

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY**

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley, 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 24 February 2023
- NOTE** : Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and a detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts.

OTHER POSTS

- POST 05/362** : **ASSISTANT DIRECTOR: EMPLOYEE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM REF NO: NCPT/2023/01**
- SALARY** : R393 711 – R463 764 per annum (Level 09)
- CENTRE** : Kimberley
- REQUIREMENTS** : Diploma/Degree: (NQF6/7) in Human Resource Management/Public Management or equivalent qualifications. 2 – 3 year's relevant experience in the Employee Performance Management environment. A valid driver's license. Skills & Knowledge: Knowledge of Service Regulation Framework, DPSA directives, Policies, Provincial Performance Management Policy. Ability to communicate at both higher and lower level, report writing, conflict management, problem solving and decision making, organizing, planning, team work, interpersonal relations, training, computer literacy, interpret directives and policy.
- DUTIES** : Monitor the Performance Management system within the department: Verify data and consolidate statistics of performance documents, Capture to report on performance management compliance, Capture SMS EPMDs documents on Excel database and PERSAL, Submit and report compliance statistics, Compile and distribute year planner and send bi – annual review reminders.

Coordinate Secretarial services to the Moderation Committee, Intermediate review committee (IRC) and Appeals Panel For SL 1 – 12: Co-ordinate logistics for SL 1 – 12 Moderation Committee, IRC and Appeals Panel, Analyse, consolidate and quality assure the minutes and reports of the Committee sittings, Compile schedule of bonuses and pay progression, compile SL 1 – 12 submission, Quality assure performance outcome Letters, Assist and support with the logistics for SMS Moderation, Type SMS Performance outcome Letters, SMS Files closed and submitted to registry. Co-ordinate the support services to be rendered to staff on Performance Management matters: Attend to performance management related enquiries (calls, emails or walk-in) and escalate to higher when necessary, assist with technical advice, Assist in the facilitation of performance management workshops. Manage the resources within the unit: Monitor performance of staff, leave management, Mentoring and Coaching, Circulate latest development of Performance Management matters.

ENQUIRIES : Mr. KSN Melakeco Tel No: (053) 830 8262

POST 05/363 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: NCPT/2022/02 (X4 POSTS)**

SALARY : R393 711 – R463 764 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : National Diploma / B-Tech / B. Com Degree (NQF: 6/7) in Accounting / Auditing / Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 2-3 years' full time experience in an auditing environment. A valid driver's license. Skills & knowledge: Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, management principles and preferred business practices. Experience in government auditing or accounting, and in supervising and conducting audits in Information Systems and other areas pertinent to the industry. Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulations and laws. Skill in conducting quality control reviews of audit work products. Skills in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Skill in negotiating issues and resolving problems. Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses. Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment, innovative and creative, accuracy and discipline.

DUTIES : Annual and Quarterly Planning of Audit Assignments: Provide inputs to the Annual Audit Plan. Provide inputs to the project plan and allocation of audit assignment. Provide inputs into the quarterly progress report. Publish Plan. Supervise Planning and Execution of audit assignments: Provide input into the audit engagement scope, audit objectives and timeframes. Research on audit to be performed and relevant legislations/Acts/Policies and Procedures. Perform and/or review data analytics. Develop the audit program and plan the audit sampling method. Review the Preliminary Survey Checklist, System Description, and DPM. Review the record of work done on the audit program. Review and sign off teammate working papers. Provide frequent supervision or coaching to the Auditors and minimal supervision to seniors throughout the audit assignment. Reporting Audit Results: Review the Exception (Combined Issue) Report. Discuss of the reviewed Exception (Combined Issue) Report with client to source management comments. Assist in the discussion of the Draft Final Audit Report. Address and sign off coaching notes. Ensure audits are valuable to the departments. Verification of the audit pack as per Audit Committee request. Administration: Review and approve timesheets on teammate. Assess performance of the Auditors/Seniors quarterly (informally), bi-annually (formally) and annually. Maintenance of discipline. Manage leave of auditors and seniors. Attend Audit Committee meetings on request by management.

ENQUIRIES : Mr. J van Tonder Tel No: 082 719 1666