

**PROVINCIAL ADMINISTRATION: NORTH WEST
PROVINCIAL TREASURY**

The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Women, People with Disabilities and Youth are encouraged to apply. The Employment Equity Plan of the Department will be considered when filling vacant positions.

- APPLICATIONS** : Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building. 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.
- CLOSING DATE** : 10 December 2021 16h00
- NOTE** : Applications must be submitted on the new 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 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 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.

MANAGEMENT ECHELON

- POST 42/225** : **DIRECTOR: FINANCIAL SYSTEMS REF NO: NWFIN/2021/25**
Programme: Financial Governance
Sub Programme: Accounting Services
Directorate: Financial Systems
- SALARY** : R1,057,326 – R1,245,495 per annum (Level 13) (all-inclusive salary package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a B Degree or Advanced Diploma in Financial Management/ Accounting/ Information Systems/ Commerce, or equivalent NQF 7 qualification. A minimum of 10 (ten) years practical experience in the support and/or development of financial management systems. A minimum of 5 (five) years should be middle management/senior management experience. Pre-entry Certificate for SMS is compulsory. Must have a valid driver's license. Skills/ Competencies: Understand the relationship between Business and System strategies and ensure alignment. Understanding of Application

Frameworks and its strategic importance. Knowledge of role of Incident and Problem management in the support of Systems. Knowledge of ICT operations, systems development life cycle and ICT Governance. Knowledge of current ICT modernisation trends. ICT Risk, Security and Service Continuity Management. Strategic capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial and Change Management. Knowledge Management and Service Delivery Innovation (SDI) and Communication. Problem-solving and Analysis, Client Orientation and Customer focus. Ability to work successfully under pressure and to partner with a dynamic leadership team. Knowledge of the PFMA and legislative frameworks.

- DUTIES** : Ensure continuous business process improvements in the Financial Management Information Systems environment. Evaluate new systems proposals and provide recommendations. Manage the implementation of Financial Systems in departments. Ensure user support and Data Management. Provide cross-organizational support. Develop and implement systems policies and procedures. Ensure effective and efficient systems support and user capacity building. Evaluate information systems infrastructure and recommend updates. Management of the system computer mainframe and support contractors. Manage the development, testing and implementation of new systems by National and Provincial Governments. Participate in forums created by National Treasury and Province for the roll-out of new systems. Manage the relationship between the department and stakeholders.
- ENQUIRIES** : Mr. G Paul Tel No: (018) 388 3039

OTHER POSTS

- POST 42/226** : **DEPUTY DIRECTOR: DATA MANAGEMENT REF NO: NWFIN/2021/29**
 Programme: Sustainable Resource Management
 Sub Programme: Budget and Public Finance
 Directorate: Data Management and Public Finance
 Sub-Directorate: Data Management

- SALARY CENTRE REQUIREMENTS** : R744,255 – R876,705 per annum (Level 11) (all-inclusive salary package)
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification. A minimum of six (6) years relevant experience in Budgeting, Financial Management and Reporting, Financial and Non-financial statistics performance monitoring and reporting of which three (3) years must be on a junior management level. Valid Code 08 drivers' license is a necessity. Skills/Competencies: Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act, Procurement Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela Reporting Analysis and BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. Advanced Data and Financial Modelling. Proficient understanding of Databases and Data Analysis procedures. Familiarity on tools and techniques related to analysis, data collection management, and reporting.

- DUTIES** : Provide and develop tools/models for monitoring budget allocations, measuring post-budget effectiveness and efficiency of resource expenditure performance. Improve the design of analytical instruments to analyse and assess the qualitative impact of service delivery on the applicable socio-economic variables in relation to budget, revenue and expenditure trends, strategies and service delivery indicators. Ensure and report on improved in-year expenditure data management practices, analysis, and improvement of inter-governmental financial management systems. Map linkages between the provincial and departmental MTEF Databases, EPRE & AEPRE Tables, IYM and IRM Databases, Revenue, Expenditure and Vulindlela reports and Basic Accounting System (BAS). Consolidate and compile the efficient and accurate financial and non-financial reporting models on provincial departments and public entities performance statistics to National Treasury, Provincial Legislature, and all relevant stakeholders. Conduct needs assessments, designs, and creates databases and participate in the testing and implementation of new applications and/or enhancements and modifications to the existing databases and reporting models. Compile, develop and maintain financial and non-financial databases with accurate statistics and liaise with National, Provincial Departments and Public Entities on the required data.

Formulating management techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data. Attend and participate actively in various national/ departmental/ provincial/ sectoral meetings pertaining to financial, non-financial, performance and statistical data. Draft operational plans for section and manage performance of subordinates. Perform generic management and administrative functions.

ENQUIRIES : Mr. M.S. Bogosi/ Mr. E.F. Abrahams Tel: (018) 388 4342 / 388 3709

POST 42/227 : **DEPUTY DIRECTOR: PUBLIC FINANCE MANAGEMENT REF NO: NWFIN/2021/30 (2 POSTS)**

Programme: Sustainable Resource Management
Sub Programme: Budget and Public Finance
Directorate: Data Management and Public Finance
Sub-Directorate: Public Finance

SALARY : R744,255 – R876,705 per annum (all-inclusive salary package)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification. A minimum of six (6) years relevant experience in Budgeting, Financial Management and Reporting, Financial and Non-financial statistics performance monitoring and reporting of which three (3) years must be on a junior management level. Valid Code 08 drivers' license is a necessity. Skills/ Competencies: Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act, Procurement Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela Reporting Analysis and BAS Financial Systems. Computer literacy in Microsoft Word, Excel, and PowerPoint. Advanced Financial Modelling. Competency in evaluating written reports. Report writing skills.

DUTIES : Analysis and monitoring of the provincial departmental and public entities budgets and expenditures; advising the Senior Manager accordingly in view of ensuring firm linkages between budgeting, planning, expenditures, and service delivery. Draw monthly budget and expenditure reports from the Financial System (BAS) and compile monthly and quarterly In-Year Monitoring reports on budgets and expenditure of Provincial Departments and Public Entities. Ensure improved in-year budget and expenditure management and reporting practices, analysis, and improvement of inter-governmental financial management systems. Provide tools/models for monitoring provincial and departmental budgets by assessing proposed allocations with desired outcomes, measuring post-budget allocation effectiveness and efficiency of resource expenditure performance of provincial departments, in terms of infrastructure, conditional grants, compensation of employees, capital and current expenditure, thereby appraising "Value for Money". Monitor efficient and accurate financial and non-financial data of provincial departments and public entities and report the performance statistics to National Treasury, Provincial Legislature, and all relevant stakeholders. Monitoring and reporting on all National Conditional Grants received and its corresponding expenditures. Develop and maintain financial and non-financial databases with accurate statistics and liaise with National, Provincial Departments and Public Entities on required data. Assist the manager with expenditure analysis on the propriety of budget allocations to departments and public entities. Attend and participate actively in various national/ departmental/ provincial/ sectoral meetings pertaining to financial, performance and statistical data. Draft operational plans for section and manage performance of subordinates. Perform generic management and administrative functions.

ENQUIRIES : Mr. M.S. Bogosi / Mr. E.F. Abrahams Tel: (018) 388 4342 / 388 3709

POST 42/228 : **ASSISTANT DIRECTOR: PROVINCIAL RISK MANAGEMENT REF NO: NWFIN/2021/27 (SL9)**

Programme: Financial Governance
Sub Programme: Provincial Risk Management
Directorate: Provincial Risk Management

SALARY : R382,245 – R450,255 per annum (Level 9)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Accounting/ Internal Audit/ Risk Management or equivalent NQF 6 qualifications. A

minimum of four (4) years relevant experience in Public Sector Risk Management or Internal Audit. A valid Code 08 driver/s license. Skills/ Competencies: Knowledge and application of the Public Sector Risk Management Framework. Good understanding and knowledge of Public Sector Risk Management Framework, PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication, interpersonal and analytical skills. Knowledge and understanding of risk management practices, development of guidelines and standards at different management levels. Advanced computer literacy with a working knowledge of computer spreadsheets (Microsoft Excel), word processors and presentations. The ability to facilitate workshops, provide training, and present and produce written policies. The ability to work under pressure, conduct financial analysis, and prepare reports and proposals.

DUTIES : Review the risk management literatures/documents and provide inputs for improvements. Co-ordinate the following within the Provincial Departments, Provincial Legislature and Public Entities: Development of risk management and fraud prevention policies and strategies, Establishment and maintenance of Risk Management Committees, Maintenance of information sharing and peer to peer learning platforms, Facilitation of risk assessments and development of risk registers Provision of risk management training. Development of quarterly risk management progress reports.

ENQUIRIES : Mr. K.L. Mahila Tel: (018) 388 3091/3425

POST 42/229 : **ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: NWFIN/2021/28 (2 POSTS)**
 Programme: Sustainable Resource Management
 Sub Programme: Budget and Public Finance
 Directorate: Infrastructure Management
 Sub-Directorate: Municipal Infrastructure Performance

SALARY CENTRE REQUIREMENTS : R382,245 – R450,255per annum (Level 9)
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in a Built Environment (Quantity Surveying / Civil Engineering / Architecture / Project Management / Finance) or equivalent NQF 6 qualifications. A minimum of four (4) years relevant experience in the monitoring of infrastructure projects and programmes. Knowledge and application of the Public Sector Risk Management Framework. A valid Code 08 driver/s license. Skills/ Competencies: Ability to travel extensively and working extended hours. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Intergovernmental Relations Act (IGR) and Treasury Regulations, Computer Literate. Good Interpersonal, organizing, planning and analytical skills Sound and in-depth Knowledge of relevant prescripts. Ability to interpret and apply policies. Analytical and innovative thinking. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Public Service.

DUTIES : Assist with the monitoring of Municipal and Provincial Infrastructure Performance Management. Assist with the monitoring and oversight of the infrastructure financial management. Assist with the monitoring and support of the infrastructure planning portfolio Management. Assist with the monitoring of the infrastructure Programme and Project review Management. Support Infrastructure Capacity building initiatives.

ENQUIRIES : Mr. M Daantjie Tel: (018) 388 3500

POST 42/230 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: NWFIN/2021/31**
 Programme: Sustainable Resource Management
 Sub Programme: Budget and Public Finance
 Directorate: Budget Management

SALARY CENTRE REQUIREMENTS : R382,245 – R450,255 per annum (Level 9)
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualifications. A minimum of four (4) years relevant experience in budgeting, financial management and reporting of which two (2) years must be at

		supervisor level. Valid driver's licence. Skills/ Competencies: Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela/ Basic Accounting Systems; Computer Literacy in Microsoft Word, Excel, and PowerPoint. Competency in evaluating written reports.
<u>DUTIES</u>	:	Co-ordinate and evaluate the MTEF budgets submissions from provincial Departments and Public Entities during the planning phase and final stages of the MTEF budgets. Analyze departmental and public entities budgets and advise the Manager accordingly in view of ensuring firm linkages between budgeting, planning and service delivery. Assist the manager with analysis and advising on the proprietary of budget allocations to departments and public entities over the MTEF and on Mid-year budget adjustments and attend to budgetary queries raised. Compile a budget and expenditure performance reports of provincial departments and public entities. Contribute to National and Provincial Treasury information for publication: by verifying numbers in the Estimates of Provincial Revenue Expenditure and other provincial treasury's publications, assist with formatting documents (tables), presentations including charts for analysis. Engage with Departments and Public Entities on the budget and expenditure deviations versus performance and service delivery targets. Evaluate and investigate expenditure trends on monthly basis and engage departments in bilateral on such expenditure reports. Monitor and assess that the budgets captured on the financial systems reconciles with the approved Estimates and/or Adjustments Estimates of Provincial Revenue and Expenditure. Monitor, evaluate and report on budget virements and budget shifts based on departmental submissions and advise accordingly. Attend and participate actively in various national/ departmental/ provincial/ sectoral meetings pertaining to budget and expenditure performance data. Perform generic management and administrative functions.
<u>ENQUIRIES</u>	:	Ms. B. Moalosi Tel: (018) 388 3999
<u>POST 42/231</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL ASSETS & LIABILITY MANAGEMENT REF NO: NWFIN/2021/33</u> Programme: Sustainable Resource Management Sub Programme: Municipal Finance Directorate: Ngaka Modiri Molema District Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382,245 – R450,255 per annum (Level 9)
	:	Mmabatho
	:	As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Accounting/Budget or equivalent NQF 6 qualifications. A Bachelor's Degree in Finance/ Economics/ Accounting will be an added advantage. A minimum of four (4) years relevant experience in Municipal Assets and liability / budget of which two (2) years must be at supervisor level. Valid driver's licence. Skills/ Competencies: Appropriate knowledge and experience in financial management in Local Government Sector, Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Intergovernmental Relations Act (IGR), Municipal Budget Reporting Regulations (MBRR and Treasury Regulations. Advanced Excel and PowerPoint presentation skills. Provision of credible research, analytical skills, problem solving skills and report writing. Good communication and Interpersonal skills. Ability to work independently and in a team. Ability to work under pressure. Sound and in-depth Knowledge of relevant prescripts. Ability to interpret and apply policies. Analytical and innovative thinking. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Local government.
<u>DUTIES</u>	:	Review, monitor and evaluation of municipal asset management policies and procedures. Reporting on compliance with relevant legislation, asset management guidelines, framework, and accounting standards. Analyse and report on the appropriateness and effectiveness of the asset management registers and systems. Review of the asset register prior to submission for audit to ensure compliance with legislation and accounting standards. Monitor the preparation of the Asset section of the audit working paper file. Promote, Review and Report on the effective utilisation of relevant asset management assessment tools (e.g., Financial Management Capability Maturity Model and Financial Indicators and Norms) to improve associated controls and assist in the development of remedial action plans. Promote and review the alignment of the budget to the municipal and provincial strategies. Review and Report on

the progress of expenditure (capital and maintenance) against budget. Provide support and guidance on the overall process of developing, implementing, and coordinating of the asset management activities in line with the strategy/framework, guidelines, and initiatives of municipalities. Assess and identify asset management capacity gaps and support associated training/development initiatives. Analyse and review audit reports and management letters to identify asset management support strategies and assist in the development and implementation of audit action plans to resolve asset management findings. Plan and support the Provincial & National initiatives on Asset Management. Provide inputs into and advice on other reports related to asset management. Facilitate and participate in internal and external stakeholders' meetings regarding asset management matters. Assess and monitor the implementation of revenue enhancement strategies at municipalities. Provide support to municipalities on interpretation of revenue related budget reforms and ensure that municipalities realistically budget for all revenue sources accordingly. Monitor the preparation and review of revenue reports by municipalities. Monitor the municipality's assessment of the indigent management processes in line with adopted municipal policies.

ENQUIRIES

: Ms. M Ledingoane Tel: (018) 388 4442

POST 42/232

: **ASSISTANT DIRECTOR: MUNICIPAL BUDGET MANAGEMENT REF NO: NWFIN/2021/34 (2 POSTS)**

Programme: Sustainable Resource Management

Sub Programme: Municipal Finance

Directorate: Ngaka Modiri Molema District Management

SALARY CENTRE REQUIREMENTS

: R382,245 – R450,255 per annum (Level 9)

: Mmabatho

: As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Accounting / Budget or equivalent NQF 6 qualifications. A Bachelor's Degree in Finance/ Economics/ Accounting will be an added advantage. A minimum of four (4) years relevant experience in the municipal budget environment of which two (2) years must be at supervisor level. Valid driver's licence. Skills/ Competencies Ability to travel and working extended hours. Appropriate knowledge and experience in financial management in local Government Sector, Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Intergovernmental Relations Act (IGR), Municipal Budget Reporting Regulations (MBRR and Treasury Regulations. Advanced Excel and PowerPoint presentation skills. Provision of credible research. Analytical skills, problem solving skills and report writing. Good communication and Interpersonal skills. Ability to work independently and in a team. Ability to work under pressure. Sound and in-depth Knowledge of relevant prescripts. Ability to interpret and apply policies. Analytical and innovative thinking. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Local Government

DUTIES

: Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process). Coordinate the Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice/written comments to the municipality. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Provide assistance in the budget verification process to validate budgets on the NT database. Provide assistance in monitor the submission and publication (municipal website) of municipalities' budget and other relevant documents. Provide assistance to monitor and ensure the submission MFMA returns to National Treasury (report from NT confirming the receipt of all returns). Provide assistance in the analysis of the monthly outcome of municipalities 'budgets and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Provide assistance in the analysis the quarterly outcome of municipalities' budgets and

financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Assistance in the monitoring of grants spending of designated municipalities and submit report to the relevant supervisor. Provide assistance in the preparation of ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. Coordinate reports on non-compliance with relevant legislations, regulations, and other initiatives by designated municipalities to the relevant supervisor. Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/report to the relevant supervisor on steps taken by the municipality to address non-compliance.

ENQUIRIES

: Ms. M Ledingoane Tel No: (018) 388 4442

POST 42/233

: **ASSISTANT DIRECTOR: MUNICIPAL SCM REF NO: NWFIN/2021/35**
 Programme: Sustainable Resource Management
 Sub Programme: Municipal Finance
 Directorate: Ngaka Modiri Molema District Management

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 – R450 255per annum (Level 09)
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in Finance/
 Economics/ Accounting / Budget or equivalent NQF 6 qualifications. A
 Bachelor's Degree in Finance/ Economics/ Accounting will be an added
 advantage. A minimum of four (4) years relevant experience in the municipal
 supply chain/ budget environment of which two (2) years must be at supervisor
 level. Valid driver's licence. Skills/ Competencies: Ability to travel and working
 extended hours. Appropriate knowledge and experience in financial
 management in local Government Sector, Municipal Finance Management Act
 (MFMA), Division of Revenue Act (DoRA), Intergovernmental Relations Act
 (IGR), Municipal Budget Reporting Regulations (MBRR and Treasury
 Regulations. Advanced Excel and PowerPoint presentation skills. Provision of
 credible research. Analytical skills, problem solving skills and report writing.
 Good communication and Interpersonal skills. Ability to work independently
 and in a team. Ability to work under pressure. Sound and in-depth Knowledge
 of relevant prescripts. Ability to interpret and apply policies. Analytical and
 innovative thinking. Application of resources as well as understanding of
 relevant legislative framework and variety of work changes and procedures
 governing Local government.

DUTIES

: Provide support on the review Municipal Supply Chain Management policies &
 report on compliance to regulations. Assist to ensure compliance with the,
 MFMA and all related SCM frameworks by municipalities. Provide support the
 monitoring and evaluation of supply management processes and report on
 compliance with the supply chain management guidelines, framework, and
 accounting standards. Provide support and advice on supply chain
 management processes, policies, and compliance to regulations. Evaluate,
 assess, review & Report on Contract Management; Long & Short-Term
 Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations;
 Variations and Contract Extensions. Provide support, review, assess and
 Monitor SCM Procurement plans. Monitor; assess and Report on functionality
 and quality SCM systems and Processes. Review, assess and provide advice
 and guidance on the Structuring and functionality of SCM committees. Provide
 support the implement Supply chain management reforms in all the delegated
 municipalities and assist to play an oversight role in local government. Set
 complimentary standards within the parameters as set by National/ Provincial
 Treasury and the relevant SCM frameworks. Monitor and report on municipal
 policy outcomes. Access and identify capacity gaps, provide technical
 assistance, and support training initiatives with regard to SCM in all delegated
 municipalities. Provide advice on improving the supply chain management
 function within municipalities. Monitor & report on recommendations & remedial
 actions to improve supply chain management. Provide inputs and advice into
 other reports related to supply chain management. Support the implementation
 and maintenance of all transversal SCM policies and procedure manuals in all
 Municipalities. Participate in the development of all transversal SCM policies,
 procedure manuals and guideline. Provide advice and guidance on the
 Structuring and functionality of SCM committees. Provide advice on improving

		the supply chain management function within municipalities. Provide inputs and advice into other reports related to supply chain management.
<u>ENQUIRIES</u>	:	Ms. M Ledingoane Tel No: (018) 388 4442
<u>POST 42/234</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: NWFIN/2021/41</u>
		Programme: Administration
		Sub Programme: Financial Management Services
		Directorate: Supply Chain Management
		Sub-Directorate: Logistics Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09)
	:	Mmabatho
	:	As a minimum a National Diploma or Advance Certificate in Financial Management/Logistic Management/ SCM or equivalent NQF 6 qualifications. A minimum of four (4) years relevant experience in the supply chain management environment of which two (2) years must be at supervisor level. Valid driver's licence. Skills/ Competencies: Knowledge of government procurement systems, Public Finance Management Act (PFMA), Treasury Regulations, Central Supplier Data base, Public Service Regulations. Leadership Skills. Interpersonal skills. Problem solving and report writing skills. Ability to interpret and apply policies. Analytical and innovative thinking. Computer literacy (Ms Word Excel and PowerPoint). Adaptability during changes to meet the goals. Planning and time management. Ability to work under pressure. Ability to work independently and within a team. Leadership and conflict management skills.
<u>DUTIES</u>	:	Facilitate the process of requisitions by developing procedure manual for processing the requisition. Monitor the processing of requisitions. Ensure safe keeping of payment requisitions files. Coordinate creditors Reconciliation. Open order management. Manage Cellphone contracts. Facilitate the issuing of purchase orders. Monitor Petty Cash management. Promote adherence to time frame for processing and generating of purchase orders. Coordinate receiving and dispatch of goods and services as well as invoice capturing. Authorize purchase orders in the Walker System. Ensure that queries from internal and external clients are attended to. Facilitate reporting in logistics management
<u>ENQUIRIES</u>	:	Ms. J Mutla Tel No: (018) 388 2582
<u>POST 42/235</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTING & BANK MANAGEMENT REF NO: NWFIN/2021/40</u>
		Programme: Administration
		Sub Programme: Financial Management Services
		Directorate: Accounting Services
		Sub-Directorate: Financial Accounting and Banking Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09)
	:	Mmabatho
	:	As a minimum a National Diploma or Advance Certificate in Finance / Accounting or equivalent NQF 6 qualifications. A minimum of four (4) years relevant experience in the accounting environment of which two (2) years must be at supervisor level. Valid driver's licence. Skills/ Competencies: Knowledge of government systems (BAS, Walker, Persal) would be an advantage. Extensive knowledge of Public Sector Reporting Framework for the preparation of financial statements, financial controls, Public Sector Financial Prescripts, Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy in Word, Excel, and PowerPoint. Sound analytical and problem-solving skills. Excellent interpersonal skills and customer relations. Creative and Innovative Thinking. Ability to work independently and in a team. Ability to work under pressure and with precision.
<u>DUTIES</u>	:	Co-ordinate the compilation of the interim and annual financial statement with supporting files in line with the reporting frameworks and practice notes and submit to the supervisor for review. Complete secondary information sections of the AFS. Co-ordinate the compliance with the month-end and year –end minimum closure requirements as outlined by practice note and other prescripts. Facilitate the rendering of financial Accounting Services relating to Debtors, Creditors, and system. Perform daily financial accounting system operational functions. Support the supervisor with liaison and clearing of all

queries with the departmental banker and departmental clientele on a regular basis. Provide support to clear all queries raised during audits. Support the supervisor with handling financial accounting and financial statement queries. Assist with the development of policies in relation to financial accounting and banking management.

ENQUIRIES : Ms. R Letsogo Tel No: (018) 388 3247

POST 42/236 : **ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT REF NO: NWFIN/2021/44**

Programme: Administration
Sub Programme: Management Support Services
Sub-Directorate: Enterprise Risk and Integrity Management
Section: Integrity Management

SALARY : R382 245 – R450 255per annum (Level 09)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Finance/ Accounting/ Internal Audit/ Risk Management or equivalent NQF 6 qualifications. A minimum of four (4) years relevant experience of which two must be in the integrity management environment. Two (2) years must be at supervisor level. Certification as an ethics officer will be an added advantage. Valid driver's licence. Skills/ Competencies: Conversant with the Public Service Act and Public Service Regulations. Conversant with the Public Administration Management Act. Conversant with the Protected Disclosure Act and Regulations Relating to Protected Disclosures. Conversant with Directives on Remunerative Work Outside the Public Service, Financial Disclosure and Conducting Business with an Organ of State. Familiar with the Public Finance Management Act, Treasury Regulations and Public Sector Risk Management Framework. Excellent interpersonal skills and customer relations. Good coordination and facilitation skills. A firm determination to behave ethically. Analytical skills. Report writing skills.

DUTIES : Process application to conduct other remunerative work as prescribed. Manage declaration of gifts. Support designated officials on financial disclosure, conduct verification and prepare verification reports. Arrange and facilitate awareness workshops on the public sector code of conduct, gifts, financial disclosure and conducting business with an organ of state. Perform administrator functions on the financial disclosure system. Coordinate the performance of regular ethics risk assessments. Prepare routine reports on state of ethics in the Department. Perform secretariat services to the ethics committee. Advise staff on ethical matters. Oversee the work of Ethics Officers. Perform administrative functions as delegated.

ENQUIRIES : Mr. V Rampou Tel No: (018) 388 3767

POST 42/237 : **BUDGET ANALYST REF NO: NWFIN/2021/32**

Programme: Sustainable Resource Management
Sub Programme: Budget and Public Finance
Directorate: Budget Management

SALARY : R321 543 – R378 765 per annum (Level 08)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualifications. A minimum of 2 – 3 years' relevant experience in budgeting, financial management and reporting. Valid drivers' license. Skills/ Competencies: Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act. Effective oral and writing skills. Analytical skills. Conversant with Vulindlela/ Basic Accounting Systems. Computer Literacy in Microsoft Word, Excel, and PowerPoint. Competency in evaluating written reports.

DUTIES : Evaluate the MTEF budgets submissions from provincial Departments and Public Entities during the planning phase and final stages of the MTEF budgets. Analyze departmental and public entities budgets and provide inputs to the reports on the linkages between budgeting, planning and service delivery. Assess the budget submissions received from provincial departments and public entities over the MTEF and on Mid-year budget adjustments and attend to budgetary queries raised. Compile a budget and expenditure performance reports of provincial departments and public entities. Verifying the

accuracy of numbers in the Estimates of Provincial Revenue Expenditure and other provincial treasury's publications. Assist with formatting documents (tables), presentations including charts for analysis on budgets and expenditure. Engage with Departments and Public Entities on the budget and expenditure deviations versus performance and service delivery targets. Monitor that the budgets captured on the financial systems reconciles with the approved Estimates and/or Adjustments Estimates of Provincial Revenue and Expenditure. Monitor and report on budget virements and budget shifts based on departmental submissions and advise accordingly. Attend and participate actively in various national/ departmental/ provincial/ sectoral meetings pertaining to budget and expenditure performance data. Perform generic administrative functions.

ENQUIRIES : Mr. N. Sidumo Tel No: (018) 388 2227

POST 42/238 : **SENIOR HRD PRACTITIONER REF NO: NWFIN/2021/36**

Programme: Administration
Sub Programme: Corporate Services
Directorate: HRM & D
Sub-Directorate: Human Resource Development

SALARY : R321 543 – R378 765 per annum (Level 08)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Human Resource Development/ Human Resource Management or equivalent NQF 6 qualifications. A minimum of 2 – 3 years' relevant experience in the Human Resource Development/ Training environment. Experience in the implementation and management of ABET, Learnerships, Internships and Career guidance is essential. Valid drivers' license. Skills/ Competencies: Sound knowledge of skills development and Public Service Legislations and Frame works. Computer skills (MS Word, Excel, PowerPoint) and proven skills in data analysis and report writing. Good communication skills (verbal and written), Presentation Skills. Training Coordination. Ability to work independently and in a team. Ability to interpret directives and work under pressure.

DUTIES : Identify and determine training needs. Manage the implementation of Workplace Skills Plan. Coordinate the online training /development courses and/or meetings/webinars. Coordinate Departmental training programmes inclusive of Learnerships and Internships. Conduct workshops, Departmental Induction and orientation programmes. Implement and facilitate Compulsory Induction Programme to new entrants into the Public Service. Handle internal and external enquiries related to skills development.

ENQUIRIES : Mr. A Kgabo Tel No: (018) 388 3960

POST 42/239 : **SENIOR MANAGEMENT ACCOUNTANT REF NO: NWFIN/2021/43**

Programme: Administration
Sub Programme: Financial Management Services
Sub-Directorate: Management Accounting

SALARY : R321 543 – R378 765 per annum (Level 08)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Cost and Management Accounting /Financial Management/ Accounting or equivalent NQF 6 qualifications. A minimum of 2 – 3 years' relevant experience in a financial management environment. Valid drivers' license. Skills/ Competencies: Sound analytical thinking and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Team Orientated. Sound Report writing. Compliance with deadlines. Extensive knowledge of Budget Processes, Budget Management, Revenue management, Expenditure Management, Financial prescripts, Public Finance Management Act (PFMA), Treasury regulations. Computer literacy – Word and Excel important. In-debt knowledge of Government systems (BAS, Walker, Vulindlela) will be an added advantage. Ability to work independently and under pressure.

DUTIES : Consolidate and prepare financial supporting information for completion of the budgeting process (MTEF). Coordinate the process of monitoring of cashflow, revenue and expenditure (departmental spending) and report on budget deviations (variances) to the supervisor on a regular basis. Facilitate the

process of budget shifts and virements and prepare requests to submit to the Manager. Facilitate the process of the loading of Departmental budget (MTEF), adjustment budget estimates (AEPRE) and budget shifts/ virements in the BAS System. Monitor any under/ overspending related to expenditure and report to the Manager on a regular basis. Compile and verify the accuracy of In-Year-Monitoring (IYM) reports monthly and quarterly and submit to the Manager for checking. Assist in participation in the development of policies in relation with budgeting. Supervise and assess performance of sub-ordinates.

ENQUIRIES : Ms. A Makgopa Tel No: (018) 388 1066

POST 42/240 : **ETHICS OFFICER REF NO: NWFIN/2021/45**
 Programme: Administration
 Sub Programme: Management Support Services
 Sub-Directorate: Enterprise Risk and Integrity Management
 Section: Integrity Management

SALARY CENTRE REQUIREMENTS : R321 543 – R378 765 per annum (Level 08)
 : Mmabatho
 : As a minimum a National Diploma or Advanced Certificate in Finance/ Accounting/ Internal Audit/ Risk Management or equivalent NQF 6 qualifications. A minimum of 2 – 3 years' relevant experience in an integrity environment. Certification as an ethics officer will be an added advantage. Valid drivers' license. Skills/ Competencies: Conversant with the Public Service Act and Public Service Regulations. Conversant with the Public Administration Management Act. Conversant with the Protected Disclosure Act and Regulations Relating to Protected Disclosures. Conversant with Directives on Remunerative Work Outside the Public Service, Financial Disclosure and Conducting Business with an Organ of State. Excellent interpersonal skills and customer relations. Good coordination and facilitation skills. A firm determination to behave ethically.

DUTIES : Process application to conduct other remunerative work as prescribed. Manage declaration of gifts. Support designated officials on financial disclosure, conduct verification and prepare verification reports. Arrange and facilitate awareness workshops on the public sector code of conduct, gifts, financial disclosure and conducting business with an organ of state. Perform administrator functions on the financial disclosure system. Assist in the provision of administrative support services to the ethics committee. Advise staff on ethical matters. Perform administrative functions as delegated.

ENQUIRIES : Mr. V Rampou Tel No: (018) 388 3767

POST 42/241 : **PRINCIPAL PERSONNEL OFFICER REF NO: NWFIN/2021/37**
 Programme: Administration
 Sub Programme: Corporate Services
 Directorate: HRM & D
 Sub-Directorate: Human Resource Administration and Practices

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07)
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in Human Resource Development/ Human Resource Management or equivalent NQF 6 qualifications. A minimum of one (1) year's relevant experience in the Human Resource Management environment, especially Conditions of Service. Persal Training in Introduction and Personnel Administration is compulsory. Valid drivers' license. Skills/ Competencies Knowledge of Public Service Prescripts e.g Public Service Act and Regulations. Knowledge of applicable policies and procedures (Pension Act and rules, E-Channel, Persal, DPSA Directives and PSCBC Resolutions). Good verbal and written communication skills. Planning and organising skills. Computer literacy. Ability to work under pressure. Ability to work as part of a team. Good interpersonal relations.

DUTIES : Implement leave of absence, including PILIR. Implement pension, service benefits and allowances. Implement termination of service. Implement remunerative matters such as salary adjustments and PMDS outcomes. Implement confirmation of probation. Address human resource queries.

ENQUIRIES : Ms. N Noe Tel No: (018) 388 3484

<u>POST 42/242</u>	:	<u>ASSET MANAGEMENT OFFICER REF NO: NWFIN/2021/38</u> Programme: Administration Sub Programme: Financial Management Services Directorate: Supply Chain Management Sub-Directorate: Asset Management
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate in Commerce/ Financial Management or equivalent NQF 6 qualifications. A minimum of one (1) year's relevant experience in an asset management environment. Valid drivers' license. Skills/ Competencies: Knowledge of transversal systems (BAS, Logis, Walker, Persal). Knowledge in Government legislation (policies, prescripts, and practices). Good communication skills. Problem solving skills. Ability to interpret and apply policies. Project management. Computer literacy. Report writing skills.
<u>DUTIES</u>	:	Implement activities that ensures proper maintenance of an accurate asset register. Implement and control the movement of assets. Implement the process of physical asset verification plan. Implement the recording of the theft/loss of movable assets.
<u>ENQUIRIES</u>	:	Ms. P. Seetelo Tel No: (018) 388 5141
<u>POST 42/243</u>	:	<u>SCM OFFICER REF NO: NWFIN/2021/39</u> Programme: Administration Sub Programme: Financial Management Services Directorate: Supply Chain Management Sub-Directorate: Logistics Management
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate in Accounting/ Auditing/ Financial Management or equivalent NQF 6 qualifications. A minimum of one (1) year's relevant experience in a supply chain management environment. Valid drivers' license. Skills/ Competencies: Knowledge of government procurement systems, Public Finance Management Act (PFMA), Treasury Regulations, Central Supplier Data base. Public Service Regulations. Computer literacy (Ms Word Excel and PowerPoint). Good Communication and Interpersonal skills. Problem solving and report writing skills. Ability to interpret and apply policies. Analytical and innovative thinking. Adaptability during changes to meet the goals. Planning and time management. Must have the ability to work under pressure.
<u>DUTIES</u>	:	Pre-auditing of payment vouchers which includes computation of invoices, quotations and all other documents forming part of a payment voucher. Checking compliance of documents. Maintenance of specimen file and safe custody of vouchers. Writing of Monthly reports. Keep proper record of all incoming and outgoing payment vouchers. Submission of complaint payment vouchers to the managers for approval. Provide inputs in the updating of a checklist. Keep Record of queries on a register and make follow ups on unresolved ones. Attend to queries from internal and external clients
<u>ENQUIRIES</u>	:	Ms. N Makgotlho Tel No: (018) 388 2581
<u>POST 42/244</u>	:	<u>MANAGEMENT ACCOUNTANT REF NO: NWFIN/2021/42 (X2 POSTS)</u> Programme: Administration Sub Programme: Financial Management Services Sub-Directorate: Management Accounting
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate in Cost and Management Accounting /Budget Management or equivalent NQF 6 qualifications. A minimum of one (1) year's relevant experience in a financial management environment. Valid drivers' license. Skills/Competencies: Sound analytical thinking and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Team Orientated. Sound Report writing. Compliance with deadlines. Sound and in-depth knowledge of Budget Processes, Budget Management, Revenue management, Expenditure Management, Financial prescripts, Public Finance Management Act (PFMA),

Treasury regulations. Computer literacy – Word and Excel important. Knowledge of Government systems (BAS, Walker, Vulindlela) will be an added advantage. Ability to work under pressure.

DUTIES

: Collate the necessary financial supporting information for Departmental planning purposes. Assist the Supervisor with the monitoring of cashflow, revenue and expenditure (departmental spending) and report on budget deviations (variances) to the supervisor on a regular basis. To establish whether there is a need for budget shifts/ virements and prepare requests to submit to supervisor for checking. Capture the Departmental budget (MTEF), adjustment budget estimates (AEPRE) and budget shifts/ virements in the BAS System. Assist in monitoring any under/ overspending related to expenditure and report to the supervisor on a regular basis. Compile the monthly/ quarterly expenditure and revenue reports plus In-Year monitoring (IYM) reports and submit to the supervisor for review. Prepare sound Departmental cashflow management.

ENQUIRIES

: Ms. A Makgopa Tel No: (018) 388 1066