ANNEXURE Q

PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER

APPLICATIONS: Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE: 07 February 2020

NOTE: The Office of the Premier 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. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed Z83, obtainable from any Public Service Department. Applications should include certified copies (not older than 6 months) of ID and Qualifications as well as a comprehensive CV with three contactable referees. Failure to submit the required documents will result in your application not being considered. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualification verification by SAQA and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office reserves the right to not fill the position.

OTHER POSTS

POST 03/303: SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTANT REF NO: NWP/OOP/2020/03
Job purpose: To implement Management Accounting Systems and Procedures in the Office of the Premier

SALARY: R316 791 per annum (Level 08)
CENTRE: Mmabatho
REQUIREMENTS: Bachelor’s Degree Financial Management or Accounting and/or equivalent (NQF level and credits) 2-4 years’ experience applicable to the relevant field of which 2 should be at a supervisory level. Competence Requirements: Public Finance Management Act. Public Service Regulations. Treasury Regulations .Basic Accounting Systems. Expenditure in cash flow or budgeting and Expenditure control. Computer literacy skills in Excel, Word, PowerPoint. Communication skills.
DUTIES: Consolidate, check, collect and prepare financial support information for completion of the Budgeting (MTEF) and planning purposes. Prepare the requests for roll-overs, virements/shift processes, adjustment budget estimates, monthly forecasting and produce adjusted cash flow. Coordinate management and monitoring of budget, revenue and expenditure trends. Authorisation of Journals and the provision of revenue services.

ENQUIRIES: Ms N. Mbevhana Tel No: (018) 388 3465

POST 03/304: SENIOR ACCOUNTING CLERK REF NO: NWP/OOP/2020/04
Job Purpose: To Supervise the Provision of Accounting Clerical services in the Office.

SALARY: R257 508 per annum (Level 07)
CENTRE: Mmabatho
REQUIREMENTS: Bachelor’s Degree Financial Management or Accounting and/or equivalent (NQF level and credits) 3 - 5 years’ relevant experience in financial management. Competence Requirements: Knowledge of PFMA, Public Service Regulations,
treasury Regulations, WALKER system, PERSAL system and BAS. Computer literacy skills in Excel, Word and PowerPoint, and communication skills.

**DUTIES**

Administering and payment of subsistence and transport claims (S&T). Perform all salary administration duties. Sending proof of payments to third parties. Perform tax administration duties for the office. Supervise work performed by Accounting Clerks and perform other duties as delegated.

**ENQUIRIES**

Ms. M. Molefe Tel No: (018) 388 5070