

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
- FOR ATTENTION** : Kegomoditswe Makaota.
- CLOSING DATE** : 13 November 2020 at 15H30
- NOTE** : Applications must be accompanied by a signed and dated Z83. A recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s)/required documents, and Identity document/National Identity card. Certification of qualification(s)/required documents must not be older than six (6) months. Failure to submit or comply with the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. 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 appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

OTHER POSTS

- POST 25/348** : **DEPUTY DIRECTOR: TRANSPORT TERMINAL REF NO: 02/2020/21**
Chief Directorate: Transport Operations
- SALARY** : R733 257 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The Successful candidate must enter into a performance agreement and sign employee contract.
- CENTRE REQUIREMENTS** : Mahikeng Airport
Grade 12 or equivalent plus three (3) year National Diploma or Bachelor's Degree in Aviation Management/Transport Economics/Economics/Public Administration/Business Management and other equivalent qualification. Five (5) to Ten (10) years' experience in Aviation environment, three (3) years must be at Junior Management (Assistant Director Level) at airport environment. Valid driver's license. Knowledge: Airport Management. PFMA. Human Resource Practices. Labour Relation Practices. Public Management and Administration. SACAA and ICAO regulations. Project Management. Quality control. Airport Safety and Security. Skills: Creativity. Innovation. Team work. Good interpersonal relationship. Written and verbal communication (report writing, presentation, etc). Planning, Control and organising. Computer literacy. Problem-solving. Negotiations. People Management. Effective Leadership.

DUTIES : Ensure compliance with the South African Civil Aviation Authority (SACAA) regulations and other guidelines. Manage personnel and operational activities of Airport facility. Monitor and manage all expenses within the approved budget. Provide training to Airport staff in safety and emergency procedures. Ensure customer complaints are handled and resolved in accurate and timely manner. Follow government rules and regulations for Airport operations. Guide and manage Airport operational and maintenance personnel. Manage recruitment, training, workload assignment, performance review, appraisal and promotions for Airport staff. Assist in preparing annual budget for Airport operations. Review and revise Airport safety and security plans as needed. Develop and implement safety policies and practices for employees. Ensure inspection of runway grounds and lighting on regular basis. Ensure Airport facility is kept clean, safe and secure. Ensure Airport facilities and equipments are in good working order. Ensure good working relationships with all stakeholders such as ATNS, SARS, SAPS, DHA, and community leaders.

ENQUIRIES : Mr O Baikgaki Tel No: (018) 200 8074/5

POST 25/349 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: 03/2020/21**
Directorate: Supply Chain Management

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office – Mahikeng
REQUIREMENTS : Grade 12 or equivalent plus an appropriate Bachelor's Degree or National Diploma in Supply Chain Management/Financial Management environment or related. Three (3) to five (5) years' experience in acquisition or contract management, at least 2 years' experience in supervisory level. Valid driver's license. Knowledge: Knowledge of and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBE and Treasury Regulations. Knowledge of Walker/BAS. Skills: Strong communication, report-writing and technical skills. Excellent verbal and written communication skills. Sound analytical /innovative thinking and problem-solving skills. Computer literacy. Strong planning and coordination abilities.

DUTIES : Implementation of Contract Management System. Advise the End-User of the procurement process that may need to be followed, the risk thereof as well as the required approvals in the event there is a need for contract variations and extension. Facilitates the negotiation process as well as the signing of the contract. Register the contract on the contract register and regularly update on contract spent and performance. With the assistance of the End-user is further responsible for contract document management. Submit a contract register to the Provincial Treasury. Maintain and update contract register. Manage the key responsibility areas of the subordinates.

ENQUIRIES : Mr S Maduma Tel No: (018) 200 8057/8

POST 25/350 : **ASSISTANT DIRECTOR: CONFLICT MANAGEMENT REF NO: 04/2020/21**
Directorate: Operator License and Permits

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office – Mahikeng
REQUIREMENTS : Grade 12 or equivalent plus three (3) years National Diploma or Bachelor Degree in Transport Management environment or related. Three (3) to Five (5) years relevant work experience in Transport Management, of which 2 years' experience must be at Supervisory. Valid driver's license. Knowledge: knowledge and understanding of taxi industry processes like formalization, regulation and control. Understanding of how to handle conflict and negotiations. Liaison with all the stakeholders in the taxi industry, municipalities, Law-enforcement agencies, Transport departments in other provinces and countries. Understanding of Public Transport Policies and Public Service Prescripts. A thorough knowledge of the National Land Transport Act, No.5 of 2009 as well as Guidelines on Special Operating Procedure governing the Public Transport Industry. Monitoring, investigation and reporting. Ability to interpret legislation and implement it accordingly. Skills: Communication skills, Computer Literacy. Ability to investigate reported cases. Strong liaison and negotiation skills. Monitoring and evaluation skills. Interpretation of statutes and prescripts. Teamwork orientation, Innovative. Reporting and writing skills. Project management. Assertive and confident approach to the Taxi Industry challenges.

<u>DUTIES</u>	:	React, intervene and monitor all conflict situations in the public passenger transport. To proactively deal with conflict situations inter and intra provincial. Liaise with relevant stakeholders in handling conflict cases within the public transport industry. Liaise with law enforcement structures to ensure that all legislations governing public transport are adhered to, Ensure that all administration issues of the sub-directorate are handled.
<u>ENQUIRIES</u>	:	Mr Dikobe N Tel No: (018) 388 5616/7
<u>POST 25/351</u>	:	<u>LEGAL ADMINISTRATION OFFICER: LEGISLATION AND REGULATIONS)</u> <u>REF.NO: 05/2020/21</u> Directorate: Legal Services
<u>SALARY</u>	:	R373 389 per annum (MR 5) (OSD)
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus a recognized LLB Degree. At least eight (8) years appropriate post- qualification experience in the application of law/Legal experience or related fields. Extensive experience in civil litigations, legislative drafting, drafting of legal opinions, Labour Relations practices in the Public Service, contract drafting and interpretation. Admission as an Attorney will be an added advantage. A valid driver's license is required, and should be willing to travel. Knowledge: Sound knowledge of the legislative frameworks that govern the operations of Public Service environment; A sound knowledge on the drafting of legislations and regulations; A sound knowledge on the interpretation of statutes and regulations or other legal instruments; A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations; A comprehensive knowledge of the process of legislative drafting. A comprehensive knowledge on the interpretation of policies, planning and organizational skills. Skills: Good interpersonal relations, report writing, case investigation skills, good conflict resolution and mediation skills, computer literacy.
<u>DUTIES</u>	:	Study the impact and implications of legislations and Regulations and advise the Department accordingly. Examine the various forms of legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or repeal of laws and subordinate legislations. Drafting of legal advice or opinions in relation to legislations and regulations; handle the legislative review process in collaboration with the State Law Adviser's Office. Edit and certify legislations in collaboration with the State Law Adviser's Office.
<u>ENQUIRIES</u>	:	Mr P.S.P. Namate Tel No: (018) 200 8065/7
<u>POST 25/352</u>	:	<u>RISK MANAGEMENT COMMITTEE MEMBER REF NO: 08/2020/21 (X1 POST)</u> Directorate: Risk Management In terms of section 38 of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), Treasury Regulations and Public Sector Risk Management Framework, the Department of Community Safety and Transport Management calls for qualified and interested persons to serve on its Risk Management Committee (for a three-year period).Terms of Appointment: A suitable and qualified person will be appointed for a period of three (3) years. Thereafter, the Accounting Officer <i>may</i> renew the period for another term. Please note that this is not a full-time position. The Risk Management Committee schedules four statutory meetings per annum. Additional meetings may be convened as and when necessary.
<u>SALARY</u>	:	The compensation of Risk Management Committee members is done as per the National Treasury's determination. National Treasury Schedules in this regard are issued annually with specific hourly or daily rates. Other refundable expenses will be based on the Department's related policies and in line with the National and Provincial Treasury guidelines.
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Matric plus a National Diploma or Degree in Auditing/Risk Management/ Business Management/Financial Management. Qualifications such as Chartered Accountant/Master of Business Administration /Certified Internal Audit will be an added advantage. Experience: A person must have more than five years' Senior Management experience in Auditing/ Finance/ Risk Management. Experience serving in Governance Committees will be an added advantage. Previous experience of serving in the Risk Management Committees and/or

Audit Committees will be advantageous. Knowledge of the PFMA, Treasury Regulations and the Public Sector Risk Management Framework. Public Sector knowledge will also serve as an added advantage. Competencies: Must be objective and independent. An enquiring and analytical mind-set with good communication and report writing skills. An understanding of the regulatory framework within which Provincial Departments operate.

- DUTIES** : Assist the Accounting Officer in the effective execution of his/her responsibilities and fulfil oversight responsibilities with regard to Governance, risk management, internal control, legal and regulatory compliance, external and internal audit, fraud and irregularities. Assist the Accounting Officer in building trust and confidence on how the Department is managed, and regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.(e.g. review of the risk management literatures; review of the risk register and other related documents etc.)
- ENQUIRIES** : MG Mothibedi Tel No: (018) 200 8005/7

OFFICE OF THE PREMIER

ERRATUM: Kindly note that the position of COVID 19 Screeners (X16 Posts) with Ref No: NWP/OOP/2020/03 which was advertised in the Public Service Vacancy Circular 24 dated 16 October 2020 with a closing date of 30 October 2020, The fixed term contract of 12 months. The salary for the position is R95 187 plus 37% in lieu of benefits. The inconvenience is regretted.

MANAGEMENT ECHELON

- POST 25/353** : **DIRECTOR-GENERAL: NORTH WEST OFFICE OF THE PREMIER REF NO: NWP/OOP/01/01/20**
(5 year fixed term Contract)
Re-advert: Candidates who previously applied for this position are advised to re-apply if they are still interested.

- SALARY** : R1 978 533 per annum. (Level 16) (all inclusive) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

- CENTRE** : Mmabatho
- REQUIREMENTS** : An undergraduate qualification at NQF 7 qualification and a post-graduate at NQF level 8 in the field of Humanities (e.g. Public Administration, Public Management, Social Sciences, and Law) as recognised by SAQA. A Minimum of 8 years of senior managerial experience of which at least three (3) years must be with any organ of state as defined by the Constitution, Act 108 of 1996. Competencies: Strategic capability and leadership; Programme and project management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer focus; Communication;

- DUTIES** : Reporting to the Premier; the incumbent will be provide technical and operational advise and support to the Premier, the Executive Council in discharging its Provincial duties and Act as Secretary to the Executive Council. Serve as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Serve as the Head of Department as prescribed in the Public Service Act. Coordinate the Provincial Administration at technical level for the implementation of Administrative, Social and Economic Policies, Plans, projects and programmes Manage and oversee the implementation of Institutional Development Support Services in the North West Province, Performance Monitoring Evaluation and Interventions and the provision of Executive Support and Stakeholder Management Services and. Manage and coordinate Intergovernmental Relations (National, Provincial and Local Government Spheres).

- ENQUIRIES** : Mr. S Mpanza, Tel No: (018) 388 3040
- APPLICATIONS** : Applications must be forwarded for attention: The Administrator, Office of the Premier, Private Bag X129, Mmabatho, 2735, or hand deliver to the Director: Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

- NOTE** : The Office of the Premier is an equal employment opportunity and affirmative action employer and it 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 Department will be considered when filling these positions. Applications must be accompanied by a Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. 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, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. 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 Department within three months from the date of the advertisement consider your application to be unsuccessful. The Office reserves the right to not fill the position. For SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>

- CLOSING DATE** : 16 November 2020
- POST 25/354** : **HEAD OF DEPARTMENT: NORTH WEST HEALTH REF NO: HEALTH 01/01/20**
(Five (5) Years Contract)
Re-advert: Candidates who previously applied for this position are advised to re-apply if they are still interested.
- SALARY** : R1 978 533 per annum (Level 16) (all-inclusive SMS package) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
- CENTRE REQUIREMENTS** : Provincial Head Office, Mahikeng
: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in the Medical Field as recognized by SAQA. Minimum 8 years at a senior management of which at least 3 years must be with any organ of State as defined in the Constitution. Applicants must have successfully completed the Senior Management Pre-entry Programme as endorsed by the National School of Government. Competencies: Strategic capability and leadership People management and empowerment Financial management Programme and project management Change and knowledge management Problem-solving and analysis Client orientation and customer focus. Service delivery innovation. Communication. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Department will be considered when filling these positions. Applications must be accompanied by a Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. 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, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. 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 Department within three months from the

- date of the advertisement consider your application to be unsuccessful. The Department reserves the right to not fill the position.
- DUTIES** : Reporting to the MEC of Health; the incumbent will provide strategic and operational support to the Office of the Executive Authority, Serve as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Serve as the Head of Department as prescribed in the Public Service Act. Manage and Oversee Hospital and Clinical Support Services, District Health Services, Infrastructure Development Management Service and the provision of e Quality Assurance Services.
- ENQUIRIES** : Dr M Tlhogane Tel No: (018) 391-4182
- APPLICATIONS** : Applications must be forwarded for attention: The Director HRM, Department of Health, Private Bag X2068, Mmabatho, 2735, or hand deliver to the Main Registry, Ground Floor, NWDOH Office Park, 3801 Cnr Sekame & First Street, Mahikeng, 2745.
- NOTE** : The Department of Health is an equal employment opportunity and affirmative action employer and it 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 Department will be considered when filling these positions. Applications must be accompanied by a Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. 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, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. 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 Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right to not fill the position. For SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>
- CLOSING DATE** : 16 November 2020
- POST 25/355** : **HEAD OF THE DEPARTMENT: SOCIAL DEVELOPMENT REF NO: SD/01/01/20**
(5 year fixed term Contract)
Re-advert: candidates who previously applied for this position are advised to re-apply if they are still interested.
- SALARY** : R1 521 591 per annum (Level 15) (all inclusive) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
- CENTRE** : Mmabatho
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in the field of Humanities/ Public Administration as recognized by SAQA. A minimum of 8 years of senior managerial experience of which at least three (3) years must be with any organ of state as defined by the Constitution, Act 108 of 1996. Senior Management Pre-entry Programme Certificate. Competencies: Strategic capability and leadership; Programme and project management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer focus; Communication People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Department will be considered when filling these positions. Applications must

be accompanied by a Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. 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, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. 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 Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right to not fill the position.

DUTIES

: Reporting to the MEC for Social Development; the incumbent will provide strategic and operational support to the Office of the Executive Authority, Service as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Service as the Head of Department as prescribed in the Public Service Act Public Service Act. Manage and Oversee Integrated Developmental Social Services, District Social Welfare and Community Development Services, Infrastructure Development Management Service and the provision of Quality Assurance Services. Liaise with and co-ordinate partnerships with other governmental, non-governmental institutions and other partners.

**ENQUIRIES
APPLICATIONS**

: Mr AJ Mkgwasa Tel No: (018) 388 3578/1660
 : Applications must be forwarded for attention: The Acting Chief Director Corporate Services, Department of Social Development, Private Bag X 6, Mmabatho, 2735, or hand deliver to Human Resource Management, Ground Floor, Provident House Building, Mmabatho.

NOTE

: The Department of Social Development is an equal employment opportunity and affirmative action employer and it 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 Department will be considered when filling these positions. Applications must be accompanied by a Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. 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, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. 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 Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right to not fill the position. For SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>

CLOSING DATE

: 16 November 2020

POST 25/356 : **HEAD OF THE DEPARTMENT: AGRICULTURAL AND RURAL DEVELOPMENT REF NO: AGRIC/01/01/20**
(5 year fixed term Contract)
Re-advert: Candidates who previously applied for this position are advised to re-apply if they are still interested.

SALARY : R1 521 591 per annum (Level 15) (all inclusive) All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

CENTRE REQUIREMENTS : Mahikeng
: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in the field of Agricultural/Natural Sciences or related qualification as recognised by SAQA. A minimum of least 8 years' experience at a Senior Management level, (at least 3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996). A completed Pre-entry Certificate for Senior Management Services (SMS). A Post graduate qualification in Science/Public Administration/ Competencies-Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client Orientation and Customer Focus, Communication.

DUTIES : Reporting to the MEC of Agricultural and Rural Development, the incumbent will the incumbent will provide strategic and operational support to the Office of the Executive Authority, Serve as the Accounting Officer as prescribed in the Public Finance Management Act and Serve as the Head of Department as prescribed in the Public Service Act Public Service Act. Manage and Oversee Agricultural Regulatory and Technical Services, Agricultural Development and Farmer Support Services and Integrated Rural Development Services and Provide technical support on Public Private Partnership projects. Liaise with and co-ordinate partnerships with other governmental, non-governmental institutions and other partners.

ENQUIRIES APPLICATIONS : Ms Y Modubu Tel No: (018) 389 5638
: Applications must be forwarded for attention: The Director HRM Ms Y Modubu), Department of Agricultural and Rural Development, Private Bag X2039, Mmabatho, 2735, or hand deliver to Human Resource Management, Ground Floor, Agricentre Building, Cnr Dr James Maroka Drive & Stadium Road, Mmabatho.

NOTE : The Department of Agricultural and Rural Development is an equal employment opportunity and affirmative action employer and it 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 Department will be considered when filling these positions. Applications must be accompanied by a Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. 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, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. 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 Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right to not fill the position. For SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>

CLOSING DATE : 16 November 2020

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. You can also email your application to ptvacancies@nwpg.gov.za. The maximum limit is 35MB for applications to transmit successfully, otherwise you will have to send more than one email. Applications should be submitted on time. Applications received after the closing date will not be accepted.
- FOR ATTENTION** : JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building
- CLOSING DATE** : 13 November 2020 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. Driver's License must be submitted for posts where it is required. Both sides must be copied and be clearly visible. 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. Technical and Competency Assessment for SMS Posts 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. SMS Pre-Entry Certificate It is compulsory for applicants of SMS posts to complete the pre-entry course for SMS and submit the Certificate for entry into the SMS with the application. To access the SMS Pre-entry Certificate course and for further details, please go to the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Women are encouraged to apply for SMS posts.

MANAGEMENT ECHELON

- POST 25/357** : **DIRECTOR: GOVERNANCE, INSTITUTIONAL MANAGEMENT & KENNETH KAUNDA DISTRICT MANAGEMENT REF NO: NWFIN/2020/01**
Programme: Sustainable Resource Management
Sub Programme: Municipal Finance
Directorate: Dr Kenneth Kaunda District Management
- SALARY CENTRE REQUIREMENTS** : R1 057 326 – R1 245 495 per annum (Level 13) all-inclusive salary package
: Mmabatho
: As a minimum a Bachelor's Degree or Advanced Diploma in Finance/ Economics/ Accounting/ Budget/ Municipal Finance or equivalent NQF 7 qualification. Pre-entry Certificate for SMS is compulsory. Ten (10) years relevant experience in Municipal Finance Management environment of which five (05) years must be on a middle management level. Must have a valid driver's license. Skills/ Competencies: A thorough understanding of planning, policy, and administrative processes of Local Government. Especially Municipal budget planning, implementation and financial management and reporting. 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 skills. 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 : Support and capacitate Municipalities in co-ordinating the integrated planning and reporting in Municipalities. To support and monitor Municipalities in implementing the Municipal Finance Management Act (MFMA), with specific reference to general financial management processes relating to planning, budget management, supply chain management and financial reporting. Support the Chief Director in the compilation of the Annual Performance Plan, Strategic Plan of the directorate in line with National Treasury guidelines and frameworks. Manage and co-ordinate performance of officials in the directorate. Undertake regular performance reviews and analysis of the unit and formulate recommendations to address the weaknesses. Compile performance assessments reports of the directorate and communicate the results of the findings to the relevant stakeholders. To ensure all audit queries and findings are adequately addressed and resolved. Supervise and assess performance of sub-ordinates. To perform any other duties that might be expected from time to time.

ENQUIRIES : Ms. L Nengovhela Tel No: (018) 388 2142

POST 25/358 : **DIRECTOR: MUNICIPAL FINANCE DISTRICT MANAGEMENT REF NO: NWFIN/200/02**
 Programme: Sustainable Resource Management
 Sub Programme: Municipal Finance
 Directorate: Ngaka Modiri Molema District Management

SALARY CENTRE REQUIREMENTS : R1 057 326 – R1 245 495 per annum (Level 13) all-inclusive salary package
 : Mmabatho
 : As a minimum a Bachelor's Degree or Advanced Diploma in Finance/ Economics/ Accounting/ Budget/ Municipal Finance or equivalent NQF 7 qualification. Pre-entry Certificate for SMS is compulsory. Ten (10) years relevant experience in Municipal Finance Management environment of which five (05) years must be on a middle management level. Must have a valid driver's license. Skills/ Competencies: A thorough understanding of planning, policy, and administrative processes of Local Government. Especially Municipal budget planning, implementation and financial management and reporting. 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 skills. 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 : Support and capacitate Municipalities in co-ordinating the integrated planning and reporting in Municipalities. To support and monitor Municipalities in implementing the Municipal Finance Management Act (MFMA), with specific reference to general financial management processes relating to planning, budget management, supply chain management and financial reporting. Support the Chief Director in the compilation of the Annual Performance Plan, Strategic Plan of the directorate in line with National Treasury guidelines and frameworks. Manage and co-ordinate performance of officials in the directorate. Undertake regular performance reviews and analysis of the unit and formulate recommendations to address the weaknesses. Compile performance assessments reports of the directorate and communicate the results of the findings to the relevant stakeholders. To ensure all audit queries and findings are adequately addressed and resolved. Supervise and assess performance of sub-ordinates. To perform any other duties that might be expected from time to time.

ENQUIRIES : Ms. L Nengovhela Tel No: (018) 388 2142

POST 25/359 : **DIRECTOR: MUNICIPAL FINANCE DISTRICT MANAGEMENT REF NO: NWFIN/2020/03**
Programme: Sustainable Resource Management
Sub Programme: Municipal Finance
Directorate: Dr RSM District Management

SALARY CENTRE REQUIREMENT : R1 057 326 – R1 245 495 per annum (Level 13) all-inclusive salary package
: Vryburg
: As a minimum a Bachelor's Degree or Advanced Diploma in Finance/ Economics/ Accounting/ Budget/ Municipal Finance or equivalent NQF 7 qualification. Pre-entry Certificate for SMS is compulsory. Ten (10) years relevant experience in Municipal Finance Management environment of which five (05) years must be on a middle management level. Must have a valid driver's license. Skills/ Competencies: A thorough understanding of planning, policy, and administrative processes of Local Government. Especially Municipal budget planning, implementation and financial management and reporting. 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 skills. 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 : Support and capacitate Municipalities in co-ordinating the integrated planning and reporting in Municipalities. To support and monitor Municipalities in implementing the Municipal Finance Management Act (MFMA), with specific reference to general financial management processes relating to planning, budget management, supply chain management and financial reporting. Support the Chief Director in the compilation of the Annual Performance Plan, Strategic Plan of the directorate in line with National Treasury guidelines and frameworks. Manage and co-ordinate performance of officials in the directorate. Undertake regular performance reviews and analysis of the unit and formulate recommendations to address the weaknesses. Compile performance assessments reports of the directorate and communicate the results of the findings to the relevant stakeholders. To ensure all audit queries and findings are adequately addressed and resolved. Supervise and assess performance of sub-ordinates. To perform any other duties that might be expected from time to time.

ENQUIRIES : Ms. L Nengovhela Tel No: (018) 388 2142

POST 25/360 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NWFIN/2020/04**
Programme: Administration
Sub Programme: Financial Management
Directorate: Departmental Supply Chain Management

SALARY CENTRE REQUIREMENTS : R1 057 326 – R1 245 495 per annum (Level 13) all-inclusive salary package
: Mmabatho
: As a minimum a Bachelor's Degree in Logistics Management/ Supply Chain Management/Commerce or an Advanced Diploma in SCM/ Logistics Management/Advanced Procurement Management or equivalent NQF 7 qualification. A Post- Graduate degree will be an added advantage. Pre-entry Certificate for SMS is compulsory. Ten (10) years relevant experience in the SCM field, of which 5 years should be at middle-management level. Extensive proven knowledge and experience in Supply Chain Management, inclusive of Tender processes. Must have a valid driver's license. Skills/ Competencies: Thorough knowledge of Supply Chain Management processes, PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, Preferential Procurement Regulations, National Treasury Instruction Notes, Practice notes and other relevant prescripts, Government Immovable Asset Management Act, Broad Based Black Economic Empowerment, Cooperatives/SMME development, Supplier trends and commodities analysis. Knowledge of financial systems used in the Department for procurement. Ability to conduct financial analysis. Thorough understanding of Bidding process, procurement planning and demand and acquisition management. Good interpersonal relations and the ability to work effectively with officials across all levels within and outside the Department. Good negotiation, planning, decision making and problem-solving/solution-driven skills. Must be

		computer literate, have good communication (verbal and written) and numeracy skills. Project Management, presentation skill, ability to work under pressure and the knowledge of supplier performance evaluation. Must act with integrity and be knowledgeable about Policy Development and Compliance Monitoring.
<u>DUTIES</u>	:	Provide strategic advice and direction on policy and regulatory matters of Supply Chain Management. Oversee preparation of procurement delegations, policies, procedures, process charts and checklists. Oversee Demand and Acquisition management processes to ensure compliance with legislation, deadlines, value for money to eliminate SCM risks and achieve service delivery. Ensuring the effective facilitation, timeous implementation, and monitoring of bids. Administer and manage service provider contracts and service level agreements by developing SLA's and monitor contract outcomes. Ensure the implementation and monitoring of SCM performance system, inclusive of supplier performance and complaints. Manage the payment of suppliers within 30 days. To ensure efficient and effective management of assets and property maintenance in the Department. To ensure effective and efficient management of transport services within the department. To take effective and appropriate steps to prevent and detect unauthorised, irregular and fruitless and wasteful expenditure. Ensure that effective and efficient sourcing strategies are developed and promote the development and utilization of BBBEE companies in line with the relevant prescripts and policies. Facilitate continuous improvement and Programme and Project Management.
<u>ENQUIRIES</u>	:	Mr. R Soofie Tel No: (018) 3883266
<u>POST 25/361</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: NWFIN/2020/06</u> Programme: Administration Sub Programme: Corporate Services Directorate: Legal Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 057 326 – R1 245 495 per annum (Level 13) all-inclusive salary package Mmabatho As a minimum a LLB or equivalent 4-year Law degree (NQF 7) coupled with at least 10 years legal experience of which a minimum of five years should be at middle management level. Pre-entry Certificate for SMS is compulsory. Admission and enrolment as an Advocate or Attorney are compulsory. A valid driver's license is essential Skills/ Competencies: Experience in and understanding of the constitutional framework and South African Judicial System. Legal research and drafting of legislation and litigation procedures, Interpretation, good communication and interpersonal skills. Dispute Resolution skills, Project Management, Report writing and analytical thinking, Planning and decision-making skills, Strategic capabilities and leadership skills, Knowledge of Government and Departmental policies and strategies, Maintenance of confidential information.
<u>DUTIES</u>	:	Prepare and provide general legal advice on matters affecting the Department. Draft Legal documents and contracts entered into by/ with the Department. Provide litigation support to the Department. Liaise with different stakeholders, particularly the Office of the Premier, Public Protector and Office of the State Attorney. Provide assistance and strategic input in the overall management of the Directorate. Undertake efficient budgetary & expenditure control and procurement in terms of the PFMA, Treasury Regulations and other prescripts. Management of PAIA, POPI and PAJA. Provide legal training and presentation on new legislation and the ones that have a bearing on the Department.
<u>ENQUIRIES</u>	:	Ms. M Jansen Tel No: (018) 3883419
<u>POST 25/362</u>	:	<u>DIRECTOR: RISK BASED INTERNAL AUDIT REF NO: NWFIN/2020/08</u> Programme: Financial Governance Sub Programme: Provincial Internal Audit Directorate: Risk Based Internal Audit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 057 326 – R1 245 495 per annum (Level 13) all-inclusive salary package Mmabatho As a minimum a B Degree or Advanced Diploma in Accounting and Auditing, or equivalent NQF 7 qualification. At least 10 years relevant experience of which five years should be in the Public Sector Auditing environment and with a minimum of five years middle management/senior management experience. Pre-entry Certificate for SMS is compulsory. A valid driver's license is essential.

Experience must include: comprehensive planning of/for audit projects, including risk, compliance, performance audits, the audit of 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. Your CV must further clearly outline your level of experience with specific emphasis on performance information and performance auditing at provincial departments. A professional qualification (CA/CIA) or postgraduate degree will be an added advantage. Extensive knowledge International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field. Skills/ Competencies: A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative orientation. Ability to work independently and in a team. Sound Report writing and computer skills. 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 : 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) 3881616

OTHER POSTS

POST 25/363 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: NWFIN/2020/07**
 Programme: Administration
 Sub Programme: Corporate Services
 Directorate: Legal Services

SALARY : R763 212 – R1 140 828 per annum (all-inclusive salary package) Salary will be in accordance with Occupational Specific Dispensation (OSD)

CENTRE REQUIREMENTS : Mmabatho
 : As a minimum a LLB or equivalent 4-year Law degree (NQF 7). Admitted as an Attorney or Advocate. At least 8 years' experience in civil litigation, legislative drafting, drafting of legal opinions, contracts, documents, and briefing of counsel in civil matters. A valid driver's licence. Skills/ Competencies: Knowledge of the Constitution of South Africa, PFMA and Treasury Regulations, MFMA, PAIA, PAJA, Public Service Act and its Regulations, as well as other legislation regulating government. Computer literacy. Supervisory and leadership skills. Written and verbal communication skills and Research skills. Project management and report writing skills. Good conflict resolution and mediation skills.

DUTIES : Provide legal advice on a variety of issues. Draft policies of the Department. Provide verbal and written legal opinions. Manage litigation of the Department. Draft legal documents and contracts entered into by/ with the Department. Liaise with the office of the Premier and State Attorney.

ENQUIRIES : Ms. A Morare Tel No: (018) 388 3349

POST 25/364 : **DEPUTY DIRECTOR: RISK BASED INTERNAL AUDIT REF NO: NWFIN/2020/09**
Programme: Financial Governance
Sub Programme: Provincial Internal Audit
Directorate: Risk Based Internal Audit

SALARY CENTRE REQUIREMENTS : R733 257 – R863 748 per annum (Level 11) all-inclusive salary package
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in Accounting and Auditing or equivalent NQF 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 a CIA/ CA designation will be an added advantage. Extensive knowledge International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field. A valid driver's license is essential. Skills/ Competencies: A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative orientation. Ability to work independently and in a team. Sound Report writing and computer skills. 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 : 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 where required. 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. A. Nel Tel No: (018) 388 1616

POST 25/365 : **DEPUTY DIRECTOR: RISK BASED INTERNAL AUDIT (PROBITY) REF NO: NWFIN/2020/10**
Programme: Financial Governance
Sub Programme: Provincial Internal Audit
Directorate: Risk Based Internal Audit

SALARY CENTRE REQUIREMENTS : R733 257 – R863 748 per annum (Level 11) all-inclusive salary package
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in Accounting and Auditing or equivalent NQF 6 qualifications. Six (6) years relevant experience in auditing of which (4) years must be in probity and forensic auditing and 3 (three) years on junior management level. Your CV must further clearly outline your level of experience with specific emphasis on probity and forensic audits in the public sector. A professional or postgraduate degree/ qualification or a CIA/CFE/ CA designation will be an added advantage. Knowledge International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Forensic/Probity Audit Methodologies as well as knowledge of developments in the Internal Audit and related fields. Skills/ Competencies: A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative orientation. Ability to work independently and in a team. Sound Report writing and computer skills. 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 : Prepare a three-year strategic plan and annual audit coverage plan. Assist in the facilitation of fraud risk assessment workshops and provide inputs for and review/update the fraud risk assessment documents where required. 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 at 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. A. Nel Tel No: (018) 388 1616

POST 25/366 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: NWFIN/2020/05**
Programme: Administration
Sub Programme: Financial Management
Directorate: Departmental Supply Chain Management
Sub Directorate: Demand and Acquisition Management

SALARY CENTRE REQUIREMENTS : R733 257 – R863 748 per annum (Level 11) all-inclusive salary package
: Mmabatho
: As a minimum a National Diploma/ Advanced Certificate in Public Administration/SCM Management or equivalent NQF 6 qualification. Six (6) years relevant experience in Public Sector SCM of which (3) years must be on a junior management level. A valid driver's license. Skills/ Competencies: 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. Attention to detail and deadline driven.

DUTIES : Develop, design, implement and manage demand and acquisition management, policies, 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. Oversee the conducting of 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 and provide sound advice 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