ANNEXURE V

PROVINCIAL ADMINISTRATION: NORTH WEST
PROVINCIAL TREASURY

*The North West Provincial Treasury 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 Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building. Applications should be submitted on time. Applications received after the closing date will not be accepted.

CLOSING DATE

01 November 2019 at 16h00

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. NB: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools Women are encouraged to apply for SMS posts.

MANAGEMENT ECHELON

POST 37/151

DIRECTOR: MUNICIPAL FINANCE DISTRICT MANAGEMENT REF NO: FINNW/13/2019
Programme: Sustainable Resource Management
Chief Directorate: Municipal Finance Management
Directorate: Directorate: Molema and Mompati District Management

SALARY

R1 057 326 – R1 245 495 per annum (Level 13) (all-inclusive salary package).

CENTRE

Mmabatho

REQUIREMENTS

As a minimum a B Degree or Advanced Diploma in Finance/Economics/Accounting/Budget/Municipal Finance Supply Chain Management, or equivalent NQF 7 qualification in related field At least 10 years relevant experience in public sector finance of which five years should preferably be in the local government finance 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: The Constitution of the Republic of South Africa Act 108 of 1996, Municipal Finance Act,

**DUTIES**

Monitor the implementation of the budgeting framework by municipalities, provide guidance on budget planning and implementation. Monitor, evaluate and report on budget implementation (e.g.) IYM’s. Monitor compliance with financial management and annual reporting framework. Promote the understanding and implementation of accounting standards (GRAP) by municipalities. Monitor compliance with the reporting requirements. Ensure the provision of Accounting service and support to municipalities. Develop and implement a strategy and processes to improve sound financial management and audit outcomes of municipalities. Review and report on the quality of annual financial statements. Monitor the effective and efficient compliance with financial assets and liabilities management. Promote and guide municipalities to implement effective revenue management. Enhance, monitor and enforce transparent and effective Supply Chain Management and Asset Management. Co-ordinate, monitor and report on MFMA Implementation. Promote and guide municipalities to implement effective Risk Management and Internal Audit compliance. Promote and guide municipalities to improve municipal financial management systems and processes. Support institutional development and capacity building programs in conjunction with COGTA. Provide advice and guidance to municipalities in the development of financial policies.

**ENQUIRIES**

Ms L Nengovhela
Tel No: (018) 388 2142

**POST 37/152**

**DIRECTOR: INTERNAL AUDIT REF NO:** FINNW/14/2019

Programme: Financial Governance
Chief Directorate: Provincial Internal Audit Services

**SALARY**

R1 057 326 – R1 245 495 per annum (Level 13) (all-inclusive salary package)

**CENTRE**

Mmabatho

**REQUIREMENTS**

As a minimum a B Degree or Advanced Diploma in Accounting/ Auditing, or equivalent NOF 7 qualification in related field. At least 10 years relevant experience of which five years should preferably be in the Public Sector Accounting/Auditing environment and with a minimum of five years middle management/senior management experience. A valid driver’s license is essential. Experience should include comprehensive planning of audit projects, including the audit performance information and financial statements, review of audit work papers and compilation of the relevant audit reports/report writing, staff appraisal, on the job training and submission of progress reports. In addition, your CV must further clearly outline your level of experience with specific emphasis on the audit of financial statements and/or performance information and/or performance audit in provincial departments. A professional qualification (CA/CIA) or postgraduate degree will be an added advantage. Extensive knowledge of IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology and knowledge of development in the Internal Audit field.

**DUTIES**

Establish strategic and operational risk based audit plans for the Cluster. Prepare and monitor cluster budgets. Oversee the management of all cluster audits and ensure that audits are completed in line with the annual
audit coverage plan and comply with quality standards. Finalize and approve audit reports communicate the results of the IA engagement to the relevant stakeholders. Establish and maintain client relationships. Assume responsibility for quality assurance of all audit work performed in the cluster. Conduct peer reviews. Coordinate the activities of the Cluster Audit Committee and perform the Secretariat function for the Cluster. Coordinate the activities of internal audit with those of other assurance providers. Conduct training to subordinates and do presentations internally and externally where needed. Execute PMDS requirements. Oversee monthly and quarterly reporting to the CAE, the Cluster Departments and the Audit Committee.

ENQUIRIES
Mr A Nel Tel No: (018) 388 1616

POST 37/153
DIRECTOR: SCM POLICIES, MONITORING AND EVALUATION AND CAPACITY BUILDING REF NO: FINNW/21/2019
Programme: Asset & Liability Management
Chief Directorate: Provincial SCM
Directorate: SCM Policies, Monitoring and Evaluation, and Capacity Building

SALARY
R1 057 326 – R1 245 495 per annum (Level 13) (all-inclusive salary package)

CENTRE
Mmabatho

REQUIREMENTS
As a minimum a Bachelor Degree or Advanced Diploma in SCM/ Public Administration/Bachelor of Law, or equivalent NQF 7 qualification, 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) 388 4225/4
OTHER POSTS

POST 37/154 : DEPUTY DIRECTOR: SPECIALISED AUDITS - IT AUDITS REF NO: FINNW/15/2019
Programme: Financial Governance
Chief Directorate: Provincial Internal Audit Services

SALARY : R733 257 - R863 748 per annum (Level 11) (all-inclusive salary package)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Information Systems/Internal Audit or equivalent NOF 6 qualifications Six (6) years relevant experience in auditing of which (3) years should be in Information Systems Auditing and 3 (three) years on junior management level A relevant postgraduate qualification or a CISA/CISSP/CRISC/CIA will be an added advantage. A valid driver’s license is essential. Extensive knowledge of ISACA and IIA Standards, COBIT 5, PFMA, Treasury Regulations and Internal Audit Methodology Experience in utilizing ACL to perform CAATs.

DUTIES : Prepare a three year strategic plan and annual audit coverage plan for a department. Assist in the facilitation of risk assessment workshops and provide inputs for and review/update the risk assessment documents. Manage the planned audit projects and audit team and budgeted time. Compile quality and value adding reports by making appropriate recommendations. Assume responsibility for quality assurance of all audit work performed by ensuring compliance with IIA Standards. Conduct peer reviews. Be prepared to manage audits of bigger departments, manage teams, complex audits and render additional assistance to cluster Directors as needed or act in their absence. Conduct training to subordinates and do presentation internally and externally where needed Execute PMDS requirements monthly and quarterly reporting to Cluster Director and Audit Committee.

ENQUIRIES : Mr R Hartopanu Tel No: (018) 388 4755

POST 37/155 : DEPUTY DIRECTOR: INTERNAL AUDIT SUPPORT – QUALITY ASSURANCE REF NO: FINNW/16/2019
Programme: Financial Governance
Chief Directorate: Provincial Internal Audit Services

SALARY : R733 257 - R863 748 per annum (Level 11) (all-inclusive salary package)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Accounting and Auditing or equivalent NOF 6 qualifications Six (6) years relevant experience in auditing of which (3) years should be in Internal Auditing and 3 (three) years on junior management level A professional or postgraduate degree/qualification or studies towards a CIA/CA will be an added advantage Extensive knowledge of IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology.

DUTIES : Must be fully conversant with IPPF standard 1300 and be able to apply this standards during the performance of all quality assurance assignments. Prepare a two year and annual audit quality assurance and improvement coverage plan in terms of the quality assurance and improvement program. This must include: Ongoing monitoring of the performance of the internal audit activity, Periodic self-assessments or assessments by other persons within the organization with sufficient knowledge of internal audit practices, Performing a self-assessment that can be subjected to the independent external validation, Ensuring that external assessment recommendations are fully implemented within 24 months of the assessment being concluded, Performing quality assurance activities that would provide assurance to the Audit Committee that the Audit Charter is complied with. Facilitate and collect all required information from within the unit as would be required by the external auditors before the external audit commences and from thereon monitor
and ensuring that further requests received are directed both to internal audit and the audit committee is addressed timely. Conduct training to subordinates and do presentation internally and externally where needed. Execute PMDS requirements. Monthly and quarterly reporting to Cluster Director and Audit Committee. Render additional assistance to Cluster Directors as needed or in their absence.

ENQUIRIES: Mr R Hartopanu Tel No: (018) 388 4755

POST 37/156: DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: FINNW/17/2019
Programme: Administration
Chief Directorate: Financial Management Services
Directorate: Logistics Management
Sub-Directorate: Demand & Acquisition

SALARY: R733 257 - R863 748 per annum (Level 11) (all-inclusive salary package)
CENTRE: Mmabatho
REQUIREMENTS: As a minimum a National Diploma or Advance Certificate in Accounting/Finance/SCM or equivalent NQF 6 qualifications A B Comm degree in Finance/Accounting/SCM will be an added advantage Six (6) years relevant experience in Finance/SCM of which (3) years must be on a junior management level At least three years should preferably be in public sector SCM Knowledge and experience in the application of prescripts/legislative frameworks that governs supply chain management in the Public Service environment, including but not limited to Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), Broad-Based Black Economic Empowerment Act (BBBEE), National Treasury Instruction Notes and Practice Notes Excellent verbal and written communication skills Problem solving, analytical skills and computer literacy Knowledge of Walker-BAS system and Central Supplier Database (CSD) system Strong planning, management and co-ordination abilities Sound interpersonal and presentation skills and a track record in the preparation, implementation and management of strategic, operational demand and acquisition plans and projects A valid driver’s license.

DUTIES: Develop, design, implement and manage demand and acquisition management processes and systems, as well as internal controls and audit trails across all levels in the department in order to ensure effective and efficient service delivery as well as compliance with policies and prescripts. Conduct market research and needs analysis. Design, review and manage the implementation of strategic sourcing techniques. Coordination, compilation, management and reporting of procurement and demand management plans. Oversee secretariat duties to Bid Specification, Bid Evaluation and Bid Adjudication committees and Management thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulation, PFMA, and Service Level Agreements Compile and analyse management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management prescripts and guidelines. Ensure compliance with Central Supplier Database (CSD) requirements.

ENQUIRIES: Mr V Mammen Tel No: (018) 388 4061

POST 37/157: DEPUTY DIRECTOR: PLANNING, MONITORING & EVALUATION REF NO: FINNW/18/2019
Programme: Administration
Chief Directorate: Corporate Services
Directorate: Strategic Management
Sub-Directorate: Planning, Monitoring & Evaluation

SALARY: R733 257 - R863 748 per annum (Level 11) (all-inclusive salary package)
CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Public Administration/Public Management or equivalent NQF 6 qualifications Six (6) years relevant experience in Planning, Monitoring and Evaluation environment of which (3) years must be on a junior management level. A thorough understanding of planning, policy and administrative processes of Government Especially government planning and Monitoring and Evaluation frameworks. Sound analytical and problem solving skills Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skill. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

DUTIES : Co-ordinate integrated planning and reporting in the department. To ensure the development and implementation of policies in relation to strategic planning, monitoring and evaluation. Ensure the compilation of the Annual Performance Plan, Strategic Plan of the department in line with National Treasury guidelines and frameworks. Co-ordinate monitoring and evaluation in the department. Undertake regular analysis of departmental performance data and formulate recommendations to address the weaknesses. Compile departmental performance assessments reports and communicate the results to the relevant stakeholders. Ensure compliance with all public sector planning, monitoring and evaluation prescripts to ensure all audit queries and findings are adequately addressed and resolved. Supervise and assess performance of subordinates. To perform any other duties that might be expected from time to time.

ENQUIRIES : Mr G Letlhogile Tel No: (018) 388 4999

POST 37/158 : DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: FINNW/19/2019

Programme: Administration
Chief Directorate: Corporate Services
Directorate: Information Management
Sub-Directorate: Records Management

SALARY : R733 257 - R863 748 per annum (Level 11) (all-inclusive salary package)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Public Management/Public Administration, Information Science, Records Management, Records and Archives Management or equivalent NQF 6 qualification Certificate in Archives and Records Management will be an added advantage Six (6) years relevant experience in a records management environment of which (3) years must be on a junior management level Public Finance Management Act (PFMA), National Archives and Records Service of South Africa Act (NARSSA), Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act, (PAJA) Information Security Policy Electronic Communication Transaction Act Electronic Document Management System Minimum Information Security Standard (MISS), Public Service Regulations (PSR) Public Service Act (PSA) Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA) Good skills required in terms of People Management, Records Management, Financial Management, Analytical, Problem Solving, Presentation, Planning and organizing, Communications (Verbal and Written), Computer Literacy, Report writing.

DUTIES : Manage and monitor the development and implementation of records management policies, manuals and systems. Monitor the administration of all records. Manage the provision of registry and messenger services. Manage the disposal and archiving of records. Manage the facilitation of records management workshops. Manage the provision of effective
records management systems. Ensure adherence to management of Information Security and Promotion of Access to Information Act. Manage the provision of cleaning services.

**ENQUIRIES**
Ms K Gill Tel No: (018) 388 3584

**POST 37/159**
**DEPUTY DIRECTOR: SECURITY MANAGEMENT (MISS) REF NO:** FINNW/20/2019
Programme: Administration
Chief Directorate: Corporate Services
Directorate: Information Management Services

**SALARY**
R733 257 - R863 748 per annum (Level11) (all-inclusive salary package)

**CENTRE**
Mmabatho

**REQUIREMENTS**
As a minimum a National Diploma/Advanced Certificate in Security Management or equivalent NQF 6 qualifications. At least six (6) years in Security/Information Security of which three (3) years should be junior management experience. At least three years should preferably be in a MISS environment.

**DUTIES**
Manage and monitor the total security function. Draft internal security policy, based on the MISS document. Monitor the extent of adherence and compliance to the security policy and measures. Liaise with relevant stakeholders (e.g NIA and SAPS) for assistance and information with regard to security needs of investigation. Create, develop and maintain a security training capacity for the institution and conduct security training sessions of all officials. Advise management about the security implications of management decisions. Report all incidents or suspected incidents of security breaches/leakages of sensitive information, for investigation. Evaluate and improve the effectiveness of security measures or procedures and ensure compliance with security directives as issued by NIA Implement PAJA.

**ENQUIRIES**
Ms K Gill Tel No: (018) 388 3584