**ANNEXURE Q**

**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**

Applications quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8300 or delivered to at the Metlife Towers Building, Cnr Knight & Stead, 5th Floor, Post Office Building, Kimberley

**FOR ATTENTION**

Ms. D Barnett

**CLOSING DATE**

28 February 2020

**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 technical assessment as well as satisfactory personnel suitability checks (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 06/143**

CHAIRPERSON: RISK AND ETHICS MANAGEMENT COMMITTEE REF NO: NCPT/2020/02

**SALARY**

According To the National Treasury: Remuneration of Non-Official Committees of Inquiry Rates

**CENTRE**

Kimberley Office

**REQUIREMENTS**

A postgraduate qualification (NQF: 8) in Risk Management/Audit/Accounting. CA/MBA/MBL/CIA/ Certified risk management practitioner will be an added advantage. At least 10 years’ experience in Accounting, Risk Management or auditing field. Excellent knowledge of the Risk Management and Corporate Governance, Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework, Integrity Management Framework and legislation applicable to the Finance sector. Prior Experience in serving on oversight committees (E.g. Audit Committees, Risk Management Committees, etc.).

**DUTIES**

The candidate will chair the Risk and Ethics Management Committee meetings and provide an oversight role in the following: Review and monitor the implementation of fraud, risk and ethics management framework, policy, strategy and committee charter within the Department. Assisting in the review of the risk and ethics management action plans and ensuring compliance with such plans. Integrating fraud, risk and ethics management into planning, monitoring and reporting processes. Provide advice/guidance on setting and reviewing of risk appetite and tolerance levels of the Department. Ensure compliance with statutory requirements for fraud, risk and ethics management. Providing reports to the Accounting Officer, Audit Committee and other oversight committees on a quarterly basis or as the need arises. Recommend best practice to improve risk and ethics management within the Department. Review and recommend the Risk Management Framework for the Accounting Officers approval. Evaluate the risk identification and assessment methodology of the Department. Evaluate the extent of effectiveness of integration of risk management within the Department. Assess the implementation of the Risk Management Framework. Review
ENQUIRIES : Ms. D. Sebolai Tel No: (053) 830 8257
POST 06/144 : DEPUTY DIRECTOR: BAS SUPPORT & ADMINISTRATION REF NO: NCPT/2020/03

SALARY : R733 257 – R863 748 per annum (All Inclusive TCE package)
CENTRE : Kimberley Office
REQUIREMENTS : Degree/Diploma (NQF: 6/7) in Accounting/Financial Management. 3-5 years’ relevant supervisory/junior management experience in a BAS environment. All relevant BAS training, a valid driver’s license. Strategic and financial management knowledge, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, National Treasury Risk Management Framework, Minimum Anti-corruption capacity, Integrity management framework, Code of conduct, Public Service Regulations. Report writing skills, Communication at both high and lower levels, organizational skills, Accounting and auditing skills, Computer literacy skills, Networking skills, Leadership and team building, Analytical problem solving skills. Performance development, training and development, formal presentation skills. Professionalism, confidentiality, good interpersonal relationship and team work.

DUTIES : Manage education, training and awareness campaigns on risk and ethics management and fraud prevention to promote a risk management culture in the department: Conduct risk and ethics management training, Risk and ethics management awareness. Develop and review a comprehensive fraud prevention plan for the Department and monitor its implementation: Develop and monitor progress on implementation of the MACC. Coordinate the Financial Disclosure Processes of the

ENQUIRIES : Mr. O. Vermeulen Tel No: (053) 830 8257
POST 06/145 : DEPUTY DIRECTOR: DEPARTMENTAL RISK MANAGEMENT REF NO: NCPT/2020/01

SALARY : R733 257 - R863 748 per annum (All Inclusive TCE package)
CENTRE : Kimberley Office
REQUIREMENTS : Degree/Diploma (NQF: 6/7) in Accounting/Auditing with Risk Management as a major. 3-5 years’ supervisory experience in a similar environment (Internal Audit or Risk Management). Must be a member or eligible for membership of the Institute of Risk Management South Africa (IRMSA). A valid driver’s license. Strategic management knowledge, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, National Treasury Risk Management Framework, Minimum Anti-corruption capacity, Integrity management framework, Code of conduct, Public Service Regulations. Report writing skills, Communication at both high and lower levels, organizational skills, Accounting and auditing skills, Computer literacy skills, Networking skills, Leadership and team building, Analytical problem solving skills. Policy development, Financial management, formal presentation skills. Professionalism, confidentiality, good interpersonal relationship and team work.

DUTIES : Manage education, training and awareness campaigns on risk and ethics management and fraud prevention to promote a risk management culture in the department: Conduct risk and ethics management training, Risk and ethics management awareness. Develop and review a comprehensive fraud prevention plan for the Department and monitor its implementation: Develop and monitor progress on implementation of the MACC. Coordinate the Financial Disclosure Processes of the
ENQUIRIES : Ms. D. Sebolai Tel No: (053) 830 8268

POST 06/146 : DEPUTY DIRECTOR: INTERNAL AUDIT (MFMA) REF NO: NCPT/2020/07
(12 Months Contract)

REQUIREMENTS :
- R733 257 per annum (All Inclusive TCE package)
- Kimberley Office
- NQF Level 7 qualification with Internal Audit as a major subject. Three years’ experience in junior management (ASD level) in Auditing/Accounting Environment. A valid driver’s license. Extensive knowledge of and skill in applying internal auditing and accounting principles and practices, and management principles and preferred business practices; Knowledge of the Standard for the Professional Practice of Internal Auditing and the Code of Ethics developed by the institute of Internal Auditors; Knowledge of management information systems terminology, concepts and practices; Knowledge of industry program policies, procedures, regulations and laws; Skill in conducting quality control reviews of audit work products; skill in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions; Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines; Skill in negotiating issues and resolving problems; Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses; Considerable skill in effective verbal and written communications, including active listening skill and skill in presenting findings and recommendations; Ability to establish and maintain harmonious working relationship with co-workers, staff and external contractors, and to work effectively in a professional team environment.

DUTIES : Monitor, enforce and report on the effective implementation of the MFMA, Treasury regulations and standards to ensure compliance: Develop Provincial norms and standards; Develop the assessment tool; Quality review of the assessment reports; Manage the compilation and issuing of assessment report; Review and monitor the implementation of the action plan; Ensure the effectiveness of the implementation of the action plans; Coordinate the effective implementation of combined assurance. Facilitate and monitor the establishment of Audit Committees within the municipalities: Coordinate and oversee the establishment of Audit Committees; Assess and monitor the effectiveness of Audit Committees. Provide support and capacity building to municipalities: Facilitate capacity building initiatives; Facilitate internal Audit and Audit Committee Forums; Provide inputs into the development and review of Internal Audit and Audit Committee frameworks. Facilitate internal Audit Readiness Review, Audit activities at municipalities in preparation for External Quality Assurance review: Facilitate implementation of external quality assurance review. Manage the component: Perform strategic and operational planning; Manage stakeholder relationship; Oversee the administrative support functions; Perform people management functions; Perform financial management functions; Perform asset management functions.

ENQUIRIES : Mr. S. Ruiters Tel No: (053) 802 5011

POST 06/147 : DEPUTY DIRECTOR: LOGIS MANAGEMENT & SUPPORT REF NO: NCPT/2020/04

REQUIREMENTS :
- R733 257 – R863 748 per annum (All Inclusive TCE package)
- Kimberley Office
- Degree/Diploma (NQF: 6/7) in Supply Chain Management, Public Administration/Management/Financial Management/Accounting. 3-5 years’ relevant supervisory/junior management experience in a LOGIS environment. All relevant LOGIS training, A valid driver’s license. Knowledge of Basic Conditions of Employment Act, Organizational and government structures, Applicable prescripts, legislative and
DUTIES:
Manage the preparation, implementation and maintenance of LOGIS at sites in the province. Assess self-accountable sites that are identified to be implemented on LOGIS. Overall managerial responsibility for the preparation of sites; Overall managerial responsibility for the implementation and activation of sites; Present and introduce management reports and other LOGIS related facilities to manage activated sites during post-implementation phase; Consolidate and submit rollout progress reports. Manage the monitoring of compliance to prescribed legislation, policies and guidelines relating to the LOGIS processes: Reports downloaded, analyzed and shortcomings pointed out to sites; Monitor quarterly security checks. Monitor LOGIS versus BAS utilization. Manage the support services and guidance rendered to LOGIS users: Monitor functional support on LOGIS, PI, CRD LBIS and Vulindlela; Monitor the Supplier Administration, banking detail and credential processes; Monitor the Codification process. Manage the capacity building of LOGIS users: Overall managerial responsibility for LOGIS training in the province; Responsible for Provincial LOGIS user Forums; Represent the Province at the National LOGIS user Forums/Workshops. Manage the component: Perform strategic and operational planning; Manage stakeholder relationships; oversee the administrative support functions; Perform people management functions; Perform financial management functions; Perform asset management function. Perform Risk Management function.

ENQUIRIES:
Mr. O. Vermeulen Tel No: (053) 830 8257

POST 06/148:
DEPUTY DIRECTOR: TRANSVERSAL TECHNICAL SUPPORT REF NO: NCPT/2020/05

SALARY:
R733 257 – R863 748 per annum (All Inclusive TCE package)

CENTRE:
Kimberley Office

REQUIREMENTS:
Degree/Diploma (NQF: 6/7) in Information Technology/Computer Science. 3-5 years’ relevant supervisory/junior management experience in an Information Technology environment (computer networks and desktop support). A valid driver’s license. Knowledge of General Management, relevant Information Technology policies and procedures, Data management tools, Computer network designs and configuration, Budgeting and Financial Management, Information Technology security legislation and policies, Microsoft Windows servers, IP Address translation and routing. Ability to communicate ideas verbally and in writing both formally and informally. Planning and organizing skills, Analytical, problem solving skills, negotiation skills, facilitation skills and conflict management. Basic research and computer literacy. Ability to liaise with senior management. Dealing with relevant stakeholders at strategic level. Project management. Data management and analysis.

DUTIES:
Manage technical support on transversal systems (BAS, LOGIS and PERSAL) to provincial users: Review configurations settings to ensure compliance with National Treasury technical configuration standard. Develop and review of technical support policies. Manage technical support and provisioning of functional Biometric Access Control Systems (BACS): Develop and review BACS policies. Administer oversight functions for the Biometric Access Control Systems. Coordinate technical support of BACS Manage the provisioning of management reports through data management: Manage the provisioning of necessary infrastructure for the mining, warehousing and storage of financials systems information. Manage the provisioning of relevant tools for data analysis and business intelligence. Develop and review data management policies, processes, norms and standards. Manage service management and governance of financial systems technical support: Develop and review service management policies. Monitor the development and review of service management and governance policies. Monitor compliance with the Service Level Agreement (SLA): Provide technical input on applicable SLA and compile analytical report, where
necessary. Check periodic SLA reports to ascertain if Service Delivery objectives are met and make amendments recommendations where necessary. Manage the component: Perform strategic and operational planning, manage stakeholder relationships, Oversee the administrative support functions, Perform people management functions, Perform financial management functions, Perform asset management functions. Perform Risk Management functions.

ENQUIRIES

POST 06/149

ASSISTANT DIRECTOR: DSCM: ACQUISITION REF NO: NCPT/2020/06

SALARY

R376 596 - R443 601 per annum

CENTRE

Kimberley Office

REQUIREMENTS

Degree/Diploma (NQF: 6/7) in Supply Chain Management/Public Management or Financial Management. 2-3 years’ relevant experience in a SCM environment. A valid driver’s license. Knowledge of SCM Policies and prescripts, knowledge of the Public Finance Management Act, Public Service Act, Acquisition Management and Financial Management. Good verbal and written communication skills, organizing skills, co-ordination skills, analytical skills, decision making skills, problem solving skills, negotiation and facilitation skills & Computer literacy (Word, Excel & PowerPoint).

DUTIES

Co-ordinate (synergise), review and execute the bidding process: Compile bid documents, Publish tender invitations, Receiving and opening of bid documents, Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval), Monthly reporting. Coordinate review, and source quotations from the database according to the threshold values determined by the National Treasury: Compile terms of reference to invite service providers for an expression of interest, Receive, evaluate and adjudicate the expressions of interest, compile a database of approved suppliers, monthly reporting. Administer receiving of Requisitions: Check and verify that all the required documents are attached before quotes are approved, Check and verify if suppliers are active on Logis, and if they are Tax compliant on CSD. Approval of Quotations more than R 10 000 (for all goods and services), Ensure quoted price are in line with SCM policy, framework and regulations (e.g. Bookings for accommodation and flights). Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regards to Financial and HR administration: General supervision of employees, Allocate duties and perform quality control on the work delivered by the supervisees, Manage performance, conduct and discipline of supervisees.

ENQUIRIES

Mr. K.J. Qhobela Tel No: (053) 830 8338