMA (Government Immovable Asset Management Act). Must have an in-depth knowledge of financial management and systems, the framework for Asset, inventory, and risk management, Supply Chain Management, financial management processes. Experience in any enterprise wide asset and inventory management system will be an added advantage. The candidate must have a working knowledge of a computer spreadsheet (Microsoft Excel), word processor, presentations, the ability to communicate at all levels, and report writing skills. Ability to work independently and within a team. Ability to facilitate workshops, provide training, present policies, and produce written policies. Must have interpersonal, communication, management, report writing, research and analytical skills. Must have the ability to work under pressure, conduct financial analysis, and prepare reports and proposals.

DUTIES :

The incumbent will be responsible to coordinate and monitor the implementation of Asset Management strategies by provincial departments and public entities and ensure such strategies comply with regulatory framework, and keep abreast with new developments. Monitor the application of provincial asset management policies by departments and public entities. Provide technical support on the application of the standards of Generally Recognised Accounting Practice (GRAP) to Provincial Public Entities and Provincial Legislature. Provide technical support on the application of the modified cash standards and 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 accounting and reporting for immovable assets and facilitate the section 42 transfers between user departments and the Department of Public Works and Roads. Monitor the adherence to Legislative framework and prescripts regarding assets. Monitor the provincial procedural guidelines and policies regarding assets. Coordinate and provide training and support on asset management. Monitor the implementation of loss control system in the Provincial Departments. Ensure that provincial departments adhere to regular asset management reporting requirements by preparing, analysing and submitting periodic reports. Monitor 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.

ENQUIRIES :

Mr. O Mduli Tel No: (018) 388 3231

<u>POST 42/288</u>	:	<u>ASSISTANT DIRECTOR: SCM POLICY NORMS</u> Chief Directorate: Provincial SCM Directorate: SCM Policies, Monitoring and Evaluation, and Capacity Building Sub-Directorate: SCM Policies and Capacity Building
<u>SALARY</u>	:	R356 289 – R419 679 per annum (Level 09)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma/Advance Certificate in Finance/ SCM/ Public Administration or equivalent NQF 6 qualification. Six (6) years' experience of which three (3) years must be on supervisory level. Three (3) years functional experience in policy development. A valid Code 08 driver/s license. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the Public service such as: SA Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/ Practice Notes/Circulars and Guidelines, CIDB Prescripts, Skills Development Act and Other SCM Related Prescripts. Working knowledge must include M'S: Excel, Word and PowerPoint. Extensive knowledge of Supply Chain Management and all its elements. Self-driven and motivated. Facilitation and presentation skills. Good communication (written and verbal) skills. Good research, analytical and innovative. Good managerial/ leadership skills. Prepared to work irregular hours and under pressure without supervision.
<u>DUTIES</u>	:	Develop SCM Policy, Norms and Standards. Research and develop provincial SCM Policy, Norms and Standards; Analyze and identify gaps in relation to Instruction Notes; Support the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. Ensure continuous Improvement of the SCM System. Research, analyze, review and improve SCM policies, norms and standards as informed by National and Provincial priorities. Provide Advice, Guidance and Support on Implementation of SCM Policy, Norms and Standards. Coordinate and conduct training on SCM Policy, Norms and Standards; Provide advice and guidance to departments and Entities on SCM policy, norms and standards.
<u>ENQUIRIES</u>	:	Mr. H Mashao Tel No: (018) 3884225/4
<u>POST 42/289</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT STAKEHOLDER MANAGEMENT (BOJANALA & KAUNDA DISTRICT SUPPORT) (X2 POSTS)</u> Chief Directorate: Provincial SCM Directorate: SCM Client Support & Strategic Procurement Sub-Directorate: SCM Stakeholder Management (Bojanala & Kaunda District Support)
<u>SALARY</u>	:	R356 289 – R419 679 per annum (Level 09)
<u>CENTRE</u>	:	Rustenburg
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma/Advance Certificate in SCM/ Public Administration or equivalent NQF 6 qualification. Six (6) years' experience of which three (3) years must be on supervisory level. At least 2 years should preferably be in a Government SCM Outreach environment. Knowledge and understanding of Supply Chain Management processes, including Supply Management Regulatory Framework is a must. The incumbent must have a working knowledge of a Computer Spread Sheet, Word Processor and PowerPoint. Strong Leadership, Managerial, Communication, Research and Analytical, Module Designing, Presentation and Facilitation, as well as Conceptual skills. Background on implementing and rendering Community Outreach Programs is a must. Since this post involves extensive travelling to all the Districts in the Province, A valid driver's license is a must.
<u>DUTIES</u>	:	Implement, facilitate, manage and conduct Outreach Workshops on government procurement, especially aimed at the previously disadvantaged businesses, SMMEs and rural communities. Facilitate supplier's access to the Government procurement processes. Conduct research on supplier skills development opportunities. Build partnership between Government and suppliers in order to achieve job creation. Provide Tender advisory services to Departments, suppliers

and communities. Update the Departmental website about outreach programs and workshops. Create partnerships with different stakeholders for supplier empowerment opportunities.

ENQUIRIES : Ms. Seipati Leshomo Tel No: (018) 388 4226

POST 42/290 : **ASSISTANT DIRECTOR: STRATEGIC SOURCING**
Chief Directorate: Provincial SCM
Directorate: SCM Client Support & Strategic Procurement
Sub-Directorate: SCM Strategic Procurement

SALARY : R356 289 – R419 679 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma/Advance Certificate in SCM/ Public Administration or equivalent NQF 6 qualification. Six (6) years' experience in Supply Chain Management environment of which three (3) years must be on supervisory level. The incumbent must have the ability to interpret and apply policies, analytical and innovative thinking, research skills, report writing skills, presentation skills, computer skills etc. Sound knowledge of relevant prescripts (both Supply Chain Management and Human Resource) eg. Legislative framework, and all other laws such as South African Constitution, PFMA, PPPFA and its regulations, BBBEE and its codes of good practice and charters, National Treasury instruction notes, circulars and guidelines, CIBD prescripts and other related directives.

DUTIES : Develop Supply Chain Management compliance monitoring and evaluation templates/checklists. Monitor Supply Chain Management processes and procedures against relevant legislation and prescripts. Facilitate the submission of reports on Supply Chain Management performance. Analyse Supply Chain Management data to identify unacceptable trends, issues and weaknesses. Monitor the establishment of bid committees, facilitate the vetting/clearance of all Supply Chain practitioners and bid committee members etc.

ENQUIRIES : Mr Goitseone Tong Tel No: (018) 388 4223

POST 42/291 : **ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING & REPORTING**
Chief Directorate: Municipal Financial Management
Directorate: Bojanana and Kaunda District Management

SALARY : R356 289 – R419 679 per annum (Level 09)
CENTRE : Rustenburg
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate 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 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.

DUTIES : 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.

ENQUIRIES : Ms. L Nengovhela Tel No: (018) 388 1852

POST 42/292 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT**
Chief Directorate: Budget and Public Finance Management
Directorate: Budget Management

SALARY : R356 289 – R419 679 per annum (Level 09)
CENTRE : Mmabatho

<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advanced Certificate Finance/ Economics/ Accounting/ Budget or equivalent NQF 6 qualification. A Bcomm Degree will be an added advantage. Six (6) years relevant experience in government budgeting. A valid driver's licence. Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act; effective oral and writing skills; strong analytical skill; conversant with Vulindlela/ Basic Accounting Systems; computer literacy in Microsoft Word, Excel and Powerpoint; competency in evaluating written reports; report writing skills.
<u>DUTIES</u>	:	Support the Unit to co-ordinate and evaluate the MTEF budgets submissions during the planning phase and final stage of the MTEF budgets. Support the Manager during Medium Term Expenditure Meetings with relevant information for respective departments and compile a report. Assist in attending to queries raised by the departments. Contribute to National Treasury information for publication: by verifying numbers in the Estimates of Provincial Revenue Expenditure and other provincial treasury's publications, assist with formatting documents (tables), presentations including charts for analysis. Evaluate and analyse the Strategic and Annual Performance Plans and submit a report. Engage with departments on the expenditure deviations versus performance. Ensure that the budget loaded in the financial systems reconciles with the Estimates of Provincial Revenue and Expenditure and the Appropriation Act. Monthly and quarterly performance assessments of provincial departments and public entities' performance information to improve alignment of their stated objectives towards the desired provincial socio-economic outcomes according to their Strategic and Annual Performance Plans. Evaluate virement submissions and advise accordingly.
<u>ENQUIRIES</u>	:	Mr L Sidumo or Mr E Abrahams Tel No: (018) 388-3709/ 2227
<u>POST 42/293</u>	:	<u>ASSISTANT DIRECTOR: DATA MANAGEMENT</u> Chief Directorate: Budget and Public Finance Management Directorate: Public Finance and Data Management
<u>SALARY</u>	:	R356 289 – R419 679 per annum (Level 09)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advanced Certificate in Financial Management, Information System, Information Technology or Programming. A minimum of six (6) years working experience in government financial modelling, financial data manipulation, models development; financial management and reporting. Conversant with PFMA, Treasury Regulations Divisions of Revenue Act and the Budget Process; effective oral and writing skills; strong analytical skill; conversant with Vulindlela/ Basic Accounting Systems; high level computer literacy in Data modeling systems, Visual Basic, Macros, Microsoft Word, Excel and Powerpoint; competency in evaluating written reports; report writing skills.
<u>DUTIES</u>	:	Prepare analysis tools to analyse budget inputs and update analysis tools with recent data; Prepare analysis tools and tables for monthly reporting; Assist in development and maintenance of financial and reporting models; Assist with formatting documents (tables) / presentations including inserting tables / charts for analysts; Assist in preparation of tools used during annual MTEC discussions, benchmark/ post benchmark engagements; Provide technical support in drafting of annual provincial budget guidelines in line with budget reforms and budget formats; Maintain databases in line with provincial budget reforms and budget formats; Provide data with regard to the provincial adjusted estimates process, preliminary to final provincial MTEF allocation; Consolidation of budget inputs of departments for contribution to the tabling of provincial Estimates of Provincial Revenue and Expenditure and the Appropriation Act; Provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes; Maintain and ensure proper managements of financial records.
<u>ENQUIRIES</u>	:	Ms B Moalosi Tel No: (018) 388-3999

<u>POST 42/294</u>	:	<u>ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT</u> Chief Directorate: Budget and Public Finance Management Directorate: Infrastructure Management Sub-Directorate: Infrastructure Performance
<u>SALARY</u>	:	R356 289 – R419 679 per annum (Level 09)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advanced Certificate in Financial Management or equivalent NQF 6 qualification. A qualification in Project Management will be an added advantage. Six (6) years relevant experience in Financial and non Financial analytical and/ or related field. The incumbent must have analytical and inovative thinking abilities. Planning, project and time management abilities. Report writing, workshop presentation and facilitation, research and coordination skills.
<u>DUTIES</u>	:	Analyse and provide any statistics related to the rollout of the Infrastructure Delivery Improvement Programme (IDIP) in all NW Provincial Departments; Analyse compliance of departments to infrastructure procurement processes to alleviate bottlenecks for quality improvement within the infrastructure departments and provide reports; Analyse and provide statistics for any activities related to the implementation of the new framework "toolkit" and development of best practice guidelines on infrastructure procurement and delivery management; Analyse and provide statistics in support of the oversight, planning and provision of written reports on field trips and site monitoring; Provide a database and statistics for recordkeeping of departmental organizational design models and departmental capacitation plans for optimal infrastructure delivery in North West; Analyse the impact of any training initiatives based on the Capacitation plan; Provide information and statistics of impact contributors to improve integrated planning and budgeting; Provide information and statistics that might reflect indicators contributing to challenges around Infrastructure spending or delivery; Provision of information to improve planning, budgeting and expenditure; Strengthen the provision of credible information and statistics from Infrastructure Information systems (NEIMS; asset registers etc.) used for improved integrated planning; Monthly and Quarterly analysis and reporting on the infrastructure and maintenance expenditure, infrastructure performance and delivery of provincial departments through Infrastructure Reporting Model (IRM) and other prescribed models.
<u>ENQUIRIES</u>	:	Mr. M. Daantjie Tel No: 018-388 3500
<u>POST 42/295</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT</u> Directorate: Provincial Risk Management
<u>SALARY</u>	:	R356 289 – R419 679 per annum (Level 09)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a Minimum a Degree/National Diploma or an Advanced Certificate in Accounting/Internal Audit/Risk Management or equivalent NQF 6 qualification with 5 years experience in Public Sector Risk Management or Internal Audit, of which 3 years must be on supervisory level. Preference will be given to applicants with Public Sector Risk Management experience. Good understanding and knowledge of Public Sector Risk Management Framework, PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication, interpersonal and analytical skills. Knowledge and understanding of risk management practices, development of guidelines and standards at different management levels. Advanced computer literacy with a working knowledge of computer spreadsheets (Microsoft Excel), word processors and presentations. The ability to facilitate workshops, provide training, and present and produce written policies. The ability to work under pressure, conduct financial analysis, and prepare reports and proposals.
<u>DUTIES</u>	:	Build risk management capacity, monitor and assess the implementation of risk management and enforce the PFMA and other relevant prescripts. Develop and facilitate the implementation of effective risk management. Establish, implement and maintain an appropriate risk management strategy, policy and procedure. Build risk management capacity. Ensure effective response to corporate

accountability and risk management goals. Review the risk management literatures/documents and provide inputs for improvements. Co-ordinate the following within the Provincial Departments, Provincial Legislature and Public Entities: Development of risk management and fraud prevention policies and strategies; Establishment and maintenance of Risk Management Committees; Maintenance of information sharing and peer to peer learning platforms; Facilitation of risk assessments and development of risk registers; Provision of risk management training; Development of quarterly risk management progress reports.

ENQUIRIES : Mr. K Mahila Tel No: (018) 388 3091

POST 42/296 : **SENIOR ADMINISTRATION OFFICER (SCM)**
 Chief Directorate: Provincial SCM
 Directorate: SCM Client Support & Strategic Procurement
 Sub-Directorate: SCM Stakeholder Management

SALARY CENTRE : R299 709 – R353 043 per annum (Level 08)
 : Mmabatho/ Rustenburg:

Molema & Mompoti District Support (X1 Post)
 Bojanala & Kaunda District Support (X1 Post)

REQUIREMENTS : As a minimum Matric with at least six (6) years experience in the Supply Chain Database Administration environment OR National Diploma/Advance Certificate in Supply Chain/ Financial Management with four (4) years experience. A tertiary qualification will be an added advantage. Introductory Training in Supply Chain Management field, as well as advanced knowledge of the CSD (Central Supplier Database) system is a must. The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor. Facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain and to communicate registration and SCM processes to suppliers. Extensive travelling throughout the Province is anticipated.

DUTIES : Provide training and support to Departmental CSD Users and suppliers. Maintenance of the Supplier Database. Liaising with National treasury on CSD verification issues. Mentor and assist suppliers to register on CSD. Provide tender advisory services to suppliers and SCM Practitioners. Conduct Community Outreach Programs on government procurement processes and CSD Registration, especially aimed at the previously disadvantaged businesses, SMMEs and rural communities. Distribute the Provincial Tender Bulletin to suppliers and rural communities during Outreach Programs

ENQUIRIES : Ms. Seipati Leshomo Tel No: (018) 388 4226

POST 42/297 : **BUDGET ANALYST**
 Chief Directorate: Budget and Public Finance Management
 Directorate: Public Finance & Data Management
 Sub-Directorate: Data Management

SALARY CENTRE : R299 709 – R353 043 per annum (Level 08)
 : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Financial Information System, Information Technology or Programming or equivalent NQF 6 qualification. Four (4) years relevant experience. Acquainted with government financial modelling, financial data manipulation, financial management and reporting, infrastructure performance monitoring and reporting in terms of the PFMA, DoRA and Treasury Regulations; Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act; effective oral and writing skills; strong analytical skill; conversant with Vulindlela/ Basic Accounting Systems; competency in evaluating financial reports.

DUTIES : Prepare analysis tools to analyse budget inputs. Update analysis tools with recent data. Assist to develop budget tools in line with National treasury's requirements / guideline. Assist in consolidation of budget inputs of departments. Assist in development and maintenance of models. Pre-loading of budget templates with data. Assist to check and verify if the expenditure items are correctly categorised according to their economic classifications, Assist to provide financial

management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes. Maintain and ensure proper managements of financial records.
Ms B Moalosi Tel No: (018) 388-3999

ENQUIRIES

POST 42/298

PERSONAL ASSISTANT

Chief Directorate: Financial Management (Office of the CFO)

SALARY

CENTRE

REQUIREMENTS

R242 475 – R285 630 per annum (Level 07)

Mmabatho

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 organisational 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 analyse 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.

DUTIES

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, analyse and collate information requested by the Manager. Clarify instructions and notes on behalf of the Manager. Ensure that travel arrangements are well coordinated. Prioritise 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. Scrutinise documents to determine actions/information required for meetings. Collect and compile all necessary documents for the Manager. Record minutes/decisions and communicate to relevant role-players, and follow up on progress made. Prepare briefing notes for the Manager. Coordinate logistical arrangements.

ENQUIRIES

Mr. R Soofie Tel No: (018) 388 3266

DEPARTMENT OF SOCIAL DEVELOPMENT

The North West Department of Social Development 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

Complete application forms and supporting documents, quoting the relevant reference number, should be forwarded to the Human Resources Management, Department of Social Development, Private Bag X6, Mmabatho 2735 / hand delivered to Provident House Building, University Drive and Provident Streets, Mmabatho, 2735. All applications should reach the Department by 15h30 on the closing date. Applications received after the closing date will not be accepted

CLOSING DATE

12 November 2018

NOTE

Applications must be on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, educational qualifications, skills, competencies and knowledge). All educational qualifications will be verified, and they must be certified copies of the original educational certificates. Certified copy of the Identity Document or National Identity Card must be attached as well. The date on certifying stamp must not be older than 3 months. If an applicant wishes to withdraw his or her application, it must be done in writing and addressed to the

Acting Head of Department. Under no circumstances will the Department accept required application documents through facsimile or e-mail. The shortlisted candidates will be subjected to the personnel suitability check, competency assessment, as well as a technical test prior or during the interview. Incomplete applications will not be considered. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointment of position(s).

MANAGEMENT ECHELON

<u>POST 42/299</u>	:	<u>HEAD OF DEPARTMENT REF NO: SD/4/11/18</u>
<u>SALARY</u>	:	R1 446 378 – R1 629 348 per annum (Level 15) (All-inclusive remuneration package) plus a 10% non-pensionable Head of Department Allowance. The all-inclusive remuneration package consists of a basic salary inclusive of the State's contribution to the Government Employees Pension Funds and a flexible portion that may be structured according to personal needs within the framework
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Mmabatho A relevant undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) as recognised by SAQA. 8-10 years' experience at senior management services level and knowledge of the Social Development sector. A valid driver's licence. Competencies: Strategic capability and leadership skills. Programme and project management skills. Strong financial management skills. Change management. Problem-solving and conflict management skills. People management and empowerment skills. Client orientation and customer focus. Communication. Honesty and integrity. Change management. Knowledge management. Networking and presentation skills Computer skills.
<u>DUTIES</u>	:	Provide strategic leadership and management support to the Office of the Executive Authority. Provide strategic leadership and management support to the core Social Development programmes of the Department. Provide strategic leadership and management support to Corporate Services and Financial Management programmes of the Department. Provide strategic leadership and operational support to the District Management system. Liaise with and account to Government oversight structures. Liaise with key departmental partners. Develop and maintain social contact with the service beneficiaries of the Department.
<u>ENQUIRIES NOTE</u>	:	Ms Dipuo Mokgoro-Ramosime Tel No: (018) 388-2293/2989 The successful candidate will be expected to sign a performance agreement as well as an employment contract after assumption of duty.