

**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** : 19 June 2023 at 15H30
- NOTE** : Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za. Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. 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. Emailed applications will not be 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. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification 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 (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

MANAGEMENT ECHELON

- POST 19/187** : **DIRECTOR: TRANSPORT TERMINALS REF NO: 04/2023/24**
Chief Directorate: Transport Operations
- SALARY** : R1 162 200 per annum, (remuneration package). 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.
<u>CENTRE REQUIREMENTS</u>	:	Mahikeng Grade 12 certificate plus a recognised NQF 7 Qualification in Transport Economics /Economics/Aviation Management/ Transport Logistics. Five (5) years of experience at middle senior managerial level in Transport Fraternity. Valid Drivers' License. Knowledge: Knowledge and interpretation of National Transport Policy; National Civil Aviation Policy; National Airport Development Plan; ICAO Annexes; North West Airport Master Plan; National Transport Master Plan; National Freight Logistics Strategy; Civil Aviation Legislation; PFMA; Human Resource Practices; Labour Relation Practices. Skills: Strategic capacity and leadership. Programme and project management. Financial management and service delivery innovation. Written and verbal communication skills at a high level (report writing, presentation, etc.). Planning and organising. Computer Literacy. Problem-solving. Negotiation. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion.
<u>DUTIES</u>	:	Oversee the implementation of the National Civil Aviation Policies, National Airlift Strategy, National Transport Master Plan, National Transport Policy, National Airport Development Plan, and National Freight Logistics Strategy. Ensure compliance to the South African Civil Aviation Authority and the International Civil Aviation Organisation prescripts in the Provincial airports. Coordinate the development and updates of the Provincial Freight Data Bank Corridor Development Promotion of the use of other modes of transport such as Rail transport. Implementation of the North West Airport Masters plan and other related strategies. Provide strategic Leadership.
<u>ENQUIRIES</u>	:	Ms M. Dayel Tel No: (018) 200 8027
<u>POST 19/188</u>	:	<u>DIRECTOR: COMMUNICATION SERVICES REF NO: 05/2023/24</u> Chief Directorate: Corporate Services
<u>SALARY</u>	:	R1 162 200 per annum, (remuneration package). 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.
<u>CENTRE REQUIREMENTS</u>	:	Mahikeng Grade 12 certificate plus a recognised NQF 7 Qualification in Communications/Public Relations/Journalism/Marketing or any related. Five (5) years of experience at Middle Management at Communication environment. Valid Drivers' License. Knowledge: Knowledge of Government Communications Regulatory Frameworks. Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Services Act, Public Services Regulations and frameworks. Ability to Conceptualise policy and apply it successfully. Skills: High level of written and verbal communication with ability to make presentations. Services delivery innovative and management skills. Leadership and administrative skills. High level of proficiency in financial management as well as ability to hold himself/herself accountable. Proven. Computer literacy. Ability to interact professionally and effectively with diverse Stakeholders. Analytic skill and problem solving skills. Have the ability to generate new idea and improve where circumstances require. Problem solving and decision making. Personal Attributes: A creative, Assertive and confident approach. Ample initiative and an independent work ethic, self –motivated and reliable. Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion.
<u>DUTIES</u>	:	Manage, develop and maintain the communications strategy. Develop communication policy and plan of the Department and ensure their effective monitoring and implementation. Ensure effective and integrated coordination of all marketing, branding, media liaison events and promotions in line with Departmental strategies. Contribute to coordinated Government

communication. Participate in the Provincial Communicator's Forum, cluster communication work and other forums aimed at collective planning of Government Communication Programmes. Facilitate regular and direct interaction between the MEC/Department, citizens or stakeholders served by the Department. Manage the production and distribution of publications and other information materials and ensure these reach the targeted audiences. Articulate the policy and strategic positions and programmes of the Department in the media and other communication platforms. Evaluate and monitor implementation of communication policies, strategies and programmes. Effectively manage the programmes financial and human resources.
Dr N. Dikobe Tel No: (018) 200 8022

ENQUIRIES

POST 19/189

DIRECTOR-DISTRICT OPERATIONS REF NO: 06/2023/24 (X2 POSTS)
Chief Directorate: District Coordination and Government Fleet

SALARY

R1 162 200 per annum, (remuneration package). 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

Ngaka Modiri Molema (Mahikeng)
Dr Ruth Segomotsi Mompoti (Vryburg)

REQUIREMENTS

Grade 12 certificate plus a recognised NQF 7 Qualification in Public Administration/Administration Management or related qualification. Five (5) years of experience at middle senior managerial level in Administration. Valid Drivers' License. Knowledge: Knowledge of Government Communications Regulatory Frameworks. Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Services Act, Public Services Regulations and frameworks. Ability to Conceptualise policy and apply it successfully. Skills: Strategic capacity and leadership. Programme and project management. Financial management and service delivery innovation. Written and verbal communication skills at a high level (report writing, presentation, etc.). Planning and organising. Computer Literacy. Problem-solving. Negotiation. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. Personal Attributes: A creative, Assertive and confident approach. Ample initiative and an independent work ethic, self –motivated and reliable. Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion.

DUTIES

Oversee the District by monitoring law and order for all modes of transport through law enforcement services. Oversee monitoring and oversight of Police Services. Ensure implementation of partnerships strategy to mobilize role players and stakeholders to strengthen service delivery by Police Service. Ensure implementation of Road Safety within the District. Ensure the provision of Government fleet Services. Managing the provision of Transport Operations. Ensure management and controlling operator licenses and permits. Managing the provision of Corporate Management Services within the District. Facilitation of District development model for the Department. Provide strategic Leadership. Manage key areas of personnel.

ENQUIRIES

Dr N. Dikobe Tel No: (018) 200 8022

OTHER POSTS

POST 19/190

DEPUTY DIRECTOR: CRIME PREVENTION PARTNERSHIPS REF NO: 07/2023/24 (X3 POSTS)
Chief Directorate: Provincial Secretariat for Police Service
Directorate: Crime Prevention Partnerships

SALARY

R958 824 per annum, remuneration package. 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.
<u>CENTRE</u>	:	Ngaka Modiri Molema Dr Ruth Segomotsi Mompoti Dr Kenneth Kaunda Districts
<u>REQUIREMENTS</u>	:	Grade (12) certificate or equivalent plus three (3) year National Diploma/ Degree in Social Sciences/ Community Development or any related equivalent qualification. Five (5) to Ten (10) years' relevant work experience within safety and security environment of which three (3) years must be at Junior Management (Assistant Director Level) level. Valid Code EB (08) Driver's License. Knowledge: Knowledge and Understanding of the National Crime Prevention Strategy, Knowledge of the SAPS Act, Knowledge of the Civilian Secretariat Act, Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Knowledge of Safety Management. Public Service Code of Conduct. Skills: Community Mobilisation. Coordination and facilitation. Negotiation and resource mobilization. Interpersonal and Report writing. Programme and project management skills. Client orientation and customer focus. Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good presentation skills. Good verbal and written communication. Computer literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making. Conflict management skills.
<u>DUTIES</u>	:	Enhance the quality and accessibility of safety programmes. Encourage dialogues on safety and crime prevention. Initiate and coordinate crime prevention programmes. Coordinate the development, implementation and review of Provincial Crime Prevention Strategies. Promote community Police relations. Enhance community safety Structures. Establish and promote public –private partnerships. Promote community participation in crime prevention initiatives. Coordinate the development and evaluation of safety models. Manage key performance responsibilities of the managed.
<u>ENQUIRIES</u>	:	Ms. KF Nchoe Tel No: (018) 200 8096/8097
<u>POST 19/191</u>	:	<u>DEPUTY DIRECTOR: POLICY AND RESEARCH REF NO:08/2023/24</u> Directorate: Provincial Secretariat for Police Service
<u>SALARY</u>	:	R958 824 per annum, remuneration package. 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.
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. A recognized appropriate Degree in the Policy and Research fields, and or a Degree in Sociology/Human Developmental Studies/Political Science/Law. Five (5) to Ten (10) years of experience at any work related to Community Development, stake holder coordination, and policy and Research environment as a Researcher or Policy Developer. Three (3) years must be at Junior Management (Assistant Director Level). Valid Code EB (08) Driver's License. Knowledge: Government Legislation, project management, policy Development processes, Research Methodologies, community-level sustainable Development Research and Policy. Monitoring, Evaluation and Analysis exposure/acquired knowledge will be added advantage. Skills: People management; Research and Report writing, Strategic Leadership Qualities, Communication; Conflict Management, Mediation, Evaluation, Monitoring Strategy Development; Review methodologies, Data Analysis and Data packaging; Graphics and presentations; Computer Simulation as a Research tool; Computer Literacy, Development of data spreadsheets.
<u>DUTIES</u>	:	Develop and Review Frameworks/Strategies/Guidelines on all aspects of Policing, Crime Prevention, Community Development and Stakeholders Coordination. Conduct Analysis of all policy and Legislation relevant to crime Prevention, Monitoring and Oversight in the sector. Direct and supervise all subordinates, Development and Manage the unit budget, Monitor implementation of Resources in the Unit. Analyse crime trends, rate of convictions and crime statistics, provide timeous evidence based strategic research and policy advice and legislative support. Facilitate research on policing matters.

- ENQUIRIES** : Ms MC Maleme Tel No: (018) 200 8030/8031
- POST 19/192** : **DEPUTY DIRECTOR: INFRASTRUCTURE PROJECTS REF NO: 09/2023/24**
Directorate: Transport Regulations
- SALARY** : R811 560 per annum, remuneration package. 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
A grade 12 certificate or equivalent plus three (3) years National Diploma / Bachelor's Degree in Built Environment field or any related equivalent qualification. Five (5) to Ten (10) years of experience at any work related to Project Management. Three (3) years must be at Junior Management (Assistant Director level). Certificate in project management recognized by SACPCMP. Compulsory registration with SACPCMP as a professional Construction Project Manager. Valid driver's license. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Strong Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Project Management Skills. Principles and Methodologies. Project and Professional Judgment. Computer-aided Engineering and Project applications. Project design and analysis knowledge. Project operational communication. Process Knowledge and Skills. Maintenance Skills and Knowledge. Mobile equipment operating Skills. Legal and Operational Skill. Legal and Operational Compliance. Research and Development. Creating High Performance Culture. Technical Consulting.
- DUTIES** : Overseer and manage inputs to the design of all departmental infrastructure project. Manage new infrastructure capital projects planning and implementation. Working with the project stakeholders to successfully implement and complete the project. Monitor planned maintenance projects. Setting norms and standards regarding Project Management Services. Controlling of Infrastructure Projects of the Department. Manage financial management of the projects. Assisting project leaders with business case development. Prioritising project in terms of an organisation's overall governance project portfolio processes, Ensuring the links to departmental strategic goals. Manage personnel.
- ENQUIRIES** : Mr Molefi Morule Tel No: (018) 3819104
- POST 19/193** : **ASSISTANT DIRECTOR: CRIME PREVENTION REF NO: 10/2023/24**
Chief Directorate: Provincial Secretariat for Police Service
Directorate: Crime Prevention Partnerships
- SALARY CENTRE** : R527 298 per annum (Level 10)
Ngaka Modiri Molema Districts (X1 Post)
Dr Ruth Segomotsi Mompati Districts (X2 Posts)
Bojanala Districts (X2 Posts)
- REQUIREMENTS** : Grade (12) certificate or equivalent plus three (3) year National Diploma/ Degree in Social Sciences, Community Development or any related equivalent qualification. Three (3) to Five (5) years' relevant work experience in within Crime Prevention Partnerships or Safety & Security environment of which two (2) years must be at supervisory level. Valid Code EB (08) Driver's License. Knowledge: Knowledge and Understanding of the National Crime Prevention Strategy. Knowledge of the SAPS Act. Knowledge of the Civilian Secretariat Act. Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Knowledge of Safety Management. Public Service Code of Conduct. Skills: Community Mobilisation. Coordination and facilitation. Negotiation and resource mobilization. Interpersonal and Report writing. Programme and project management skills. Client orientation and customer focus. Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good presentation skills. Good verbal and written communication. Computer literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making. Conflict management skills.

- DUTIES** : Mobilise communities against Crime. Establish and promote public –private partnerships. Promote community police relations. Enhance community safety structures within the districts. Enhance the quality and accessibility of safety programmes. Review and implement Provincial Crime Prevention Strategies. Manage key performance responsibilities of the managed.
- ENQUIRIES** : Ms. KF Nchoe Tel No: (018) 200 8096/8097
- POST 19/194** : **ADMIN OFFICER: CRIME PREVENTION REF NO: 11/2023/24**
Chief Directorate: Provincial Secretariat for Police Service
Directorate: Crime Prevention Partnerships
- SALARY CENTRE** : R294 321 per annum (Level 07)
: Dr Segomotsi Mompati District (X1 Post)
: Bojanala District (X1 Post)
: Dr Kenneth Kaunda Districts District (X1 Post)
- REQUIREMENTS** : Grade 12 Certificate or equivalent and three (3) year National Diploma/Degree in Public Administration /Administration or any related equivalent qualification. Valid Code EB (08) Driver`s License. Knowledge: Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Knowledge of Public Service Code of Conduct. Knowledge and understanding of basic procurement processes Skills: Administration. Coordination and facilitation. Negotiation and resource mobilization. Interpersonal and Report writing. Good verbal and written communication. Computer literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Problem solving skills. Conflict management skills.
- DUTIES** : Provide administrative support to the Sub-Directorate. Attend to the Procurement processes for the Sub-Directorate. Manage all allocated resources. Compile minutes and reports. Manage key performance responsibilities of the managed.
- ENQUIRIES** : Ms. KF Nchoe Tel No: (018) 200 8096/8097
- POST 19/195** : **SECRETARY REF NO: 13/2023/24 (X2 POSTS)**
- SALARY CENTRE** : R202 233 per annum (Level 05)
: Dr. Kenneth Kaunda (Klerksdorp)
: Bojanala (Brits)
- REQUIREMENTS** : Grade 12/ Senior Certificate with typing as a subject or any other related training course/qualification that will enable the candidate to perform the work satisfactorily. Zero (0) to one (1) Year relevant experience. Knowledge: Knowledge and experience in executing secretarial duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager. Knowledge of Word, Excel and Power point. Language proficiency (written and verbal). Skills: Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Computer literacy. Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to do research and analyse documents and situations.
- DUTIES** : Provide a secretarial support service to the District. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Clear the Manager`s desk daily. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationery, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes. Provide a reception, communication and coordination service as well as office security service.
- ENQUIRIES** : Dr N. Dikobe Tel No: (018) 200 8022

- POST 19/196** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON X1 AND RISK MANAGEMENT COMMITTEE MEMBER X1 REF NO: 12/2023/24**
 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 Appointments: A suitable and qualified person will be appointed for a period of three (3) Years. Thereafter, the Accounting officer May 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.
- SALARY** : 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.
- CENTRE REQUIREMENTS** : Mahikeng
 : Matric plus a National Diploma or Degree in Accounting/ Risk Management/ Business Management/ Financial Management and any related Qualification such as chartered Accountant/ Master of Business/ 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. 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 regularity framework within which Provincial Department 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 responsibility 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** : M.G Mothibedi Tel No: (018) 200 8001/5

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 as the targeted groups as per our employment equity plan. The Employment Equity Plan of the Department will be considered when filling vacant positions. It is our intention to promote representivity.

- APPLICATIONS** : should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, 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. When you submit through email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Applications should be submitted on time. Applications received after the closing date will not be accepted and considered.
- FOR ATTENTION** : JM Moheta, K Chuma, or N Marengwa
CLOSING DATE : 23 June 2023 at 16h00
NOTE : Applications must quote the relevant reference number and be submitted on the NEW Z83 form, obtainable from any Public Service Department or the DPSA website at <https://www.dpsa.gov.za/newsroom/psvc/> Should an

application be received using the incorrect application for employment (old Z83), it will not be considered. The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, certificates, skills, competencies, and knowledge, specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service). At least two contactable referees should be provided. (Telephone numbers and email addresses must be indicated). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae only. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and training certificates as well as a driver's license where necessary. This must be submitted on or before the day of the interviews. Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by a SAQA evaluation report on the qualification. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). It will be expected of candidates to be available for interviews and assessments on the date and time and at a place as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and Directorships that they may be associated with and declare any business they had or are conducting with an Organ of State. It will be required by employees who fall within the designated groups to do financial disclosures to submit such within three months of their appointment. Failure to comply with the above requirements will result in the disqualification of the application. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only. Requirements For Senior Management Posts (SL13-16): The requirements for appointments at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course, endorsed by DPSA and the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS. The full details can be sourced at 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 at: www.thensg.gov.za. No appointment to an SMS post will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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.

MANAGEMENT ECHELON

POST 19/197 : **DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: NWFIN/2023/31**

Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Financial Accounting Services
Sub Directorate: Planning, Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R1 162 200 – R1 365 411 per annum (Level 13), all-inclusive salary package
: Mmabatho
: As a minimum a Bachelor's Degree or Advanced Diploma in Financial Management/ Accounting or equivalent NQF 7 qualification. Ten (10) years' relevant experience in financial management of which 5 years must be on middle management. Qualification as a CA will be an added advantage. SMS Pre-entry certificate is compulsory. Knowledge of GRAP, PFMA, Treasury Regulations and Guidelines, Knowledge of Government accounting, financial statement standards, financial systems, Organizational and Government structures as well as principles of financial accounting and financial planning, budgeting principles, methodologies. Sound analytical, interpretive, and high-level communication skills. A proven track record of the ability to multi – task, manage change, adhere to deadlines, drive strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills, problem solving. Organization skills, people management, financial management, risk management and systems management.

DUTIES : To ensure the completion of the Annual Financial Statements (AFS) and Interim Financial Statements (IFS), including the financial sections of the Annual Report. To ensure the submission of all Auditor-General and internal audit requests for financial statement information and prepare/ co-ordinate management responses to audit findings as well as monitoring of the Post Audit Action Plan (PAAP system). To review and recommend journals & oversee and sign off all monthly and quarterly financial reconciliations, including revenue and bank reconciliations, ensuring timeous clearance of exceptions and completeness of revenue processing. To oversee month-end & year-end financial accounting system closure procedures and sign off the Trial Balance. To ensure that all payroll transactions are verified and properly approved/ authorized. To ensure the employer's obligations as prescribed by the Receiver of Revenue (SARS) are met. To ensure the timeous and accurate implementation of Salary adjustments and S&T claims and resolve salary related queries. Provide oversight on the management of debts and other asset and liability control accounts. To manage the provisioning of Departmental Financial systems to ensure monthly system closure by due dates. To ensure the implementation and maintenance of Basic Accounting System (BAS) and Telephone Management support and security measures. Provide support and oversight to ensure the banking needs of the Department are met. Provide strategic advice and guidance on accounting, salary and financial system matters to internal clients and Service Providers.

ENQUIRIES : Ms. A Hassim Tel No: (018) 388 2834

POST 19/198 : **DIRECTOR: BUDGET MANAGEMENT REF NO: NWFIN/2023/36**

Programme: Sustainable Resource Management
Sub Programme: Budget Management
Directorate: Budget Management

SALARY CENTRE REQUIREMENTS : R1 162 200 – R1 365 411 per annum (Level 13), all-inclusive salary package
: Mmabatho
: As a minimum a Bachelor's Degree or Advanced Diploma in Commerce/ Public Finance/ Economics or equivalent NQF 7 qualification. Ten (10) years' relevant experience in government budgeting of which 5 years must be on middle management. SMS Pre-entry certificate is compulsory. Valid drivers' license is a necessity. Sound analytical, interpretive, and high-level communication skills. A proven track record of the ability to multi - task and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills,

problem solving. Organization skills, people management, financial management and systems management. Planning, organization, and stakeholder relationship management including the ability to liaise and operate within intergovernmental context. Knowledge of Public Service Act, 1994 as amended and Public Financial Management Act (PFMA). Deep understanding of intergovernmental system and budgeting process in government.

DUTIES : Promote the effective and optimal resource allocation in the provincial administration and public entities through efficient allocation of government priorities. Develop and facilitate the provincial budget process in line with national budgetary processes. Manage the consolidation, preparation and printing of the provincial administration budget (main budget and adjustment budget) for tabling in the Provincial Legislature. Monitor and evaluate the financial and non-financial performance of provincial departments and public entities. Provide strategic advice on budgetary matters to the different stakeholders including the intergovernmental system. Promote and drive budget reforms processes including the capacity building programmes relating to budgetary matters. Manage, co-ordinate and maintain an integrated budget planning process. Provide strategic leadership to internal and external clients including directorates within the division. Provide support and guidance in the implementation of PFMA and Treasury Regulations in all provincial departments and public entities.

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

OTHER POSTS

POST 19/199 : **DEPUTY DIRECTOR HRD REF NO: NWFIN/2023/28**
 Programme: Administration
 Sub-Programme: Corporate Services
 Directorate: Human Resource Management and Development
 Sub Directorate: Human Resource Development

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11), all-inclusive salary package
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in Human Resource Management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a HRD / Training environment of which three (3) years must be on a junior management level. At least 2 years' experience as a Skills Development Facilitator. Experience as a facilitator of CIP (Compulsory Induction Programme) is an advantage. Applicants must have the ability to manage Human Resource Development issues in a changing/ transforming environment. Valid drivers' license is a necessity. Applicants should possess sound and in-depth knowledge of relevant HRD Legislation and prescripts, Ability to work independently and as a team member, good communication skills (verbal and written), Presentation skills, Sound Analytical and Interpretive skills, Policy formulation, People management, Financial Management, Planning, Organization skills as well as sound knowledge of MS Word packages (Excel, Word, and PowerPoint). Planning and organizing; Problem solving and decision making; Team leadership.

DUTIES : Conduct the determination of the Departmental Training needs and skills audit activities. Coordinate the development of the Workplace Skills plan and the implementation thereof. Implement the Developmental Programmes (Internships, Learnerships and AET) in the Department. Oversee the Departmental Bursary programme. Oversee the Departmental Career Guidance programme. Coordinate and/or conduct the Departmental Induction and Orientation programme. Implement and Facilitate the Compulsory Induction Programme (CIP) for new entrants in the Public Service. Develop and/ or review policies aligned to Human Resource Development. Ensure that internal and external queries related to skills development in the Department are timeously handled.

ENQUIRIES : Ms. D Mafulako Tel No: (018) 388 3201

POST 19/200 : **DEPUTY DIRECTOR MACRO ECONOMIC ANALYSIS REF NO: NWFIN/2023/38**
Programme: Sustainable Resource Management
Sub Programme: Economic Analysis
Directorate: Macro-Economic Analysis

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11), all-inclusive salary package
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in Economics or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7/8 will be an added advantage. A minimum of six (6) years relevant experience in an economic analysis environment of which three (3) years must be on a junior management level. A valid driver's license is a necessity. Willingness to travel and work extra hours. Econometric analysis. In depth understanding of the legislative framework that governs the Public Service. Knowledge & application of PFMA. Data analytics and research /econometric modelling (Stata /E-views/ R / SPSS). Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management and Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management. Customer Focus. Communication (verbal & written). Computer Literacy.

DUTIES : Analyze macroeconomic variables and their impact on the provincial economy and their relevance for the province for provincial growth and development. Provide advice on provincial fiscal resource optimization. Recommend alternative provincial economic policy proposals and monitor the impact of fiscal policy objectives on selected economic variables. Provide technical assistance in Data Analytics through the use and application of economic analysis tools. Monitor and support capacity development in economic policy analysis.

ENQUIRIES : Mr. K Gaobepe Tel No: (018) 388 1777

POST 19/201 : **ASSISTANT DIRECTOR: LEARNERSHIP & INTERNSHIP MANAGEMENT REF NO: NWFIN/2023/29**
Programme: Administration
Sub-Programme: Corporate Services
Directorate: Human Resource Management and Development
Sub Directorate: Human Resource Development

SALARY CENTRE REQUIREMENTS : R424 104 - R496 467 per annum (Level 09)
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in Human Resource Management or equivalent NQF 6 qualification. A minimum of four (4) years' experience in HRD Management, of which two (2) years should be on a supervisory level in the HRD environment. Registration with relevant professional bodies, such as the SABPP and being an Assessor/Moderator would be an added advantage. Working knowledge of government policies, prescripts and regulations pertaining to training and development. Extensive knowledge and understanding of applicable legislations and policies in HRD. Project management skills. Policy formulation and interpretation, change and communication skills. Ability to work under pressure. Good administrative and organisation skills including computer literacy.

DUTIES : Coordinate the implementation of internship and learnership programs. Coordinate the appointment of learnership and internship including the compilation of their work plans and completion of assessments. Ensure that mentors are appointed and trained and coordinate meetings for both interns and mentors. Compile and coordinate the rotation schedule for the internship program. Coordinate and monitor contact sessions for the learnership program. Assist and provide support to the learners and mentors. Oversee and coordinate training programmes for interns as offered by stakeholders including relevant SETA's. Ensure the proper keeping of interns and learner records. Ensure that applications for Discretionary Grants are compiled and submitted to the applicable SETA. Compile the monthly and quarterly reports to the relevant stakeholders. Management of the office and subordinates.

ENQUIRIES : Ms. D Mafulako Tel No: (018) 388 3201

POST 19/202 : **ASSISTANT DIRECTOR: HR ADMINISTRATION REF NO: NWFIN/2023/30**
Programme: Administration
Sub-Programme: Corporate Services
Directorate: Human Resource Management and Development
Sub Directorate: HR Administration and Practices

SALARY : R424 104 - R496 467 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Human Resource Management or equivalent NQF 6 qualification. A minimum of four (4) years' experience in a HR Management environment, of which two (2) years should be on a supervisory level in the HR Administration and Practices environment. Registration with relevant professional bodies, such as the SABPP would be an added advantage. The following PERSAL Certificates are compulsory: PERSAL Introduction, Personnel Administration, Leave Management and Establishment Management. Proven, working experience on PERSAL is compulsory. Knowledge of the Public Service Legislations that governs Human Resource Management administration and practices. Good communication and report writing skills; Presentation skills; Computer literacy especially on MS Office package or equivalent packages. Ability to interpret and apply policy. Analytical and innovative thinking skills. Report writing skills. Leadership skills. Conflict Management Skills. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management. People Management. Planning. Time Management.

DUTIES : Administer the implementation of Conditions of Service of Employees. Administer the implementation of Leave, inclusive of PILIR Management. Administer the implementation of various allowances. Administer the implementation of terminations and pension withdrawals. Administer the implementation of notch amendments/ adjustments. Ensure the safekeeping, maintenance and disposal of personnel records and files (HR Registry). Administer the implementation of the establishment and related functions. Provide HR Statistics and PERSAL reports. Act as Personnel PERSAL Controller. General management of the HR Administration Unit.

ENQUIRIES : Ms. H Venter Tel No: (018) 388 3485

POST 19/203 : **ASSISTANT DIRECTOR: TRANSPORT REF NO: NWFIN/2023/32**
Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Departmental SCM
Sub Directorate: Logistics Management

SALARY : R424 104 - R496 467 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Administration/ Transport Management/ Logistics Management or equivalent NQF6 qualification. A minimum of four (4) years' experience in Transport Management of which two (2) years should be at a supervisory level. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the public service such as: Public Service Act, Public Service Regulations, Knowledge of National Transport Act and Transport Regulations. Understanding and application of transport circulars. Candidate must be in a possession of a valid driver's license. Ability to interpret and apply policies. Computer Literacy and leadership ability. Good Communication Skills (verbal and written) at all levels in English. Ability to maintain high level of professionalism and reliability. Report writing Skills. Ability to work under pressure, independently and as part of the team. Excellent interpersonal relation skills. Problem solving and analytical skills. Good planning and organising skills. Conflict Management.

DUTIES : Manage Departmental Fleet travel arrangements. Facilitate the maintenance of travel claim records and database for subsidy vehicles Ensure compliance in terms of institutions relevant to Government motor transport including subsidized vehicle Ensure inspection and maintenance of departmental and subsidized vehicles. Ensure compliance in the implementation of the Departmental and Provincial policies. Conduct information sessions on transport policies and directives to employees and relevant stakeholders. Manage the provision of subsidised scheme vehicles and official transport.

		Manage Co-ordinate payment of service providers and compile reports on fleet related matters. Personnel supervision and their performance assessment.
<u>ENQUIRIES</u>	:	Ms. J Mutla Tel No: (018) 388 2582
<u>POST 19/204</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: NWFIN/2023/33</u>
		Programme: Administration
		Sub Programme: Financial Management Services
		Directorate: Supply Chain Management
		Sub-Directorate: Demand and Acquisition Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R496 467 per annum (Level 09)
	:	Mmabatho
	:	As a minimum a National Diploma or Advanced Certificate in Supply Chain Management / Logistics / Purchasing / Financial Management or equivalent NQF6 qualification. A minimum of four (4) years' experience in Supply Chain management of which two (2) years should be at a supervisory level. Must be in possession of a valid drivers' licence. Excellent verbal and written communication skills. Sound Analytical / Innovative thinking and Problem-Solving Skills. Computer Literacy. Knowledge of WALKER / BAS and Central Supplier Database. Strong Planning and Co-ordination abilities. Ability to work under pressure and extended hours to meet the deadline dates. Ability to interpret and apply policies. Analytical and innovative thinking. Knowledge and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment such as PFMA, PPPFA, BBBEE and Treasury Regulations.
<u>DUTIES</u>	:	Conduct total Need Assessment. Manage the Needs Assessment Performance in accordance with the Framework. Implement Demand Management Policies and SCM prescripts. Co-ordinate the Acquisitions of Goods and Services as per user needs. Render BID and Contract Management Services. Render Secretariat Services to the Departmental BID Committees. Ensure the determination of Specifications and Terms of Reference with regard to Procurement of Goods and Services. Ensure that future needs / requirements are linked to the Strategic Plan and Budget. Administer Demand Management Plans for all Sub-Directorates and provide inputs to all Program Managers during planning. Management of Subordinates in line with HR Practices, eg PMDS, Training and on the Job Coaching, Involvement in Budget Projections for the Unit etc. Perform in-house training for subordinates. Benchmarking with other National and Provincial Departments on their running contracts.
<u>ENQUIRIES</u>	:	Mr. O R Kekana Tel No: (018) 388 4062
<u>POST 19/205</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: NWFIN/2023/34</u>
		Programme: Financial Governance
		Sub Programme: Risk Management
		Directorate: Provincial Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R496 467 per annum (Level 09)
	:	Mmabatho
	:	As a minimum a National Diploma or an Advanced Certificate in Accounting/ Internal Audit/ Risk Management or equivalent NQF 6 qualification with four (4) years' experience in Public Sector Risk Management or Internal Audit, of which 2 years should be at a supervisory level. Knowledge and application of the Public Sector Risk Management Framework. A valid Code 08 driver/s license. 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.
<u>DUTIES</u>	:	Co-ordinate the following within the Provincial Departments, Provincial Legislature and Public Entities: Development of risk management and fraud prevention policies and strategies. Development of the HOD-to-HOD reports and the Audit Committee reports. Development of the HOD-to-CEO reports

and the reports to the Boards. 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 Mahila Tel No: (018) 388 3091/3425

POST 19/206 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: NWFIN/2023/35 (X5 POSTS)**

Programme: Financial Governance
Sub Programme: Internal Audit Services
Directorate: Risk Based Audits

SALARY : R424 104 - R496 467 per annum (Level 09)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or an Advanced Certificate in Accounting and Auditing or equivalent NQF 6 qualification. A minimum of four (4) years relevant experience in auditing of which two (2) years should be in Internal Auditing and two (2) years should be at a supervisory level. A postgraduate degree or a professional qualification/designation such as Internal Audit Technician or Professional Internal Auditor or General Internal Auditor or Certified Internal Auditor will be an added advantage. A valid driver's license. Extensive knowledge of the 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 is also required. A thorough understanding of government processes and the role and function of internal audit in the public sector. Sound analytical and problem-solving skills. Good communication and interpersonal skills. A creative and innovative orientation. Be able to work independently and in a team. Good report writing and computer skills. Implementation of effective actions and processes to ensure that the audit plan is managed, and due dates are timely met. Supervision, training, and guiding all personnel reporting to you. The ability to work under pressure. The ability to analyse processes and identify appropriate, value adding and key audit criteria and root causes and to prioritize and assess audit outcomes during the full audit cycle. To be able to do introspection.

DUTIES : Provide inputs into the three-year strategic plan and annual audit plan of a department. Assist with monitoring of risk on a continuous basis and also the recommendation of amendments of the annual audit plans when required. Manage and supervise the rollout of the audits as per the annual audit plan inclusive of the process requirements of the planning, execution and reporting phases per audit, audit team utilisation and complying with the planned audit timeframe and budgeted hours. Develop audit programs and sampling strategies that address the objectives, scope and risk of the audit subject area. Perform timeous and appropriate review of the work of subordinates. Where required perform audit work from planning to reporting. Compile quality and value adding draft audit reports that include appropriate root cause identification and recommendations. Ensure that work performed by the audit team fully complies with the IPPF and Quality Assurance Improvement Program of the unit and take effective correction where required. Respond to coaching notes. Provide on the job training/coaching/mentoring to subordinates. Perform PMDS requirements.

ENQUIRIES : Mr. A. Nel Tel No: (018) 388 1616

POST 19/207 : **ASSISTANT DIRECTOR: FISCAL POLICY REF NO: NWFIN/2023/37 (X2 POSTS)**

Programme: Sustainable Resource Management
Sub Programme: Fiscal Policy
Directorate: Fiscal Policy Analysis and Financial Asset Management

SALARY : R424 104 - R496 467 per annum (Level 09)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or an Advanced Certificate in Finance/ Economics/ Accounting/ Budget or equivalent NQF 6 qualification. A minimum of four (4) years' relevant experience in fiscal policy environment/ revenue management, of which 2 years should be at a supervisory level. A valid driver's license is a necessity. Willingness to travel and work extra hours. Conversant

- with Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, Procurement Act, and any other related Finance Prescripts. Effective communication and writing skills. Strong in Quantitative and Analytical skills. Conversant with Basic Accounting System (BAS) and Vulindlela System. Computer literacy in Microsoft WORD, Excel, and PowerPoint. Report writing skills. Competency in evaluating written reports. Leadership abilities and conflict resolution skills. Confident in conducting workshops and strong in presentation.
- DUTIES** : Perform the analysis the revenue budget inputs from departments for inclusion in the Provincial Budget Statement. Critically analyse revenue budgets and monthly revenue collection for inclusion in the In Year Monitoring (IYM) monthly reporting. Monitor the daily and monthly revenue collection in order to detect any possible variances and report accordingly. Prepare written reports on achievements and challenges relating to departmental revenue collection. Monitor the implementation of Provincial Revenue Enhancement Strategy. Ensure that departments review the tariff structures annually to maximize of provincial revenue envelope. Ensure that provincial revenue policies and procedures are revised annually. Check and verify the overall monthly revenue payments from Provincial Revenue Fund Bank Statements and recommend some interventions when the departments fail to execute payments. Assist to coordinate the Provincial Revenue Forum. Perform other administrative duties within the Directorate.
- ENQUIRIES** : Ms. B Pule Tel No: (018) 388 3130
- POST 19/208** : **ASSISTANT DIRECTOR: PUBLIC FINANCE REF NO: NWFIN/2023/39SL9**
 Programme: Sustainable Resource Management
 Sub Programme: Public Finance
 Directorate: Public Finance and Data Management
- SALARY CENTRE REQUIREMENTS** : R424 104 - R496 467 per annum (Level 09)
 : Mmabatho
 : As a minimum a National Diploma or an Advanced Certificate in Public Finance/ Commerce/ Budget or equivalent NQF 6 qualification. A minimum of four (4) years' relevant experience in public finance, budgeting, financial management and reporting, of which 2 years should be at a supervisory level. Conversant with the PFMA, Treasury Regulations and the Division 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 Excel reports. Report writing skills.
- DUTIES** : Monthly and quarterly analysis and monitoring of the provincial departmental expenditures against their approved Budget, Strategic and Annual Performance Plan. Compile monthly & quarterly performance reports on financial & non-financial data of provincial departments. Consolidate monthly in-year monitoring reports on expenditure of provincial departments. Compile the monthly and quarterly Compensation of Employees performance information. Liaise with National and Provincial Departments on required expenditure and statistical data. Monitor that overspending, unauthorized, irregular, fruitless and wasteful expenditure is properly reported. Draw monthly expenditure reports from the Financial System (BAS). Receive and check the departmental in-year monitoring submissions to ensure they are numerically accurate as per Financial Systems, Budget Statements, DoRA, etc. Validate Section (32) & (40) information for submissions and publications. Participate actively in financial and non-financial provincial sectoral meetings. Monthly and quarterly performance assessments of provincial departments and public entities' measurable information to improve alignment of their stated objectives towards the desired provincial socio-economic outcomes according to their Strategic and Annual Performance Plans. Perform generic administrative functions.
- ENQUIRIES** : Ms B Moalosi Tel No: (018) 388-3999

<u>POST 19/209</u>	:	<u>ASSISTANT DIRECTOR: SCM COMPLIANCE REF NO: NWFIN/2023/40</u> Programme: Asset and Liability Sub Programme: Support and Interlinked (Provincial SCM) Directorate: SCM Policies, M&E and Capacity Building Sub Directorate: SCM Governance Compliance, Monitoring & Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R496 467 per annum (Level 09) Mmabatho As a minimum a National Diploma or an Advanced Certificate in SCM/ Logistics Management/ Advanced Procurement Management or equivalent NQF 6 qualification. A minimum of four (4) years' relevant experience in a SCM environment, of which 2 years should be at a supervisory level. A valid driver's license is compulsory. Willingness to travel and work extra hours. Theoretical or practical knowledge of operational supply chain management processes. A background on infrastructure and construction procurement will be an added advantage. A proven record of interacting at a strategic level, with advanced project management and communication, analytical, technical and report writing skills. Sound knowledge of amongst others, the Public Service Act, its regulations and other policies and prescripts that govern the Public Service. Knowledge and understanding of the PFMA and its regulations, the PPPFA and its regulations, the BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/Practice Notes/Circulars and Guidelines, CIDB prescripts and other SCM related prescripts.
<u>DUTIES</u>	:	Research and provide inputs for the development of Provincial SCM Control frameworks. Monitor adherence to SCM Control frameworks. Analyse and report on SCM compliance. Provide technical support to Provincial Departments and Public Entities. Evaluate interventions on the SCM system. Monitor the establishment of the governance mechanisms.
<u>ENQUIRIES</u>	:	Mr. M Tlalang Tel No: (018) 388 5145
<u>POST 19/210</u>	:	<u>ASSISTANT DIRECTOR: SCM POLICY NORMS REF NO: NWFIN/2023/41 (X2 POSTS)</u> Programme: Asset and Liability Sub Programme: Support and Interlinked (Provincial SCM) Directorate: SCM Policies, M&E and Capacity Building Sub-Directorate: SCM Policies & Capacity Building
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R496 467 per annum (Level 09) Mmabatho As a minimum a National Diploma or an Advanced Certificate in SCM/ Logistics Management/ Advanced Procurement Management or equivalent NQF 6 qualification. A minimum of four (4) years' relevant experience in a SCM environment, of which 2 years should be at a supervisory level. A valid driver's license is compulsory. Willingness to travel and work extra hours. The post requires sound knowledge of, amongst others, the Public Service Act, its regulations and other policies and prescripts that govern the Public Service. Knowledge and understanding of the PFMA and its regulations, the PPPFA and its regulations, the BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/Practice Notes/Circulars and Guidelines, CIDB prescripts and other SCM related prescripts. Analytical and innovative thinking, policy research and development, ability to interpret and apply policy, report writing skills, workshop presentation and facilitation skills and ability to work under pressure, advanced computer and communication skills, professionalism, time management and teamwork orientation.
<u>DUTIES</u>	:	Research and provide inputs in the development of Provincial norms, standards, and policies. Research best practices for continuous improvement of the SCM system. Provide advice, guidance and support on the implementation and interpretation of SCM policies norms and standards. Coordinate provincial inputs for the National Treasury SCM prescripts.
<u>ENQUIRIES</u>	:	Mr. M Tlalang Tel No: (018) 388 5145