ANNEXURE Z

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

APPLICATIONS: All applications must be forwarded to: The Head of the Department; Private Bag X5018, Kimberley, 8300 or Hand deliver to Recruitment and Selection unit: 162 George Street, Kimberley, 8301.

FOR ATTENTION: Mrs. L. Phayane, Manager: Human Resources Tel No: (053) 838 9100

CLOSING DATE: 06 March 2020, 12 noon

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver’s license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts, General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. Success candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

POST 07/197: MANAGER: ANIMAL HEALTH REF NO: ALR/02/20/05

SALARY: R869 007 per annum (Level 12)

CENTRE: Kimberley

REQUIREMENTS: A Veterinarian in possession of a BVSc/BVMCh degree or equivalent; Registration with the South African Veterinary Council; At least three years proven experience in the field as a Veterinarian with leadership and management skills including an understanding of the PFMA; An understanding of the Agricultural Sector Plan, Provincial Growth and Development Strategy; CASP; Food Security; WTO; Sanitary and Phytosanitary standards; Primary Animal Health Care and Community Development; Good interpersonal and written and verbal communication skills. Computer skills; a valid driver’s license.

DUTIES: Provide leadership and operational planning for animal health activities and laboratory services; Manage and implement the Animal Diseases Act of 1984 and related Acts and regulations; Implement various animal diseases surveillance programme in line with international standards; Develop and manage a database on various aspects related to animal health and laboratory services; Develop and implement a primary animal health program; Ensure that Veterinarians and Animal Health Technicians participate in various agricultural development projects ; Manage the finances and report on animal health and laboratory activities in line with national and interpersonal standards; Interact with various role-playing within and outside the Department.

ENQUIRIES: DR. P. Kegakilwe Tel No: (053) 838 9100
POST 07/198 : STATE VET: EXPORT REF NO: ALR/02/20/06

SALARY : R733 257 per annum (Level 11)
CENTRE : De Aar
REQUIREMENTS : Possession of an appropriate Bachelor Degree (BVSc/BVMCh) or equivalent qualification. Registered with the South African Veterinary Council. Computer literacy and have a valid driver’s license.
DUTIES : Manage and implement the Animal Disease Act (Act 36 of 1984) and the Meat Safety Act (40 of 2000); Manage the export of animal and animal products by coordination, facilitation, inspection, surveillance, auditing and any other function that might be required for this process to run optimally. Represent the Province on relevant forums if and when required; Coordinate and implement the registration of all export facilities; Provide support to management on export related matters if and when required; Compiling and submission of veterinary and any other reports that might be required; Manage the allocated budget and personnel under the post’s control; any other function that might be expected from the post.

ENQUIRIES : DR. P. Kegakilwe Tel No: (053) 838 9100

POST 07/199 : STATE VET: ANIMAL HEALTH REF NO: ALR/02/20/07

SALARY : R733 257 per annum (Level 11)
CENTRE : Upington
REQUIREMENTS : Applicants must be in possession of an appropriate Bachelor Degree BVSc/BVMCh or equivalent qualification; Registration with the South African Veterinary Council; Valid driver’s license is a prerequisite. Sound knowledge of animal diseases control with special references to state controlled and vector borne diseases. Good verbal and written communication skills. Proven computer literacy in MS office software.
DUTIES : Animal Disease Control according to animal disease Act of 1984; Implementation of Meat Safety Act of 2000; Epidemiological disease Investigations; Data capturing and reporting; Promotion and implementation of primary animal health projects; Participating in multidisciplinary animal production development projects and CASP; Health certification service and export control; Budget management and management of personnel. Provide training and awareness programs to communities. Perform all administrative and related functions.

ENQUIRIES : DR. P. Kegakilwe Tel No: (053) 838 9100

POST 07/200 : CONTROL VETERINARY TECHNOLOGIST REF NO: ALR/02/20/08

SALARY : R470 040 per annum (Level 10)
CENTRE : Kimberley
REQUIREMENTS : Possession of National Diploma in Veterinary Technology or equivalent qualification. Registration with the South African Veterinary Council is a requirement. Must possess a valid driver’s license (code B) and have at least 5 years’ experience. Computer skills, Quality management skills, Managerial and Supervisory skills will be an added advantage.
DUTIES : Undertake more advanced Veterinary Laboratory Diagnostic testing in the Serology Laboratory; Coordinate and supervise the activities of the Veterinary Technologists in the Serology Laboratory; Ensure quality planning is conducted which would, inter alia, include the following: Develop and maintain annual quality assurance plan for the provincial veterinary laboratory; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Diagnostic laboratory service. To perform all administrative and related functions.

ENQUIRIES : DR. W. Shumba Tel No: (053) 838 9100

POST 07/201 : PRINCIPAL AGRICULTURAL ECONOMIST REF NO: ALR/02/20/17

SALARY : R470 040 per annum (Level 10)
CENTRE : Kimberley
REQUIREMENTS : A four-year degree in Agricultural Economics, with a minimum of 3 years relevant experience; a post-graduate qualification will serve to the advantage of an applicant; Verification of foreign qualifications would, as a matter of principle be conducted; Good presentation, communication and report writing
skills: Must be prepared to work under pressure, and be able to meet the deadlines on specified times; be computer literate, and have thorough knowledge of financial management; Feasibility studies, project implementation and Business Planning skills are essential; Be analytical in thinking and have strong working relations; Be prepared to travel extensively and have a valid driver's license.

**DUTIES**

The successful candidate will render advisory support on project Planning, appraisal, implementation, and evaluation; Render economic and marketing support services to the clients and officials, Establish and maintain stakeholder relations with all relevant institutions; establish and promote Agribusinesses through the establishment of co-operatives and instill a sense of entrepreneurship in clients, especially farmers; Capacity building through training to both emergent and commercial farmers; Promote value adding through agro-processing; Ability to develop information management systems for the office and clients; Play a leading role in driving and promoting AgriBEE concept in the Province; Promote access to finance by emergent farmers through Micro Agricultural Financial Institutions of South Africa (MAFISA) and any other source of finance; Carry out other relevant tasks that may be delegated to him/her.

**ENQUIRIES**

MS. P. Moletsane Tel No: (053) 838 9100

**POST 07/202**

AGRICULTURAL ADVISOR REF NO: ALR/02/20/02

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Upington

**REQUIREMENTS**

Applicants must be in possession of an appropriate 3-4 years Bachelor Degree in Agriculture or B-Tech Degree, majoring in crop/plant production; Knowledge of extension methodology; Compulsory registration with a registered Professional Council e.g. (SACNASP).Knowledge of project planning and implementation process. Must be computer literate, Good Communication and organizational skills. Valid driver’s license (Code B) is a pre-requisite.

**DUTIES**

Render general agricultural advice on crop production and irrigation to farmers to ensure optimal production, Advise on efficient methods and utilization of resources like soil, water and Provide support to farmers through CASP, Land Care, ILLIMA/LETSEMA, etc. in terms of planning, implementation and aftercare support; Promote the implementation of best farming practices and latest technologies; Establish and enhance the relationship with clients and stakeholders; Perform administrative and related functions, Keep farmers database up to date; Compile and submit monthly and quarterly reports, Keep up to date with applicable policies, procedures, technologies and new developments to be able to render an efficient and effective extension service.

**ENQUIRIES**

MRS. L. Senosi Tel No: (053) 838 7800

**POST 07/203**

FARM MANAGER REF NO: ALR/02/20/13

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Eiland Upington

**REQUIREMENTS**

The applicant must be in possession of a 3 year degree or a B. Tech in Agriculture (crop production) with a minimum of 10 years management experience of a crop production farm. Ability to operate farm equipment (tractors etc.), mechanical experience/knowledge/farm and building maintenance work and be computer literate. Must have some experience in technology and modern agriculture especially as it relates to crop production. Sound knowledge of labor and sector (agriculture) legislation is a prerequisite. Candidate must have a valid unendorsed drivers’ license.

**DUTIES**

The successful candidate will be responsible for the management of the Research Station (crop production) in collaboration with the research division as well as offer support to other Research institutions involved with research (crop production) at the Research Station. Staff supervision and productive management of staff, soil preparation, crop production, irrigation, mechanization, general construction, repair and maintenance work (e.g. buildings and fences), proven experience with pivots and irrigation systems, will be key performance areas. Responsibilities will include the management of personnel (staff), budgeting and planning, procurement of goods and services, health and safety and other support functions. In order to maximize the farm management abilities of stakeholders, active involvement in rural development projects and training will be required.
ENQUIRIES  : Mr H Gerber Tel No: (087) 6300303

POST 07/204  : FARM MANAGER REF NO: ALR/02/20/10

SALARY  : R316 791 per annum (Level 08)
CENTRE  : Karakul

REQUIREMENTS  : The applicant must be in possession of a 3 year degree or a B. Tech in Agriculture (animal production) with a minimum of 10 years management experience in small stock farming. Ability to manage small stock, operate farm equipment, mechanical experience/knowledge farm and building maintenance work and be computer literate. Must have some experience in technology and modern agriculture especially as it relates to animal production. Sound knowledge of labor and sector (agriculture) legislation is a prerequisite. Candidate must have a valid unendorsed drivers’ license.

DUTIES  : The successful candidate will be responsible for the management of the Research Station (small stock farming) in collaboration with the research division as well as offer support to other Research Institutions involved with research at the Research Station. Staff supervision and productive management of staff, animal production, veldt management, mechanization, general construction (building etc.), repair and maintenance work (e.g. fences, windmills), proven experience with water reticulation systems, will be key performance areas. Responsibilities will include the management of personnel (staff), budgeting and planning, procurement of goods and services, health and safety and other support functions. To maximize the farm management abilities of stakeholders, active involvement in rural development projects and training will be required.

ENQUIRIES  : Mr H Gerber Tel No: (087) 6300303

POST 07/205  : FARM MANAGER REF NO: ALR/02/20/18

SALARY  : R316 791 per annum (Level 08)
CENTRE  : Rietrivi

REQUIREMENTS  : The applicant must be in possession of a 3 year degree or a B. Tech in Agriculture (crop /animal production) with a minimum of 10 years management experience in mixed farming. Knowledge of farming with milk goats, the ability to operate farm equipment, mechanical experience/knowledge/farm and building maintenance work and be computer literate. Must have some experience in technology and modern agriculture especially as it relates to crop and animal production (milk goats). Sound knowledge of labor and sector (agriculture) legislation is a prerequisite. Candidate must have a valid unendorsed drivers’ license.

DUTIES  : The successful candidate will be responsible for the management of the Research Station (mixed farming) in collaboration with the research division as well as offer support to other Research Institutions involved with research at the Research Station. Staff supervision and productive management of staff, soil preparation, crop production, animal production (milk goats), irrigation, mechanization, general construction (building etc.), repair and maintenance work (e.g. fences), proven experience with pivots and irrigation systems, will be key performance areas. Responsibilities will include the management of personnel (staff), budgeting and planning, procurement of goods and services, health and safety and other support functions. To maximize the farm management abilities of stakeholders, active involvement in rural development projects and training will be required.

ENQUIRIES  : Ms. R Burgess Tel No: (087) 6300303

POST 07/206  : FARM MANAGER REF NO: ALR/02/20/11

SALARY  : R316 791 per annum (Level 08)
CENTRE  : Koopmansfontein

REQUIREMENTS  : The applicant must be in possession of a 3 year degree or a B. Tech in Agriculture (animal production/ large stock) with a minimum of 10 years management experience in farming with large stock. Ability to manage animal production, operate farm equipment, mechanical experience/knowledge, farm and building maintenance work and be computer literate. Must have some experience in technology and modern agriculture especially as it relates to animal production. Sound knowledge of labor and sector (agriculture)
legislation is a prerequisite. Candidate must have a valid unendorsed drivers’ license.

**DUTIES**

The successful candidate will be responsible for the management of the Research Station (large stock farming and veldt) in collaboration with the research division as well as offer support to other Research Institutions involved with research at the Research Station. Staff supervision and productive management of staff, animal production, veldt management, mechanization, general construction (building etc.), repair and maintenance work (e.g. fences, windmills), proven experience with water reticulation systems, will be key performance areas. Responsibilities will include the management of personnel (staff), budgeting and planning, procurement of goods and services, health and safety and other support functions. To maximize the farm management abilities of stakeholders, active involvement in rural development projects and training will be required.

**ENQUIRIES**

Ms R Burgess; Tel No: (087) 6300387

**POST 07/207**

FARM MANAGER REF NO: ALR/02/20/12

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Vaalharts

**REQUIREMENTS**

The applicant must be in possession of a 3 year degree or a B. Tech in Agriculture (crop/animal production) with a minimum of 10 years management experience in mixed farming. Ability to operate farm equipment, mechanical experience/knowledge/farm and building maintenance work and be computer literate. Must have some experience in technology and modern agriculture especially as it relates to crop and animal production. Sound knowledge of labor and sector (agriculture) legislation is a prerequisite. Candidate must have a valid unendorsed drivers’ license.

**DUTIES**

The successful candidate will be responsible for the management of the Research Station (mixed farming) in collaboration with the research division as well as offer support to other Research Institutions involved with research at the Research Station. Staff supervision and productive management of staff, soil preparation, crop production, animal production, irrigation, mechanization, general construction (building etc.), repair and maintenance work (e.g. fences), proven experience with pivots and irrigation and water reticulation systems, will be key performance areas. Responsibilities will include the management of personnel (staff), budgeting and planning, procurement of goods and services, health and safety and other support functions. To maximize the farm management abilities of stakeholders, active involvement in rural development projects and training will be required.

**ENQUIRIES**

Ms. A Theunissen Tel No: (876) 300303

**POST 07/208**

CANDIDATE ENGINEERING TECHNICIAN (PLEASE SPECIFY IN APPLICATION SPRINGBOK OR DE AAR) REF NO: ALR/02/20/01 (X2 POSTS)

**SALARY**

R268 713 per annum

**CENTRE**

Springbok & De Aar

**REQUIREMENTS**

Applicants must be in possession of an appropriate 3-4 years National Higher diploma or BTECH degree in Civil Engineering or Relevant qualification. Compulsory registration with ECSA. Relevant experience in the field of the Agricultural and Civil Engineering sector with working on Model Maker design program, Trimble GPS and Trimble Business Centre survey programs will be an advantage. Good written and verbal communication skills. Computer literate, be able to work on the following software programs, Microsoft Office and Power Point. Excellent interpersonal relation skills, ability to handle tasks of a multi-faceted nature, sound communication skills both verbal, working under pressure with deadlines and written, problem solving skills. Valid drivers’ license is compulsory – minimum code 8.

**DUTIES**

Design, construction and contract management of irrigation systems, sub-surface, drainage, water run-off control, soil conservation structures and stock water systems. Design and construction with contract management of other on-farm infrastructure i.e. fences, animal handling and housing facilities, reservoirs/dams and buildings. Technical and engineering skills would be expected in agricultural development support programs, i.e. CASP, ILLIMA LETSEMA and LandCare. Travel and working in other remote areas in Northern Cape would be expected from the successful candidate.
ENQUIRIES
MR. W.J.J. De Bruyn Tel No: (053) 838 9100

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
06 March 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.

OTHER POSTS

POST 07/209
DEPUTY DIRECTOR: CASH FLOW MANAGEMENT REF NO: NCPT/2020/13
Re-advertisements, and candidates who previously applied are encouraged to re-apply.

SALARY
R733 257 - R863 748 per annum

CENTRE
Kimberley Office

REQUIREMENTS
Degree/Diploma (NQF: 6/7) in Accounting, Auditing, Public Finance, Economics or Banking. 3-5 years’ relevant supervisory/junior management experience within a government accounting environment. A valid Driver’s license. Knowledge of GAAP and GRAP, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, Basic Accounting System (BAS), Administration procedures relating to specific working environment including norms and standards, Planning and organizing, Compilation of management reports, Financial Reporting, Accounting reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Change Management, 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, Report writing, Communication at both high and lower levels, Accounting and auditing skills, Computer literacy (Ms. Word, Excel, PowerPoint), Networking skills, Leadership skills, Financial management, Team working/building, Analytical,
**DUTIES**

Manage Provincial Cash Flow: Consider and recommend monthly funds requisitioned by departments, Review cash flow projections and disbursement tool, Review funding schedule in line to the Departments funds requisitions, Compile and submit cash flow reports to stakeholders Conduct monthly cash flow meetings, Liaise and provide technical support to departments regarding cash flow matters. Manage investment for the Provincial Revenue Fund: Recommend and place investments with commercial banks/brokerage firms/financial institutions, Recommend approval daily cash liquidity requirement analysis, Review Investment register and report. Administer policy directives and guidelines relating to the Provincial Revenue Fund: Analyse, interpret and recommend amendments/additions to policy prescripts relating to Cash Flow Management policies, Provide an advisory and support service to stakeholders regarding the interpretation and implementation of policy directives/framework issued, Recommend amendments/additions to and monitor internal control systems with regard to Provincial Revenue Fund operating systems. Render a support service to the Sub-Directorate Banking Services: Evaluate banking services, Assist with banking bid process, Assist with Annual Financial Statement. Manage the resources within the Sub-Directorate: Perform strategic and operational planning, oversee the administrative support function, Perform people management function, Perform financial management function.

**ENQUIRIES**

Ms. C. Shuping Tel No: (053) 830 8476

**POST 07/210**

DEPUTY DIRECTOR: BANKING SERVICES REF NO: NCPT/2020/14

Re-advertisements, and candidates who previously applied are encouraged to re-apply.

**SALARY**

R733 257 - R863 748 per annum

**CENTRE**

Kimberley Office

**REQUIREMENTS**

Degree/Diploma (NQF: 6/7) in Accounting, Auditing, Public Finance, Economics or Banking, 3-5 years’ relevant supervisory/junior management experience within a government accounting environment. A valid Driver’s license. Knowledge of GAAP and GRAP, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, Basic Accounting System (BAS), Administration procedures relating to specific working environment including norms and standards, Planning and organizing, Compilation of management reports, Financial Reporting, Accounting reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Change Management, 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, Report writing, Communication at both high and lower levels, Accounting and auditing skills, Computer literacy (Ms. Word, Excel, PowerPoint), Networking skills, Leadership skills, Financial management, Team working/building, Analytical, Interpersonal relationship, Problem solving and decision making, Ability to interpret directives and policy.

**DUTIES**

Maintenance of bank accounts: Provide support to the departments with regards to online banking systems; Facilitate the signatories profiles on banking services; Facilitate departments banking services requests; Monitor banking facility; Report on banking issues to relevant stakeholders; Processing of payments from the Provincial Revenue Fund. Administer policy directives and guidelines: Analyze, interpret and recommend amendments/additions to policy prescripts relating to Banking and Cash Flow Management policies; Compile memoranda/circulars regarding Banking Services; provide an advisory and support service to stakeholders regarding the interpretation and implementation of policy directives/framework issued. Compile Provincial Revenue Fund Annual Financial Statement: Manage the overall accounting and operations of Provincial Exchequer Account; Maintain accounting transactions on BAS; Monitor accounting month end closure on BAS. Manage Provincial Banking Contract: Co-establish banking arrangement and/or agreements (banking bid) for the Provincial Revenue Fund; Monitor the implementation of the Service Level Agreement (SLA) with bank; manage the evaluation of commercial banking services for the Provincial Revenue Fund; Render a secretariat services for the banking services. Manage the resources.
within the Sub-Directorate: Perform strategic and operational planning; Oversee the administrative support function; Perform people management function; Perform financial management function.

ENQUIRIES : Ms. C. Shuping Tel No: (053) 830 8476

POST 07/211 : DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NCPT/2020/15
Re-advertisements, and candidates who previously applied are encouraged to re-apply.

SALARY : R733 257 - R863 748 per annum
CENTRE : Kimberley Office


ENQUIRIES : Ms. ML Mooki Tel No: (053) 830 8315

POST 07/212 : ASSISTANT DIRECTOR: BANKING SERVICES REF NO: NCPT/2020/11
Re-advertisements, and candidates who previously applied are encouraged to re-apply.

SALARY : R376 596 - R443 601 per annum
CENTRE : Kimberley Office

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. Process accounting transactions on BAS. Assist with preparation of Revenue Fund Financial Statements. 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

ENQUIRIES  
Ms. C. Shuping Tel No: (053) 830 8476

POST 07/213  
ASSISTANT DIRECTOR: COMPLIANCE AND MONITORING (MUNICIPAL REVENUE) REF NO: NCPT/2020/12

SALARY  
R376 596 - R443 601 per annum

CENTRE  
Kimberley Office

REQUIREMENTS  
Degree/Diploma (NQF: 6/7) in Accounting, Statistics, Economics, Public Administration, Local Government Finance/Management/Administration. 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  
The successful candidate will, inter alia be responsible for the following: 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