

**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** : 14 July 2023
- NOTE** : For SMS Posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name “*Certificate for entry into SMS*” and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency based assessment. 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. 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 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.

MANAGEMENT ECHELON

<u>POST 22/509</u>	:	<u>CHIEF DIRECTOR: MUNICIPAL FINANCIAL MANAGEMENT REF: NCPT/2023/13 (X1 POST)</u>
<u>SALARY</u>	:	R1 371 558 – R1 635 897 per annum (Level 14) TCE Package
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	QF 7 tertiary qualification in Finance/Administration/ Public Management or related fields. A post graduate qualification will be an added advantage. 5 years' experience in the public sector at Director/Senior Management Service (SMS) Level in the Municipal Finance environment or other related fields. A valid driver's license. Skills & Knowledge: Knowledge of Municipal Finance Management Act (MFMA), Public Finance Management Act, (PFMA) and Treasury Regulations, Public Service Act 1994, Public Service Regulation,2016, Skills Development Act, Labour Relations Act, DPISA directives, Knowledge of the Medium Term Expenditure Framework budget, Strategic Policy, Policy formulation and development, Planning and organizing skills, Strategic Management, Financial Management, Project Management, Analytical and innovative thinking, Decision making and Problem Solving skills, Ability to interpret and apply policies, Report Writing, Facilitation skills, Conflict Management, Computer literacy(Word, Excel & Power Point), People Management, Change Management.
<u>DUTIES</u>	:	Key Responsibilities: Oversee the implementation of Municipal Budget Framework: Ensure that the budget timetable are prepared and tabled within the regulated timeframe, Distribute budget allocation to Municipalities, Assist municipalities in preparation of budgets in the regulated formats, Review municipal budget analyses and provide inputs before approval, Provide guidance on the monitoring of preparation of the service delivery and budget implementation plan within the regulated time-frame, Coordinate submission of monthly budget reports by the regulated due date, Review and provide inputs on analysis of submitted monthly reports and feedback to municipalities, Prepare the provincial consolidated monthly and quarterly budget performance report, Ensure the preparation of half-yearly budget performance reports, Provide guidance and supervision on municipal ratio analyses based on adopted budgets. Oversee the implementation of Revenue, Debt and Financial Recovery within Municipalities: Provide guidance on the development and implementation of revenue management policy, Provide guidance to municipalities on the use of Cadastre and GIS to assist in identification of properties within municipal jurisdiction, Provide advice on the registration and management of indigents, Monitor the governmental departmental debts and facilitate payments, Review analyses conducted on revenue management performance and provide guidance to improve financial sustainability, Ensure functionality of municipal revenue management forum, Monitor the review on internal controls put in place by municipalities for revenue collection and provide guidance, Review intention of municipalities to enter into borrowings, Provide guidance on the revenue enhancement strategies and implementation. Oversee the implementation of accounting, reporting services within Municipalities: Provide guidance on the development and implementation of AG Action Plan, provide guidance on the implementation of the audit strategy, liaise with AGSA on municipal audit matters, Provide advice on the performance and coordination of municipal bulk purchases. Monitor the development monitoring tools on accounting in year reports and reconciliations. Provide guidance on the preparation of the annual financial statements in line with norms and standards, Provide guidance on the interpretation of accounting standards. Provide guidance and supervision on municipal ratio analyses based on adopted Annual Financial Statements, Provide guidance, development and monitor implementation of the Financial Recovery Plans. Provide guidance on the review of interim and review draft annual financial statement, ensure that training is provided on accounting related matters. Oversee the compliance with Supply Chain Management and Asset and Liabilities regulatory Frame work: Provide guidance on monitoring of supply chain policies are reviewed in line with the constitution, MFMA, Prevention and Combating of corrupt activities Act, CIDB Act and other relevant legislative prescript, Provide guidance on the alignment of SCM process to the budget process, Monitor the review tools for monitoring SCM and consolidated the analyse conducted on municipal SCM processes and report to government structure, Monitor the roll out of SCM reforms by

coordinating workshops with municipalities, Advice municipalities on the interpretation of Supply Chain management legislative, prescript, regulations and related circulars, Consolidate the review results of municipalities performance to determine support level required through review of the assessments on Financial Management Capability Model (FMCM) Provide training to council is properly advised/trained on its oversight role over supply chain management processes, Provide guidance on the asset management policy, Provide guidance on Asset Management cycle. Oversee the implementation of the MFMA, Treasury Regulations and Risk management Framework for compliance: Provide training to ensure council is properly advised/trained on its oversight role over MFMA compliance and risk management processes, Monitor support provided on the review of systems of delegation and approval by council, Ensure effectiveness of Municipal Risk Management forum, Ensure functionality of Municipal risk and internal auditors forum, Provide guidance on the development of Risk Management policy and Risk Management strategy, Consolidate analyses conducted on municipal risk management process, Provide guidance on the development and implementation of the Internal Audit policy and Annual plans, Provide guidance on the alignment of the internal audit plans to the risk relevant to the municipalities, Review the analyses conducted on internal audit and audit committee functionality, Provide guidance and ensure effective functionality of district internal audit forums, Review the assessment and support provided on the effectiveness of municipal internship programme, Provide guidance on the implementation of Financial Disciplinary Board, Provide guidance on the implementation of the MPAC guidance tool, Provide guidance on the general MFMA compliance, Attend and report to the provincial IGR structure on Municipal performance. Ensure effective and efficient management of resources including HRM within Chief Directorate: Manage the budget, financial resources and assets, Management of Human Resource and performance. Ensure maintenance of discipline in the Chief Directorate.

ENQUIRIES

:

Dr. MM. Gasela Tel No: (053) 830 8244

POST 22/510

:

CHIEF FINANCIAL OFFICER NCPT/2023/14 (X1 POST)

SALARY CENTRE

:

R1 371 558 – R1 635 897 per annum (Level 14) (TCE Package)

REQUIREMENTS

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Kimberley
 NQF7 tertiary qualification in Finance /Accounting or equivalent. Post graduate qualification in Finance / Accounting or equivalent will be added advantage. Minimum 5 years' relevant senior management experience dealing with financial matters. A valid driver's licence. Skills & Knowledge: Constitution of the Republic of South Africa. Public Finance Management Act Financial Norms and Standards (PFMA, MFMA, Treasury Regulations, Provincial Treasury Directives). Knowledge of the Medium Term Expenditure Framework budget. Knowledge of legislation, Directives and procedures with regards to Financial Management (PFMA, MFMA, Treasury regulations, Directives, Division of Revenue Act, Appropriation Act, Intergovernmental Fiscal Relations Act. B.B.B.E.E Policy framework. Knowledge of the Department's constitutional mandate. Auditing practices. Business partnering. Labour relations Act. Research Methodology. Employee Performance Management and Development System. Employment Equity Act. Policy analysis and development. Planning and Organizing skills. Strategist. Analytical. Decision-making skills. Problem solving skills. Facilitation skills and Conflict management. Computer literacy (Word, Excel and PowerPoint).

DUTIES

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Key Responsibilities: Support and advice the Department on effective utilization of resources and implementation of strategies: Provide advice on financial related matters for the fulfilment of the Department's mandate. Development of financial management and procedures. Monthly reporting on implementation of projects and related finances. Oversee and manage the provision of accounting management services to the department: Develop management accounting policies, processes and procedures. Conduct medium and long term financial planning in line with the MTEF processes. Compile budget estimates, monthly forecast, project planning and produce adjusted cash flow. Advice program and responsibility managers with regard to allocation, re-allocation, approval of budget and other budgetary matters. Monitor and report on expenditure trends and compile appropriation statements. Oversee and manage the provision of financial accounting, administration and salary administration services: Ensure the provision of

financial accounting and administration services. Ensure the provision of salary administration processes. Oversee the provision of internal control services: Ensure the implementation of internal audit recommendations. Ensure and manage Financial System Controls within financial management. Ensure compliance in relation of policies, process and procedures. Ensure financial information and service assurance. Liaise and manage relations with the Auditor General and other stakeholders. Oversee the provision of Supply Chain and Asset management services: Ensure and manage the provision of supply chain (demand, acquisition and logistics) management services. Ensure and manage the provision of assets and disposal management services. Oversee and Manage Resources within the Chief directorate personnel: Training and development of Officials. Performance Management. Work allocation. Asset Management. Ensure the maintenance of discipline.

ENQUIRIES : DR. M.M Gasela Tel No: (053) 830 8244

OTHER POSTS

POST 22/511 : **DEPUTY DIRECTOR: PROVINCIAL ACCOUNTING AND REPORTING REF NO: NCPT/2023/28 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485.per annum (Level 11) (TCE Package)
 : Kimberley
 : NQF 7 tertiary qualification in Financial Accounting or other related fields (with Accounting 3). Honours in Accounting will be an added advantage. 3 years' experience in Accounting environment at Junior Management level. A valid drivers' license. Skills & Knowledge: PFMA – Public Finance Management Act Accounting reforms in the public sector Modified Cash Standard (MCS), Generally Accepted Accounting Practice (GAAP), Generally Recognised Accounting Practice (GRAP), Treasury Regulations. Public Service Regulations, Financial Systems, Managerial Functions and Financial Management. Communication skills. Training and Facilitation skills. Problem solving. Computer literate. Organizing and Planning. Report writing. Analytical and Policy formulation (Norms & Standards).

DUTIES : Key Responsibilities: Develop and implement systems and processes to improve sound financial management and audit outcomes: Compile provincial standard operating procedures to ensure implementation and adherence by all Provincial Departments. Implement National Treasury prescripts and approved accounting standards. Review and report on the quality of interim and annual financial statements: Manage processes to ensure timeous submission of financial statements. Review financial statements and compile reports. Facilitate training workshops. Compile consolidate annual financial statements. Compile consolidated annual financial statements of the province: Review the consolidated annual financial statements. Review Accounting Officers report. Review an audit file/s to support the consolidated Annual Financial Statements (AFS). Liaison with external stakeholders. Provide support by interpreting the accounting standards to be used to Departments and entities. Manage the component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administration support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Ms. B Nortjie Tel: 082 903 694

POST 22/512 : **DEPUTY DIRECTOR: PROVINCIAL ACCOUNTING AND SUPPORT REF NO: NCPT/2023/27 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485.per annum (Level 11) (TCE Package)
 : Kimberley
 : NQF 7 tertiary qualification in Financial Accounting or other related fields (with Accounting 3). 3 years' experience in an Accounting environment at junior management level. A valid driver's license. Skills & Knowledge: PFMA – Public Finance Management Act Accounting reforms in the public sector Modified Cash Standard (MCS), Generally Accepted Accounting Practice (GAAP), Generally Recognised Accounting Practice (GRAP), Treasury Regulations. Public Service Regulations, Financial Systems, Managerial Functions and Financial Management. Communication skills. Facilitating and Training Skills. Problem solving. Computer literate. Organizing and Planning. Report writing. Analytical skills and Policy formulation.

DUTIES : Key Responsibilities: Facilitate and support departments and entities with the development of provincial policies and procedures to comply with minimum requirements: Interpret the application of all current and newly proposed accounting policies and procedures applicable to department and entities. Research and issue guidelines and best practices on the implementation of accounting policies and procedures applicable to departments and entities Research and manage processes to implement accounting policies and procedures applicable to departments and entities. Manage the provision of technical assistance in terms of accounting support with regards to best practices: Manage all accounting related enquiries from departments and entities. Manage the provision of support with the preparation of Financial Statements. Provide support by interpreting the accounting standards to be used by Departments and Entities. Manage the provision of support with year-end and monthly check. Facilitate and coordinate training regarding accounting standards and compilation of financial statements: Develop training material. Facilitate training workshops. Manage the component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administration support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Ms. B Nortjie. Tel: 082 903 6945

POST 22/513 : **DEPUTY DIRECTOR: DEPARTMENTAL SUPPLY CHAIN MANAGEMENT REF NO: NCPT/2023/16 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11)(TCE Package)
: Kimberley
: NQF6/7 tertiary qualification in Supply Chain Management/ Public Management/Financial Management or related fields. 3 - 5 years' relevant experience in SCM environment. A valid driver's license. Skills & Knowledge: Knowledge of the relevant SCM Policy, prescripts and Acts, Preferential Procurement Policy Framework Act and Regulations, Asset Management Framework, Guide for the preparation of financial statements. Knowledge of asset management process. Compiling specification for purchasing of assets. Knowledge of PFMA. Communication, Organising, Co-ordination, Analytical, Decision making, Problem solving, Facilitation skills Computer literacy (Word, Excel & PowerPoint).

DUTIES : Key Responsibilities: Manage the Demand, Risk and Performance management. Review Procurement Plan: Review Progress on Procurement Plan. Review and compile tender specifications. Review norms and standard for frequently procured goods and services. Review demand management plans. Inform, guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices. Compile and publish request for proposals: Monitor SCM risk and performance. Manage Acquisition: Ensure compliance of SCM processes. Approve quotations according to delegations. Compile bids documents, receiving, registering and opening proposals. Review commitment and accrual reports. Develop and monitor the implementation of Supply Chain Management policy and strategy. Manage database of service providers. Manage Logistics and Contracts: Approve orders according to delegations. Approve payments according to delegations. Ensure correct allocation of fleet. Ensure proper maintenance of fleet. Review commitments and accruals. Manage the departmental Fleet and transport related matters. Ensure proper contract management: Submit commitments and lease register for Interim Financial Statements and Annual Financial Statements. Ensure Service Level Agreements are signed. Review and maintain contract register. Administer variations to contracts. Manage and monitor compliance and contracts and report on supplier's performance. Supervise employees to ensure an effective supply chain management services: General supervision of employees, allocate duties and perform quality control on the work of subordinates, Train and mentor subordinates, manage performance, conduct and discipline of subordinates, Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms. NE Lethuli Tel No: (053) 830 8220

POST 22/514 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: NCPT/2023/15 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11)(TCE Package)
Kimberley
: NQF 7 tertiary qualification in Labour Relations/Human Resource Management/Law/ Employment Relations. 3-5 years' experience at Junior Management (ASD) level within Labour Relations environment. A valid driver's license. skills & knowledge: Knowledge and understanding of Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of legislation/ policies, Policy/ guideline formulation. Management skills, Communication (verbal and written), Computer literacy, Organizing Analytical, Budgeting/Financial skills, Innovative Leadership, Negotiating, Presentation, Networking and building bonds, Planning and organising. Problem solving and decision making. Concern for other. Creative thinking. Customer service orientation. Decision making. Diversity citizenship. Organisational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency

DUTIES : Key Responsibilities: Manage compliance with labour relations legislation, regulations and resolutions applicable within the Department: Monitor and manage compliance the department, Co-ordinate the representation of the department in the relevant forums dealing with labour relations. Conduct labour relations training by coordinating the compilation of the quarterly case law reviews and ensure that they are circulated to staff accordingly, and managing the conducting of labour relations workshops within the department accordingly, Develop and maintain records, statistics, registers in respect to labour unrest, disputes and discipline within the department. Manage the finalization of departmental collective bargaining, and dispute resolutions: Engage organised labour in Labour Relations matters, ensure that organised labour/stakeholder meetings and consultations are adhered to accordingly, Negotiate, consult or share information with organized labour when appropriate in line with the department's policies and in compliance with the law. Manage discipline and grievance management in the department: Manage misconduct cases and grievances, Monitor and manage investigation of misconduct cases in the department, Analyze and scrutinize cases to determine grounds to charge, Manage the resolution of grievances and ensure grievances are dealt with in terms of its rules, Monitor and ensure procedural and substantive compliance in disciplinary processes within the department. Manage and supervision of the sub-directorate: Training and development of officials, Performance Management, Maintain Discipline, Work allocation.

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

POST 22/515 : **DEPUTY DIRECTOR: BUDGET ANALYST & PUBLIC FINANCE REF NO: NCPT/2023/17 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11) (TCE Package)
: Kimberley
: NQF 7 tertiary qualification in Financial Management/ Financial Accounting/ Management Accounting/ Economics or related fields. 3 years' junior management experience in the financial management environment. Skills & Knowledge: Knowledge and understanding of the public sector budget and project cycles, Provincial Budget Process, Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Performance budgeting and Public Sector Budgeting. Microsoft Office Suite (Excel, Word and PowerPoint). PERSAL, BAS, SAP, Vulindlela, Spreadsheet Modelling, Knowledge of Forecasting techniques and Data mining techniques. Knowledge and understanding of relevant legislation, regulations and policies in the budgeting environment. Planning and Organising, Problem solving and analysis, decision making, customer service orientation skills and report writing skills.

DUTIES : Key Responsibilities: Manage the provincial strategic budget planning process: Provide advice, guidance and training on the budget process, budget reforms and budget formats to all departments, provide technical assistance to client's departments in formulating budget proposal, Develop and consolidate a credible main MTEF and adjustment budget for the province. Develop and consolidate a credible main MTEF and adjustment budget for the department:

Review and assess budget proposal (data base and Estimates of Provincial Revenue and Expenditure) for accuracy, compliance and provide advice to allocated departments, Support departments on: Medium Term Expenditure Committee deliberations, Benchmarking, Compile appropriation bills, evaluate requests for Virements, roll-over, adjustment budget and make recommendations. Coordinate the management of provincial expenditure management services: Manage the reporting to National Treasury and other stakeholders on expenditure. Ensure accurate reporting on financial information within the provincial department as required by the Division of Revenue Act. Monitor and assess that all expenditure is in line with provincial budget allocations and priorities. Analyse, review and report on expenditure trends. Analyse personnel trends of allocated departments relative to MTEF estimates. Analyse and review sectoral priorities against database and estimates of Provincial Revenue expenditure, Report findings to allocated departments. Provide provincial analysis in terms of expenditure, revenue and conditional grants: Evaluate business plan of all conditional grants for compliance with the framework. Analyse and prepare monthly report on budget and expenditure variance and in-year monitoring reports. Provide guidance on the implementation of the PFMA, Treasury regulations and the Division of Revenue Act. Provide advice to client department on issues of budget implementation and monitoring.

ENQUIRIES : Ms. D. Nel Tel No: (053) 830 8232

POST 22/516 : **DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS REF NO: NCPT/2023/18 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11) (TCE Package)
 : Kimberley
 : NQF 7 tertiary qualification Finance/Economic or related fields. 3 years' junior management experience in the Finance/Economics, and/or related field. A valid driver's license. Skills & Knowledge: Knowledge and understanding of the Provincial Budget Process, Public Finance Management Act (PFMA), Division of Revenue Act (DORA), performance budgeting, Public Sector Budgeting, Fiscal Framework.

DUTIES : Key Responsibilities: Develop, implement, monitor and review revenue enhancement strategy through inter-alia: Assess and recommend on revenue proposals from the departments. Contribute to discussions regarding an equitable division of revenue. Coordinate and monitor the medium terms revenue planning process. Promote and enforce transparent and effective revenue management, through inter-alia: Develop effective tools and techniques to maximize the collection of revenue owed to the province. Promote efficient and effective development of own revenue generating capacity. Coordinate revenue forums, report on revenue performance and assess revenue trends. Conduct site visits on various revenue collecting institutions. Provide advice and support departments to develop debt management policy and other policies relating to revenue and revenue management: Provide and consolidate guidelines on best revenue practices. Review the departmental policies/procedures related to revenue inclusive of debt management. Coordinate the determination of own revenue estimates, in-year revenue adjustments for the MTEF: Analysis revenue budget proposals from departments. Consolidate own revenue analysis on proposals and provide recommendations. Provide advice on exploitation of all revenue sources and revenue tariffs: Conduct research and analysis on all revenue related matters. Assess and recommend on the review of tariffs from departments. Provide inputs Sustainable Fiscal Policy Framework: Provide revenue inputs into MTBPS / Budget Processes. Coordinate inputs into FFC recommendations. Manage the component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Ms. D Nel Tel No: (053) 830 8232

POST 22/517 : **DEPUTY DIRECTOR: ASSET MANAGEMENT: PFMA (MOVABLE ASSET MANAGEMENT) REF NO: NCPT/2023/26 (X1 POST)**

SALARY CENTRE : R811 560 – R 952 485 per annum (Level 11)(TCE Package)
 : Kimberley

REQUIREMENTS

: NQF6/7 tertiary qualification in Financial Management/Accounting/Commerce. 3 years' experience at Junior Management level in Asset and Inventory Management. A valid driver's licence. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM) Manage the development and maintenance of policies, strategies and systems for asset and inventory management. Monitor and Support departments and entities on safeguarding of assets. Monitor and Support departments on Financial Management and reporting on assets and inventory. Monitor and Support departments and Public Entities on Asset and Inventory Management Strategies. Manage the Implementation of Transparent and Economic Practices to deal with asset disposal in the Provincial Administration. Co-Ordinate the Capacitation of Assets and Inventory Management section in the Departments and Public Entities. Manage the Component. Planning and Organizational. Computer literacy. Interpersonal. Problem solving. Communication (written and verbal). Project management skills. Ability to interpret and apply relevant policies and procedures.

DUTIES

: Key Responsibilities: Manage the development and maintenance of policies, strategies and systems for asset: Coordinate the development of asset and inventory management policies / procedures manuals and systems. Coordinate the development of Provincial Treasury Practice notes and compliance checklist tool with regards to assets and inventory management. Manage the development of procedure guidelines to promote compliance with the reporting standards. Manage the development of asset and inventory strategies in line with the service delivery objectives. Coordinate the review of Asset and Inventory Management policies, procedure manuals, systems, Treasury Practice notes and compliance checklist tools. Monitor and Support Departments on Financial Management and Reporting on Assets and Inventory: Monitor and support departments and public entities on asset register, trial balance and expenditure reconciliations. Monitor and support departments and public entities on the development and implementation of audit action plan regarding management on assets and inventory. Provide support on resolving audit findings on non-current and current assets of the Provincial Departments and Public entities. Provide support to departments and public entities with financial reporting tools for interim and annual financial statements disclosures. Monitor and Support Departments and Public Entities and Asset and Inventory Management Strategies: Monitor and support departments and public entities on the implementations of asset management strategies and value for money of assets and inventory. Monitor that departments and public entities have asset management plans. Monitor and support departments and public entities to develop and maintain complete and accurate assets and inventory registers. Monitor and support departments and public entities on the application of inventory management techniques. Monitor and support departments and entities on asset verification and inventory stocktaking processes. Perform periodic compliance assessments in departments and public entities to establish compliance with relevant legislation. Monitor that obsolete, redundant and unserviceable assets are disposed of. Monitor the establishment of disposal committees. Monitor compliance with SCM prescripts on asset disposal. Monitor and support departments and public entities on the reconciliation of disposal proceeds. Monitor the maintenance of proper asset registers. Monitor compliance with internal control processes with regard to asset disposals. Co-Ordinate the Capacitation of Assets and Inventory Management section in the Departments and Public Entities: Identify Asset and Inventory Management capacity GAPS and coordination strategies to address the capacity GAPS. Provide on the job training on assets and inventory management. Conduct workshops on Policy framework, Treasury Regulations and Accounting Norms and Standards. Coordinate training interventions on assets and inventory management.

ENQUIRIES

: Mr. WG Molelekwa Tel No: (053) 830 8317

POST 22/518 : **DEPUTY DIRECTOR: CLIENT SUPPORT SERVICES AND CAPACITY BUILDING REF NO: NCPT/2023/25 (X1 POSTS)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11)(TCE Package)
Kimberley
: NQF 6/7 tertiary qualification in Commerce, SCM or Public Administration or other related fields. 3 years' experience at Junior Management (ASD level) in Client Support and Capacity Building. A valid driver's licence. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Develop and Implement strategies for SCM Capacity Development. Provide SCM Client Support to Provincial Departments and Public Entities. Provide SCM Client support to external Stakeholders. Represent Provincial Treasury on the National Treasury Strategic Sourcing Project Team. Planning and organizational. Computer literacy. Interpersonal Problem solving. Communication (written and verbal). Project management skills. Ability to interpret and apply relevant policies and procedures.

DUTIES : Key Responsibilities: Develop and implement strategies for SCM Capacity development: Assist and provide presentations to service providers regarding CSD. Train Officials of provincial departments, municipalities and public entities on CSD. Provide SCM client support to Provincial departments and public entities: Conduct compliance visits to the departments, municipalities and entities. Assist departments, municipalities and public entities with queries. Provide guidance in terms of strategic sourcing to departments, municipalities and public entities. Provide SCM client support to external Stakeholders: Assist service providers on CSD. Attend to enquiries relating to supplier's registration. Check Non-compliance of unspecified service providers on CSD. Manage the Component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Mr. WG Molelekwa (053) 830 8317

POST 22/519 : **DEPUTY DIRECTOR: SCM POLICY NORMS & STANDARDS, GOVERNANCE, COMPLIANCE, MONITORING AND EVALUATION REF NO: NCPT/2023/23 (X1) POST**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11)(TCE Package)
: Kimberley
: NQF 6/7 tertiary qualification in Commerce, SCM or Public Administration. 3 years' experience at Junior Management level in compliance, monitoring and evaluation. A valid Driver's License. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery Procurement Management (FIDPM). Knowledge and understanding of SCM governance mechanisms and compliance. Proficient understanding of SCM system, supplier performance and SCM Policy, norms and standards. Computer literacy, Planning and organizational, Interpersonal, Problem solving, Communication (written and verbal), Project management skills. Ability to interpret and apply relevant policies and procedures.

DUTIES : Key Responsibilities: Establish SCM Governance mechanisms and enforce Compliance: Monitor the development and Implementation of SCM performance standard and measurement metrics, Manage the monitoring of the performance of SCM functions in departments and public entities, manage the monitoring of the performance of established SCM governance structures, Manage the monitoring of compliance to 30 days' payment. Manage the development and Implementation of reporting and review systems, manage the investigation of SCM systems and recommended improvements. Manage the monitoring of provincial Supply Chain risk as identified through measurement metrics. Monitor the Development of SCM Policy, Norms and

Standards: Monitor the research process, the development and implementation of Provincial SCM Policy, Norms and Standards, Analyse and liaise with National Treasury on identified gaps in relation to instruction notes, Manage the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. Continuous Improvement of the SCM System: Research, analyse, review and improve SCM Policies, norms and standards as informed by National Treasury and Provincial priorities. Provide advice, guidance and support on Implementation of SCM Policy, norms and standards: Facilitate and coordinate the provision of training on SCM Policy, Norms and Standards. Provide advice and guidance to departments and entities on SCM Policy, Norms and Standards. Manage the component. Perform operational planning, manage stakeholder relationships, oversee the administrative functions, and perform people management functions.

ENQUIRIES : Mr. WG Molelekwa Tel No: (053) 830 8317

POST 22/520 : **DEPUTY DIRECTOR: STRATEGIC PROCUREMENT AND TRANSVERSAL CONTRACT MANAGEMENT REF NO: NCPT/2023/24 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11) (TCE Package)
 : Kimberley
 : NQF6/7 in Commerce, Supply Chain Management, Public Administration or Financial Management. 3-5 years' experience at Junior Management (ASD level) in SCM and related fields. A valid driver's license. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). to guide the design and development of Strategic Procurement Strategy. Manage strategic procurement risks. Monitor Public Private Partnerships (PPP), Infrastructure Procurement and Major Capital Projects. Manage the Component. Planning and organisational. Computer literacy. Interpersonal skills. Problem solving skills. Communication (written and verbal) Project management skills. Ability to interpret and apply relevant policies and procedures.

DUTIES : Key Responsibilities: Guide the design and development of Strategic Procurement Strategy: Research and develop the Provincial Procurement Strategy. Manage the Implementation of Provincial Procurement Strategy. Manage strategic procurement projects risks. Manage and evaluate strategic procurement systems. Manage the progress on strategic procurement interventions. Report on strategic procurement trends analysis. Conducts spends analysis of the most commonly procured items in the Province. Implement strategic sourcing, i.t.o. quantification of economic benefit, price benchmarking, marketing and industry analysis. Develop business case for commodity identified. Compile and Administer the database for specifications and price indexes. Distribute relevant strategic sourcing information of Provincial Departments and entities. Assess institutional quarterly and annual procurement plans. Compile the Provincial strategic procurement plan. Identify areas/commodities for development of transversal contracts. Manage the development and maintenance of Strategic Procurement Strategies: Manage the Identification of Strategic Procurement Opportunities. Manage the development of provincial guidelines, processes and standards for strategic procurement. Manage the dissemination of the strategic procurement related framework to relevant spheres of government. Provide inputs into the development of strategic procurement related government policy, Norms and Standards, framework and guidelines. Engage with stakeholders to facilitate and co-ordinate the development and the implementation of strategic procurement strategies. Manage the development and Implementation of a provincial strategic sourcing strategy and/or framework for critical and high value SCM projects and for common goods and/or service. Monitor Demand Management Services: Manage the Identification of common commodities for Provincial Departments and Entities. Develop business case for Transversal commodities. Manage the development of Procurement Plans for goods and services. Manage commodity and industry/market analysis. Manage costing and linking of requirements to the budget. Manage compilation of Terms of Reference (TORs) specifications for goods and services to develop the

provincial sourcing strategy. Manage the provision of secretariat services for Bid Specification Committee. Manage and maintain internal and external customer relations Monitor Acquisitions Management Services: Manage advertising, invitation and closing of bids. Manage the evaluation and adjudication of bids. Manage, support and advise on bid process. Manage the provision of secretariat services for Bid evaluation and adjudication committees. Manage the application of Supply Chain Management prescripts. Manage the signing of Service Level Agreement (SLA). Manage the rolling-out of contracts. Manage the performance of Transversal Contracts: Manage the compilation and maintenance of supplier contracts register. Manage the contract life cycle. Manage and administer variations and implement price increase as per the SLA. Manage the performance of suppliers. Manage the performance of departments and public entities. Manage the implementation of the contracts by departments and public entities. Manage the cancellation of contract for non-performing suppliers.

ENQUIRIES

: Mr. WG Molelekwa Tel No: (053) 830 8317

POST 22/521

: **DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: NCPT/2023/19 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS

: R811 560 – R952 485 per annum (Level 11) (TCE Package)
 : Kimberley
 : NQF 7 Degree in Built Environment, Quantity Surveying, Finance, Accounting, Commerce, Economics or Post Graduate Diplomas in Built Environment or Project Management. 3-5 years' relevant public sector experience in the monitoring of infrastructure projects/programmes; monitoring of projects in the PPP environment, Budgeting and Financial environment. A valid driver's license. Skills & Knowledge: Knowledge of Policy analysis and development; Monitoring systems and processes; Job analysis; Organisational Design; Work Study Techniques/ procedures; Job evaluation and Job Descriptions; Strategic Planning; EPDMS policy Organisational Development. Experience in undertaking research, analysing information, providing recommendations and preparing detailed reports; experience in the Public Sector, Budgeting and Financial Management. Ability to communicate ideas verbally and in writing, formally and informally. Analysing skills. Effective organisational skills, planning and organising skills, analytical decision making skills, problem solving skills, negotiation skills, facilitation skills and conflict management. Technical Report writing and Public Sector Code of Conduct. Computer literacy (Word, Excel and PowerPoint)

DUTIES

: Key Responsibilities: Infrastructure Performance Management (Oversight and Support Roles): Develop, review and update the Provincial Infrastructure Delivery Management Framework, develop review and update the Provincial Infrastructure performance management system. Develop, review and update the Provincial Infrastructure risk management system. Manage the implementation of the Provincial Infrastructure Delivery Management Framework, Risk and Performance Management Systems. Formulate inputs for submission to National Treasury on Guidelines for infrastructure performance (including Infrastructure Delivery Management Toolkit). Manage the assessments of Service Delivery Agreements, Formulate and update the terms of reference for the institutionalisation of high-level infrastructure governance structures; Manage the development of infrastructure policies and systems required for improving infrastructure delivery performance; Manage the development, updating and implementation of Standard Operating Procedural manuals, Codes of Practice and Treasury Standards/Best Practice Notes/Circulars. Manage the implementation of capacity building activities for improved infrastructure performance; Manage the development of best practices and implement training, Communities of Practice and related interventions to enforce improved infrastructure management; Manage the implementation of monitoring models to track infrastructure performance; Manage the implementation of gateway reviews as required in terms of the National Treasury Procurement Standards. Infrastructure Financial Management (Monitoring and Oversight Roles): Manage the implementation of assessments of infrastructure budgets against costs norms, work-in-progress and commitments; Manage implementation of assessments as prefeasibility and feasibility studies; Implement activities to assess progress and value-for-money in terms of how budgets are achieving the deliverables and make recommendations. Manage the review of minimum of 5% of infrastructure

where spending exceeded 20% of the contract values and finalise opinions on whether the spending was justified; Manage the formulation of inputs for the assessment of rollovers in line with sector specific criteria; Conduct validations of findings and recommendation of infrastructure performance e.g. audit reports. Manage the implementation of management methodologies to assess the impact of preventative maintenance in terms of preserving the existing condition of an immovable asset, Provide inputs to infrastructure publications and at relevant infrastructure forums e.g. Budget Benchmark Exercises, Report inconsistencies between relevant legislation and the Infrastructure Alignment Model to Provincial and relevant National Role-Players. Infrastructure Planning Portfolio Management (Monitoring, Oversight and Support Roles): Arrange Infrastructure Medium Term Expenditure Committee Meetings (MTECs), prepare reports and presentations for high-level infrastructure governance structures; Manage the assessment of Public Private Partnerships for specific infrastructure projects and prepare final recommendations. Manage the assessment of departmental Service Plans, Strategic Plans and Annual Performance Plans for Provincial Departments. Manage the assessment of User Asset Management and Roads Asset Management Plans; Manage the assessment of Custodian Asset Management Plans; Manage the assessment of infrastructure procurement strategies/plans. Review the assessment of infrastructure procurement delivery management arrangements and capacity of Implementing Agents. Provide inputs to integrated infrastructure spatial planning from a Provincial Departmental perspective. Infrastructure Planning Portfolio Management (Monitoring, Oversight and Support Roles): Provide financial inputs & guidance at the Infrastructure Medium Term Expenditure hearings and related forums. Provide financial inputs to potential of Public Private Partnerships for selected infrastructure projects & make financial/economic inputs to Public Private Partnership's feasibility studies before submission to National Treasury. Assess the affordability of infrastructure implications in the Service Plans, Strategic Plans & Annual Performance Plans. Contribute to the assessment of the User Asset Management Plans & Improvement Plans. Contribute to the assessment of the Custodian Asset Management Plan. Assess functionality requirements of proposed leases against approved policies, norms and standards. Undertake economic and financial analysis to determine if proposed leases provide value for money. Monitor on an annual basis that leases are aligned to available space & space norms. Contribute to the assessment of delivery management strategies Infrastructure Project/Programme Review Management (Monitoring and Oversight Roles): Monitor adherence to Service Delivery Agreements and report on progress; Prepare reports and presentations on progress made with implementation of infrastructure projects/programmes; Monitor the validation of infrastructure procurement processes during the different procurement stages. Provide inputs to the Transversal Supply Chain Management focussing on the promotion of the effective and efficient implementation of infrastructure projects/programmes; Manage the assessment of Infrastructure Programme Implementation Plans; Monitor implementation of infrastructure projects against approved and updated Infrastructure Programme Implementation Plans; In Year Monitoring Reports and Project Prioritisation lists [Table B5]. Manage the design and implementation of Site Performance Evaluations and finalise reports; Prepare reports and presentations regarding infrastructure projects for Project, Public Participation and related Stakeholder Forums. Manage the implementation of annual evaluations of progress made with infrastructure projects/programmes and prepare reports; Manage the participation of Provincial Treasuries in post project and post occupancy evaluations, monitor implementation of Public Private Partnerships closed deals and prepare progress reports. Operations, Services and Maintenance (Monitoring and Oversight Roles): Manage the validations of plans and budgets for condition and functional assessments and prepare reports; Manage the validation of any acquisitions/disposals that are not in line with market related prices. Implement the monitoring of maintenance plans and budgets and prepare progress reports; Manage assessments to ascertain that immovable assets transferred to Institutions are adequately budgeted for and operated effectively/efficiently.

ENQUIRIES

: Mr E Wax Tel No: (053) 830 8277

POST 22/522 : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: NCPT/2023/20 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11)(TCE Package)
: Kimberley
: NQF 7 Degree in Built Environment, Quantity Surveying; Finance; Accounting; Commerce; Economics or Post Graduate Diplomas in Built Environment or Project Management. 3-5 years' relevant public sector experience in the monitoring of infrastructure projects/programmes; monitoring of projects in the PPP environment, Budgeting and Financial environment. A valid driver's license. Skills & Knowledge: Knowledge of Policy analysis and development; Monitoring systems and processes; Job analysis; Organisational Design; Work Study Techniques/ procedures; Job evaluation and Job Descriptions; Strategic Planning; EPDMS policy Organisational Development. Experience in undertaking research, analysing information, providing recommendations and preparing detailed reports; experience in the Public Sector, Budgeting and Financial Management. Ability to communicate ideas verbally and in writing, formally and informally. Analysing skills. Effective organisational skills, planning and organising skills, analytical decision making skills, problem solving skills, negotiation skills, facilitation skills and conflict management. Technical Report writing and Public Sector Code of Conduct. Computer literacy (Word, Excel and PowerPoint).

DUTIES : Key Responsibilities: Conduct technical advisory support and make inputs with the assessment on integrated infrastructure planning processes for departments and municipalities in line with infrastructure delivery and procurement management prescripts (IDMS, LGFIDPM, & FIDPMS): Assessment of Local Government Infrastructure Asset Management planning processes, Facilitate institutionalisation of Comprehensive Municipal Infrastructure Plans, Analyse and report on infrastructure inputs to CMIP and IDP, (Roads and storm water services, water services, sanitation services, waste disposal services, electricity services, community facilities and municipal buildings). Strengthen and support Infrastructure Institutional Structures. Facilitate Capacity Building sessions in accordance with the approved Provincial IDMS and issued Framework for Infrastructure Delivery and Procurement Management (FIDPM) Assessment of Capacity and training needs, Facilitate and Conduct capacitation sessions on IDMS; FIDPM and relevant prescripts. Produce monitoring and evaluation assessment reports on budget and expenditure outcomes affirmed through physical verification of infrastructure projects for Departments and Municipalities: Assessment of Section 71 Reports, Validation and alignment between LG Database and sector specific reporting models, Verification of value for money of project implemented by stakeholders (Assess and collect project data, conduct site visits to determine accuracy, completeness of project on site). Monitor and review construction procurement strategy to ensure procurement optimisation at provincial government level in relation to the FIDPM, to reduce real costs with incentive to remove waste from the process and delivery of better underlying value for money. Provide technical assistance to provincial departments and municipalities in the preparation of PPP/concession schemes, including technical due diligence (and all environmental & social issues), formulation of appropriate transaction structure and overall support up to financial closure. Coordination of Estimate of Capital Expenditure (ECE) for the Province. Manage the resources and performance of expenditure review reports within the Sub-directorate: Manage the performance, training and development of officials, Manage the budget, financial resources and physical assets.

ENQUIRIES : Mr. E Wax Tel No: (053) 830 8277

POST 22/523 : **DEPUTY DIRECTOR: TOWN & REGIONAL PLANNING (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11) (TCE Package)
: Kimberley
: NQF 7 Degree in Town and Regional Planning and/or Diploma or Postgraduate Diploma in Planning as well as Registration with SACPLAN as a Professional Planner or Candidate Planner. Five years' experience in the monitoring of infrastructure projects/programmes and experience with spatial planning for infrastructure projects; A valid driver's license. Skills & Knowledge: Knowledge of Policy analysis and development; Monitoring systems and processes; Job

analysis; Organisational Design; Work Study Techniques/ procedures; Job evaluation and Job Descriptions; Strategic Planning; EPDMS policy Organisational Development. Experience in undertaking research, analysing information, providing recommendations and preparing detailed reports; experience in the Public Sector, Budgeting and Financial Management. Ability to communicate ideas verbally and in writing, formally and informally. Analysing skills. Effective organisational skills, planning and organising skills, analytical decision making skills, problem solving skills, negotiation skills, facilitation skills and conflict management. Technical Report writing and Public Sector Code of Conduct. Computer literacy (Word, Excel and PowerPoint)

DUTIES

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Key Responsibilities: Infrastructure Spatial Analysis and Document Management: Support Role: Analyse the base line targets set in different infrastructure planning documents in the province. Analyse & describe the processes through which such plans and targets have been formulated [focusing particular attention on any cross-sectoral integration]. Ascertain National, Provincial & Local Government strategic priorities and assess the impact of these on infrastructure planning/delivery. Analyse demographic, spatial & related socio-economic trends in the Province and assess their infrastructure planning and delivery implications. Analyse relevant research & National Policies that will impact on infrastructure needs in the Province for example the National Infrastructure Maintenance Strategy. Review the impact of alternative technology on future infrastructure needs. Direct the establishment & updating of a database of all infrastructure plans that impact on spatial infrastructure planning in the Province. Spatial Alignment: Support Role: Analyse the National Development Plan, Provincial & Municipal Growth/Development Strategies [City Strategies in Metro's] and determine their infrastructure implications for the Province. Identify areas of alignment or non-alignment based on assessment of plans & strategies. Analyse any relevant National Spatial Development Strategies/Frameworks [both integrated and sectoral] & identify areas for alignment with infrastructure plans. Analyse the Provincial Spatial Development Framework [as required by the Spatial Planning and Land Use Management Act (SPLUMA)] & identify areas for alignment. Analyse Municipal Spatial Development Frameworks [also as required by SPLUMA] & identify areas for alignment by assessing how Provincial Infrastructure goals and objectives are carried through into Municipal Spatial Development Frameworks and vice versa. Analyse the different spatial infrastructure plans across sectors & across spheres and make recommendations on how to deal with shortcomings, gaps, priorities and related alignment issues arising from the analysis. Assess the alignment of major & strategically important infrastructure projects (either National or Provincial) with existing Spatial Development Frameworks [across spheres] and make recommendations accordingly. Monitor alignment & updating of different infrastructure-related GISs being applied in the Province. Assess the processes through which spatial alignment of infrastructure planning is undertaken in the Province [within and across sectors and spheres] & make recommendations for process improvements. Develop a consolidated infrastructure GIS for the Province &/or contribute to the development of a consolidated infrastructure GIS for the Province. Long term infrastructure strategy and plan for the Province: Support Role: Assess the quality of the long term infrastructure strategy/plan, the processes through which it is produced & the extent to which it provides a real short, medium and long term guide to co-ordination of planning intentions, the sequencing and location of infrastructure investment and the roll-out of infrastructure delivery. Make recommendations on the development of a long term infrastructure strategy/plan in cases where it does not exist and champion the introduction of processes for the formulation of such a strategy/plan. Promote a process for producing a Provincial Infrastructure Plan that clearly identifies who is accountable for the production of the plan, who must participate & to what extent. Make recommendations on all stakeholders that should be involved in the development of a long term Provincial Infrastructure Strategy/Plan & assess whether or not such stakeholders are/or should be involved in processes under way or under design. On the basis of the research and analysis described above, identify national, provincial & municipal infrastructure projects that will be implemented over the next five to 20 years & make recommendations on areas for alignment and synergy. This information should for part of inputs being made to the planning processes for the Provincial Infrastructure Plan. Provide ongoing inputs into the development of a long term infrastructure strategy & its

implementation Provide the link between the Provincial Infrastructure planning process & the Infrastructure Medium Term Expenditure process. Provide guidance to finalise a long term infrastructure plan & assist in presentation for approval to relevant forums. Assist in explaining the significance & compliance requirements of the plan to other stakeholders and spheres of government. Infrastructure Performance Management in the Province: Oversight and Monitoring Roles: Define requirements, systems & standards for standardisation of terminology being applied in the Province in terms of infrastructure spatial planning. Determine a monitoring tool to apply for the monitoring of the implementation of infrastructure projects & provision of services in the Province. Undertake analyses to determine the impact of integrated spatial planning on achieving value for money. Make inputs to the development & implementation of the performance management system for infrastructure. Monitor implementation of infrastructure projects & services, make recommendations for changes and/or realignment of portfolios. Provide guidance & expert opinions on spatial infrastructure issues at different Forums. Provide recommendations in terms of misalignment in infrastructure plans between spheres of Government and/or other stakeholders. Infrastructure Capacity Building: Support Role: Prepare & present best practice cases in terms of infrastructure spatial planning to promote knowledge management in the Province. Participate in relevant Communities of Practice in the Province. Prepare & present training modules on infrastructure spatial planning at different Provincial and Municipal forums. Research: Study professional journals & publications to stay abreast of new developments. Monitor & study the legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Interact with relevant Professional Bodies/Councils. Manage the resources and performance of expenditure review reports within the Sub-directorate: Manage the performance, training and development of officials, Manage the budget, financial resources and physical assets.

ENQUIRIES

: Mr E Wax Tel No: (053) 830 8277

POST 22/524

: **DEPUTY DIRECTOR: BUILT ENVIRONMENT MANAGEMENT (X1 POST)**

SALARY CENTRE REQUIREMENTS

: R811 560 – R952 485 per annum (Level 11)(TCE Package)
 : Kimberley
 : NQF 7 Degree in Built Environment, Quantity Surveying, Finance, Accounting, Commerce, Economics or Post Graduate Diplomas in Built Environment or Project Management. 3-5 years' relevant public sector experience in the monitoring of infrastructure projects/programmes; monitoring of projects in the PPP environment, Budgeting and Financial environment. A valid driver's license. Skills & Knowledge: Knowledge of Policy analysis and development; Monitoring systems and processes; Job analysis; Organisational Design; Work Study Techniques/ procedures; Job evaluation and Job Descriptions; Strategic Planning; PDMS policy Organisational Development. Experience of undertaking research, analysing information, providing recommendations and preparing detailed reports; experience in the Public Sector and Budgeting and Financial Management. Ability to communicate ideas verbally and in writing and formally and informally. Report writing and analysing skills. Effective organisational skills, planning and organising skills analytical, decision making skills, problem solving skills, negotiation skills, facilitation skills and conflict management. Computer literacy (Word, Excel and PowerPoint)

DUTIES

: Key Responsibilities: Infrastructure Performance Management: Oversight and Support Roles Prepare the technical inputs for the Provincial Infrastructure Delivery Management Framework from the Infrastructure Stakeholders' perspective. Determine & implement a technical risk and a risk mitigation strategy for the implementation of the Provincial Infrastructure Delivery Management Framework from the Infrastructure Stakeholders' perspective. Identify technical issues pertaining to the implementation of the Infrastructure Delivery Management System Framework & implement strategies to pro-actively address the issues for the Infrastructure Stakeholders' infrastructure projects/programmes. Design & implement a technical performance management system for the delivery of infrastructure in the Province for the Infrastructure Stakeholders' infrastructure projects/programmes. Monitor & report on consistency between DoRA and other legislative requirements pertaining to technical issues for infrastructure projects of the Infrastructure

Stakeholders. Assess that Service Delivery Agreements signed between the Infrastructure Stakeholders' & Implementing Agents comply with the requirements stated in the Provincial Infrastructure Delivery Management Framework and related Standards/Guidelines issued by National Treasury. Provide technical specific inputs to different infrastructure inter-departmental and inter-governmental institutional structures in terms of the infrastructure agenda of the Infrastructure Stakeholders' Formulate technical policies and determine technical systems required for improved infrastructure delivery in the Infrastructure Stakeholders'. Design and prepare technical Standard Operating Procedures & Codes of Practices for all functions in the infrastructure delivery value chain pertaining to the Infrastructure Stakeholders' Prepare technical inputs for Provincial Treasury Instructions, Standards, Best Practice Notes & Circulars. Validate that the Infrastructure Stakeholders' are implementing prescribed infrastructure policies, systems, norms & standards. Design & implement measurement methodologies to assess the impact of preventative maintenance in terms of preserving the existing condition of an immovable asset being used by the Infrastructure Stakeholders' and prepare technical recommendations. Assess the quality, standard & credibility of information on the Immovable Asset Register for facilities being used by the Infrastructure Stakeholders'. Monitor that the Custodian has established & is executing a performance measurement system for property management of all Facilities being used by the Infrastructure Stakeholders. Assess that credible life cycle costs have been developed and updated for all Facilities being used by the Infrastructure Stakeholders. Assess that infrastructure procurement & contract management policies and systems of Implementing Agents responsible for infrastructure projects of the Infrastructure Stakeholders' are in place. Assess that project management systems, document storage policies & systems, payment policies and tracking systems to monitor payments of Implementation Agents responsible for infrastructure projects of the Infrastructure Stakeholders' are in place. Infrastructure Financial Management: Monitoring and Oversight Roles: Conduct the assessment of infrastructure budgets against cost norms, national/provincial standards/norms & life cycle costs as prepared by the Infrastructure Stakeholders. Conduct the assessment of infrastructure budgets against work in progress, funds spent, cash flows & commitments as prepared by the Infrastructure Stakeholders. Validate that the In Year Reports are correctly updated & aligned from a technical perspective as prepared by the Infrastructure Stakeholders. Provide technical inputs to infrastructure grant decisions pertaining to the Infrastructure Stakeholders'. Monitor & report on compliance with technical issues pertaining to the implementation of the Division of Revenue Act. Provide technical inputs to different Infrastructure Forums for the Infrastructure Stakeholders' infrastructure projects/programmes. Conduct value for money assessments to inform effective/efficient utilisation of funds for infrastructure projects of the Infrastructure Stakeholders. Infrastructure Planning Portfolio Management: Monitoring, Oversight and Support Roles: Interpret & apply sector specific objectives, priorities, norms and standards in terms of assessing infrastructure plans and budgets of the Infrastructure Stakeholders. Provide sector specific inputs & information for the finalisation of integrated spatial planning and a longer term provincial infrastructure strategy/ plan from the perspective of the Infrastructure Stakeholders. Provide technical inputs & guidance at the Infrastructure Medium Term Expenditure Committee hearings for the Infrastructure Stakeholders' infrastructure projects. Provide technical inputs to potential of Public Private Partnerships for selected infrastructure projects for the Infrastructure Stakeholders' & make inputs to the feasibility studies before submission to National Treasury. Assess pre-feasibility & feasibility studies from a technical perspective and make recommendations on technical issues that have not been addressed and/or are not credible in terms of information provided in the reports. Conduct the assessment of the User Asset Management Plans developed by the Infrastructure Stakeholders' as well as improvement plans Assess that the Custodian Asset Management Plan complies with the legislative requirements & guidelines issued by National Public Works. Conduct the assessment of Custodian Asset Management Plan to ascertain that the needs of the Infrastructure Stakeholders have been adequately addressed. Assess the delivery management arrangements of all infrastructure projects/packages as prepared by the Infrastructure Stakeholders & make recommendations on improvements. Assess the capability of Implementing Agents. Assess commissioning plans as prepared

by the Infrastructure Stakeholders in terms of alignment between infrastructure & required movable assets and make recommendations on improvements. Assess that all building plans have been finalised & submitted to the relevant Authorities for facilities used by the Infrastructure Stakeholders. Assess that disaster management relief funds are within the technical scope of the damage caused in terms of specific disasters pertaining to facilities used by the Infrastructure Stakeholders. Infrastructure Project/Programme Review Management: Monitoring and Oversight Roles: Prepare monitoring reports on adherence to & progress with implementation of Service Delivery Agreements from a technical perspective for all the Infrastructure Stakeholders' infrastructure projects. Assess progress with procurement for the general department's infrastructure projects in terms of approved procurement strategies/plans in terms of the different procurement stages & make recommendations. Provide technical inputs to the Transversal Supply Chain Management focussing on the promotion of effective & efficient implementation of the Infrastructure Stakeholders' infrastructure projects/programmes. Provide technical expertise for infrastructure Bid Specification & Bid Evaluation procurement committees for the Infrastructure Stakeholders' infrastructure projects above the financial threshold as determined by the Provincial Treasury. Serve on infrastructure Bid Specification & Bid Evaluation procurement committees for the Infrastructure Stakeholders' infrastructure projects from a technical perspective on an ad hoc basis or when specific requested. Assess close out reports & track information on appointment of Professional Service Providers and Contractors in the Province for the Infrastructure Stakeholders' infrastructure projects, validate the workload, validate performance and make recommendations. Assess Infrastructure Programme Management Plans as prepared by the Infrastructure Stakeholders' and make recommendations on improvements. Assess Infrastructure Programme Implementation Plans as prepared by Implementing Agents for the Infrastructure Stakeholders. Develop a framework & tool for site performance evaluations the Infrastructure Stakeholders' infrastructure projects, lead the implementation of the evaluations and prepare reports. Monitor that recommendations in site evaluation reports the Infrastructure Stakeholders' infrastructure projects are implemented through assessment of In Year Reports & follow up evaluations. Provide technical specific inputs at different project or related stakeholder forums for infrastructure projects of the Infrastructure Stakeholders. Lead the implementation of annual evaluation of infrastructure projects/ programmes in terms of progress made, procurement stages, adherence to conditional grants & all aspects pertaining to effective/ efficient delivery of the Infrastructure Stakeholders and prepare recommendations. Provide technical inputs to post project and post occupancy reviews conducted by the Infrastructure Stakeholders'. Operations, Services and Maintenance: Monitoring and Oversight Roles: Implement the validation of plans & budgets for condition and functional assessments for facilities being used by Infrastructure Stakeholders. Track the implementation of maintenance plans & budgets and prepare monitoring reports for the Infrastructure Stakeholders. Implement the assessments to ascertain that immovable assets transferred to the Infrastructure Stakeholders' [or to be transferred] are budgeted for in terms of maintenance & operations cost strategies. Infrastructure Capacity Building: Support Role: Prepare & present best practice cases in terms of infrastructure projects/programmes to officials of Infrastructure Stakeholders. Participate in relevant Communities of Practice in the Province. Research: Study professional journals & publications to stay abreast of new developments. Monitor & study the legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Interact with relevant Professional Bodies/Councils.

ENQUIRIES

: Mr E Wax Tel No: (053) 830 8277

POST 22/525

: **DEPUTY DIRECTOR: MUNICIPAL FINANCIAL RECOVERY SERVICES (X3 POSTS)**

SALARY CENTRE REQUIREMENTS

: R811 560 – R952 485 per annum (Level 11)(TCE Package)
 : Kimberley
 : NQF 7 tertiary qualification in Public Finance, Administration, Economics, Accounting, Business Economics or related fields. 3 to 5 years at a junior management level. A valid driver's license. Skills & Knowledge: PFMA, MFMA,

<u>DUTIES</u>	:	Treasury Regulations, Public Service Act & Regulation, Knowledge and understanding of local government legislation, Financial ratios and their interpretation, Planning and organizational, Computer literacy, Interpersonal, Problem solving, Communication (written and verbal), Project management skills, Ability to interpret and apply relevant policies and procedures.
	:	Key Responsibilities: Manage the implementation of Municipal Financial Recovery Services: Assist in the preparation of the Financial Recovery Plans and monitoring thereof; To monitor submission of monthly reports and conduct review of progress reported; To assist with solving any implementation and reporting issues; To promote and enforce proactively the government's actions, steps taken and consequence Management in terms of the legal framework, and demanding actions to be implemented by municipalities, Assist the Provincial Treasury to sufficiently exercise their mandates in respect of local government monitoring, oversight, and intervention duties. Support Municipalities with their FRP's and interventions: Provide hands-on support to municipalities and liaise with National Treasury regarding interventions; To assist the municipalities with the implementation of approved Financial Recovery Plans; Ensuring that the monthly reports on the Financial Recovery Plan are submitted to both Provincial Treasury, National Treasury, and COGHSTA and Provide advice to the municipalities continuously. Promote compliance by municipalities on all intervention processes; Ensure timeous submission of reports; Monitor municipalities and department's financial performance and implement early warning systems of identified that might be in financial crisis; Ensuring Compliance with reporting framework: Verify the information on reports Submitted to ensure that reporting is a true reflection of actual progress, Conduct quarterly audits on the municipality's portfolio of evidence to verify progress and prepare a report on findings. Simplify the current dashboards to monitor progress in the implementation of the Financial Recovery Plan. Ensure that FRPs are regularly reviewed and updated. Prepare management reports on the status of FRP implementation in municipalities, ensure that FRPs are regularly reviewed and updated: Ensure that monthly progress reports by municipalities on the implementation of the FRP are submitted by the due date. Follow up any non-compliance with reporting timeframes; Verify progress and prepare a report on findings; Report all areas of slow progress and non-compliance for escalation to National Treasury.
<u>ENQUIRIES</u>	:	Ms B Mgaguli Tel No: (053) 830 8345
<u>POST 22/526</u>	:	<u>DEPUTY DIRECTOR: ACCOUNTING AND REPORTING (MFMA) (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R811 560 – R 952 485 per annum (Level 11) (TCE Package)
	:	Cluster: 1 Zf Mgawu (Upington) Ref: NCPT/2023/30 (1 Post)
	:	Cluster: 2 Pixley Ka Seme (De Aar) Ref: NCPT/2023/34 (1 Post)
<u>REQUIREMENTS</u>	:	NQF 6/7 tertiary qualification in Accounting/Financial Accounting/ Management Accounting or related fields. 3-5 years' experience at a Junior Management (ASD) level in a Municipal Accounting environment. A valid driver's licence. Skills & Knowledge: MFMA. Treasury Regulations. Accounting Principles. Analytical. Organizing. Presentation/report writing. Numeracy. Advance Excel. Communication. Planning. Problem solving. Project Management.
<u>DUTIES</u>	:	Key Responsibilities: Monitor the implementation of the accounting standards (GRAP), and review the quality of Annual Financial Statements: Provide support to municipalities on the preparation/compilation of the annual financial statements. Review assistant directors draft and in-year financial statements assessment. Direct, guide and advise stakeholders on accounting practice and compile documents/presentations for discussion on various topics related to accounting on various cluster/sessions /forums. Monitor compliance with the financial reporting requirements. Facilitates workshops and training on accounting frameworks, standards, guidelines and transversal accounting policies through forums. Support Municipalities in resolving audit queries escalated by assistant directors. Provide technical support and compile report on the preparations of the audit file. Review the monitoring of AFS preparations plans submitted by assistant directors. Coordinate the provision of accounting Service & Support: Participate, in the accounting standards board, Public sector accounting forums on the new/update on accounting reforms. Monitor the implementation of financial accounting support programs where municipalities lack skills and capacity. Monitor, support and report on related modules in the Financial Management Capability Maturity Model. Review

Segment details analysis reports. Manage the component: Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform management functions. Review monthly plans, monthly and back to office reports of assistant directors
Ms B. Mngaguli Tel No: (053) 830 830 8345

ENQUIRIES

POST 22/527

DEPUTY DIRECTOR: BUDGET & REVENUE MANAGEMENT (X3 POSTS)

SALARY CENTRE

R811 560 – R952 485 per annum (Level 11) (TCE Package)
Cluster 1: Zf Mgcawu District Office (Upington) Ref: NCPT/2023/36 (1 Post)
Cluster 2: Pixley Ka Seme (De Aar) REF: NCPT/2023/39 (1 Post)
Cluster 3: John Taolo Gaetsewe (Kuruman) Ref: NCPT/2023/44 (1 Post)

REQUIREMENTS

NQF 6/7 tertiary qualification in Financial Accounting/ Financial Management/ Economics/ Public administration, Local Government Management/ Finance or related fields. 3-5 years' experience at a Junior Management (ASD) level in municipal finance environment. A valid driver's license. Skills & Knowledge: Public services laws and regulations, Strategic management, Treasury Regulations, Municipal Finance Management Act and Regulations, Knowledge of GAAP and GRAP, SCM, Communication, Organizing, Accounting and auditing, Computer literacy, Networking, Leadership and team building, Analytical, Problem solving, Policy development, Financial management, Formal presentation, Conflict management.

DUTIES

Key Responsibilities: Monitor implementation of budget framework and regulations by delegated municipalities and provide technical support to delegated municipalities: Provide guidance on 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), Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Conduct research on subject matter pertaining to designated municipalities, as and when required. Providing guidance to ensure alignment of municipal budgets to Provincial and National objectives: Evaluate the budgets and budget supporting documents for designated municipalities and provide advice/written comments to the municipality in terms of credibility, relevance and sustainability. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Perform the budget verification process to validate budgets on the NT database. Monitor the submission and publication (municipal website) of municipalities' budget and other relevant documents. Monitor, evaluate and report on the implementation of municipal budgets: Monitor and ensure the submission MFMA returns to National Treasury (report from NT confirming the receipt of all returns). Analyse 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. Analyse 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. Monitor grants spending of designated municipalities and submit report to the relevant supervisor. Prepare ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. Manage the implementation of revenue management in municipalities: Issue guidance on the implementation of revenue management in municipalities, relevant to the MFMA, and NT circulars. Contribute to the development of technical guidelines on revenue related policies and by laws. Provide support and technical advice to municipalities on revenue value chain, activities include Data management, Meter reading, indigent management, property management, Ext) To provide assistance and support with the assessment on tariff setting and draft guidelines, in the development of municipal revenue budgets. Evaluate monitoring of intergovernmental debt owed by National and Provincial departments, in order to reduce government debt. Facilitation of technical support and training via interactive working sessions/ site visits and report on outcomes of the site visits.

ENQUIRIES

Ms. B Mngaguli Tel No: (053) 830 8345

<u>POST 22/528</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT (MFMA) (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R811 560 – R 952 485 per annum (Level 11) (TCE Package) Cluster: 1 Zf Mgcawu (Upington) Ref: NCPT/2023/33 (1 Post) Cluster: 2 Pixley Ka Seme (De Aar) Ref: NCPT/2023/40 (1 Post) Cluster: 3 John Taolo Gaetsewe (Kuruman) Ref: NCPT/2023/45 (1 Post)
<u>REQUIREMENTS</u>	:	NQF 6/7 tertiary qualification in Risk Management/Internal Audit. 3-5 years' experience at a Junior Management (ASD) level in a Risk Management / Internal Audit environment. A valid driver's licence. Skills & Knowledge: MFMA and PFMA, Treasury Regulations, Global Internal Audit Standards, Code of Ethics, Risk Management. Principles and practices. Analytical, Organizing, Presentation/ report writing, Advanced Excel, Communication Planning, Problem solving. Project management skills.
<u>DUTIES</u>	:	Key Responsibilities: Ensure compliance with National and Provincial Risk Management norms and standards (Internal Audit and Risk Management Frameworks, Circulars and advisory notes: Coordinate municipal inputs for the review of national frameworks. Develop and issue municipal circulars and advisory notes. Develop/review Internal Audit and Risk Management compliance monitoring tools and provide to Clusters. Consolidate Clusters Internal Audit and Risk Management compliance monitoring reports. Monitor and report on Internal Audit and Risk Management support provided to municipalities in the Province Consolidate Clusters Internal Audit and Risk Management support provided to municipalities. Monitor and report on the establishment of Governance structures within the Province (Internal Audit, Audit Committee, Risk Management and Risk Management Committees: Consolidate Clusters status report on governance structures. Coordinate Internal Audit and Risk Management capacity programmes: Coordinate National Treasury capacity building initiatives targeted for Provinces. Organize and coordinate the joint Municipal Internal Audit and Risks Management Forum. Facilitate the conducting of internal Audit Readiness Reviews in preparation for External Quality Assurance review: Engage with Clusters the details of municipalities identified for State of Readiness.
<u>ENQUIRIES</u>	:	Ms. B. Mgauguli Tel No: (053) 830 830 8345
<u>POST 22/529</u>	:	<u>DEPUTY DIRECTOR: NORMS AND STANDARDS (MFMA) (5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R811 560 – R952 485 per annum (TCE Package) Cluster1: Zf Mgcawu (Upington) Ref: NCPT/2023/31 (2 Posts) Cluster2, Pixley Ka Seme (De Aar) Ref: NCPT/2023/37 (Post) Cluster3: John Taolo Gaetsewe (Kuruman) Ref: NCPT/2023/42 (2Posts)
<u>REQUIREMENTS</u>	:	NQF6/7 tertiary qualification in Financial Management/ Accounting or related fields. 3-5 years' experience at a Junior Management (ASD) level in an MFMA compliance monitoring environment. A valid driver's license. Skills & Knowledge: Knowledge of Municipal Finance Management Act, Treasury Regulations Accounting Principles. Strategic management, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Functioning of provincial Financial Management. Report writing and Communication at both high and lower levels. Planning and organizational skills. Computer literacy in MS Office, Networking skills Analytical problem solving skills, Policy development, Financial management. Formal presentation interpersonal skills, Project and change Management. Interpretation of financial information, Client relationship, Teamwork, Quick and accurate performance.
<u>DUTIES</u>	:	Key Responsibilities: Coordinate MFMA implementation and policy support: Coordinate the monitoring of implementation of policies to give effect to MFMA implementation. To review and provide oversight on implementation of policies and procedures in the management of financial and non-financial performance information. Manage and support the effective implementation of the MFMA in municipalities. Review and analyse research conducted into best practices of Local Government finances and other matters. Review the inputs and contributions for the drafting of new legislation, circulars and policies. Develop relevant guidelines w.r.t. financial management for practical application by municipalities. Coordinate the implementation and management of projects relating to the MFMA. Monitor, support and report on the implementation of the MFMA and supporting regulations: Develop reporting databases to assist with information management. Coordinate and review parliamentary questions and responses w.r.t. MFMA related matters. Develop strategies to address training

gaps and provides guidance on the utilisation of the Monitoring Indicators tools for municipalities. Coordinate, review and report on the effective implementation of the Financial Management Capability Maturity Model action plan in municipalities. Monitor, review and report on the 32 financial indicator and ratio assessments. Develop and implement strategies to address weaknesses identified in the FMCMM and ratio assessments to improve sound financial management in municipalities. Coordinate, monitor submission and review the in-year municipal and annual reports to enhance MFMA compliance. Coordinate and monitor MFMA reporting requirements for submission to National Treasury (NT) and monitor implementation of resolutions taken at the NT MFMA meetings. Coordinate, engage and support stakeholder's engagements to enhance MFMA compliance: Coordinate and develop stakeholder engagement plans to enhance effective and sustainable stakeholder relations. Co-ordinate the internal & external FORA's, required to administer, guide, support, monitor and report on MFMA activities. Review feedback and reporting at regular prescribed meetings and Internal MFMA stakeholders relating to MFMA implementation. Engage municipalities during Mid-year Budget reviews, with a specific focus on MFMA compliance and monitoring. Coordinate and participate in MFMA related training workshops; Support in building capacity in financial management in cooperation with other role player. Provide Oversight: Perform strategic and operational planning, Manage stakeholder relationships. Perform financial management functions. Perform asset management functions.

- ENQUIRIES** : Ms. B Mgaguli Tel No: (053) 830 8345
- POST 22/530** : **DEPUTY DIRECTOR: RISK MANAGEMENT (MFMA) (X2 POSTS)**
- SALARY CENTRE** : R811 560 – R952 485 per annum (Level 11)(TCE Package)
Cluster 2: Pixley Ka Seme (De Aar) Ref: NCPT/2023/41 (1 Post)
Cluster 3: John Taolo Gaetsewe (Kuruman) Ref: NCPT/2023/46 (1 Post)
- REQUIREMENTS** : NQF 6/7 Degree/Diploma in Risk Management/ Auditing. 3-5 years' experience at a Junior Management (ASD) level in a Risk Management / Internal Audit environment. A valid driver's licence. Skills & Knowledge: PFMA and MFMA. Treasury Regulations. Risk Management. Principles and practices. Analytical. Organizing. Presentation/report writing. Advance Excel. Communication. Planning. Problem solving. Project management skills.
- DUTIES** : Key Responsibilities: Monitor, enforce and report on the effective implementation of the MFMA, Treasury regulations and Risk Management Framework to ensure compliance: Quality review of the assessment reports. Ensure effectiveness of the implementation of the action plans. Maintaining risk management strategy, operational standards guidelines, procedures and providing advice and assistance on risk management issues. Provide support and capacity building in Municipalities: Facilitate capacity building initiatives. Facilitate Risk Management Forums. Provide inputs into the development and review of Risk Management frameworks. Develop and maintain the risk register within the municipalities: Facilitate the development of municipal risk registers. Assist in maintaining risk register. Provide Oversight: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform financial management functions.
- ENQUIRIES** : Ms B Mgaguli Tel No: (053) 830 8345
- POST 22/531** : **DEPUTY DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT (MFMA) (X3 POSTS)**
- SALARY CENTRE** : R811 560 – R952 485 per annum (TCE Package)
Cluster: 1 ZF Mkgawu (Upington) Ref: NCPT/2023/32 (1 Post)
Cluster: 2 Pixley Ka Seme (De Aar) Ref: NCPT/2023/38 (1 Post)
Cluster: 3: John Taolo Gaetsewe (Kuruman) Ref: NCPT/2023/43 (1 Post)
- REQUIREMENTS** : NQF 6/7 tertiary qualification in Accounting/Economics/Supply Chain Management/ Asset Management or related fields. 3-5 years' junior management (ASD) experience in the municipal supply chain and asset management environment. A Valid Driver's license. Skills & Knowledge: Public services laws and regulations, Strategic management, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, Knowledge of GAAP and GRAP. Communication, Organizing, Accounting and Auditing, Computer literacy, Networking, Leadership and team building, Analytical, Problem solving, Policy

		development, Financial management, Formal presentation, Conflict and management
<u>DUTIES</u>	:	Key Responsibilities: Monitor, Evaluate & Report on compliance with Asset Management regulations: Review, Monitor and Evaluate Municipal Asset Management policies and procedures and report on compliance with relevant legislation, asset management guidelines, framework and accounting standards. Evaluate and report on the appropriateness and effectiveness of the asset management registers and systems. Review the asset register prior to submission for audit to ensure compliance with legislation and accounting standards. Monitor and support the preparation of the Asset section of the audit working paper file. Provide advice, guidance and remedial actions on Asset Management issues and monitor remedial actions: 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. Monitor, 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. Monitor, Evaluate and report on compliance with Supply Chain Management Regulatory Framework: Review Municipal Supply Chain Management policies and report on compliance to regulations. Ensure compliance with the, MFMA and all related SCM frameworks by municipalities. Monitor and evaluate 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. Review and Report on Contract Management; Long and Short Term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations and Contract Extensions. Support, review and Monitor SCM Procurement plans; Monitor; Review Reports on functionality and quality SCM systems and Processes. Provide advice, guidance, and remedial actions on SCM issues and monitor remedial actions. Review; provide advice and guidance on the Structuring and functionality of SCM committees. Implement Supply chain management reforms in all the delegated municipalities and to play an oversight role in local government. 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. To provide assistance and advice on improving the supply chain management function within municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management. Provide inputs and advice into other reports related to supply chain management. Oversee 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 guidelines.
<u>ENQUIRIES</u>	:	Ms B Mgaguli Tel No: (053) 830 8345
<u>POST 22/532</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING AND SUPPORT REF NO: NCPT/2023/61 (X2 POTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum (Level 9)
	:	Kimberley
	:	NQF level 7 in Financial Accounting. 2-3 years relevant Accounting experience. A valid driver's license. Skills & Knowledge: PFMA – Public Finance Management Act, Accounting reforms in the public sector Modified Cash Standard (MCS), Generally Accepted Accounting Practice (GAAP), Generally Recognised Accounting Practice (GRAP), Treasury Regulations, Public Service Regulations, Financial Systems, Managerial Functions, Financial Management. Communication, Problem solving, Computer literate, Organizing and Planning, Report writing, Analytical thinking.
<u>DUTIES</u>	:	Key Responsibilities: Provide support to department and entities on provincial policies and procedures: Assist with research and issuing of guidelines and best practices on the implementation of accounting policies and procedures applicable to departments and entities. Assist with research and

implementation of accounting policies and procedures applicable to departments and entities. Provide technical assistance in terms of accounting training with regards to best practices: Provide support with accounting related enquiries from specific department, provide support by interpreting the accounting standards to be used to Departments and entities, provide support with the preparation of Annual Financial Statements, Provide support with year-end and monthly checklist. Provide training regarding accounting standards and compilation of financial statements: Assist with the development of training material, Conduct training workshops

ENQUIRIES :

Ms. B Nortjie. Tel: 082 903 6945

POST 22/533 :

ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: NCPT/2023/47 (X1 POST)

SALARY :

R424 104 – R496 467 per annum (Level 9)

CENTRE :

Kimberley

REQUIREMENTS :

NQF6/7 tertiary qualification in Communications/ Public Relations/Journalism/Marketing/Language Practice. 2- 3 years in communication field environment. A valid Driver's license. Skills & Knowledge: Knowledge of government legislation and prescripts, Government Communications and Information Systems, Protection of Personal Information Act Media relations, Website development, Graphic design, Social media. Communication (verbal and written), Photographic Writing, Planning and organizational skills, Computer literacy, Interpersonal, Problem solving, Decision making. Ability to interpret and apply relevant policies and procedures.

DUTIES :

Key Responsibilities: Co-ordinate Event Management, Marketing and Corporate identity: Provide support in managing the stakeholder's database, mobilization of targeted groups, event management and departmental calendar. Provide communication support for outreach and departmental programmes. Provide assistance in the development and reviewing of the communication strategy and communication policy. Ensure collection and compilation of information of the website and intranet. Provide assistance in editing and proofread content for the departmental print and online publications including annual reports, electronic newsletters, print and online adverts. Coordinate public relations and media relations initiatives: Writing press releases, media advisories, and compile articles for digital newsletter. Conduct media monitoring, liaise with the media (print and electronic) to effectively promote the image of the department. Facilitate media house visits to extend relations and journalists' networking programme. Develop media plan for the key events—to canvass for interview slots for positive coverage. Compile and update media database. Develop media adverts. Promote the departments corporate identity management: Ensure display of the departments branded material at all events. Monitor visible signage to all departmental premises for easy access by clients. Ensure safe-keeping of communication assets. Ensure marketing and advertising of the departmental programmes. Supervise the unit: Training and development of officials. Performance Management. Financial Resources

ENQUIRIES :

Ms. G Moncho-Mfecane Tel No: (053) 830 8228

POST 22/534 :

ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: NCPT/2023/48 (1 POST)

SALARY :

R424 104 – R 496 467 per annum (Level 9)

CENTRE :

Kimberley

REQUIREMENTS :

Diploma/Degree: (NQF6/7) in Computer Science or Information Management or related field. 2-3 years' experience in graphic design, web design, database development and communications. A valid driver's license. Skills & Knowledge: Knowledge of Applicable policies, Legislation, guidelines, standards, procedures and best practices, Public services procedures, Geographical Information Systems (GIS), Communication (written and verbal), Conduct Research, gather and analyse information and draft documents, Planning and organizational, Computer literacy, Interpersonal, Problem solving, Project management skills, Ability to interpret and apply relevant policies and procedures.

DUTIES :

Key Responsibilities: Co-ordinating the information management of knowledge repositories to ensure content is up to date and maintained continuously:

Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making in government operations, collect, store, and disseminate records of the department, product reports. Facilitating communities of practice of knowledge sharing and exchange. Assist with PAIA requests. Conduct assessments for the development of the Provincial Treasury Knowledge Agenda. Coordinating the implementation activities for the Provincial Treasury Agenda. Coordinating activities for successful implementation of Knowledge Management Strategy: Contribute to the development and implementation of the departmental Knowledge Management policies, strategies, manuals and guides. Engaging internal stakeholders on the importance of knowledge management to influence organisational change. Monitor, evaluating and reviewing of knowledge management policies and frameworks. Facilitating best practice and approaches to knowledge management. Distributing information through different communication channels in line with policy and legal prescript. Coordinating the development of content for treasury and treasury knowledge management systems: Capturing and codifying tacit knowledge to facilitate its reuse. Coordinating the development of a knowledge base in order to support the public sector and departmental programmes. Drive content creation for enhancing Treasury Knowledge Systems and other Knowledge Management Tools. Facilitate content updates of treasury knowledge systems and modules including information sourcing and quality assurance of information. Conducting stakeholders needs assessment and analysis to build treasury knowledge base. Enhance services delivery, support transparency and support integration / collaboration across departments / government spheres. Coordinate the development of graphic material: Design layout of all publications, branding and promotional material of the department. Liaise with stakeholders regarding specifications and artwork before printing or publishing. Maintain database or archival retrieval system of all graphic material produced.

ENQUIRIES

: Ms. G Moncho-Mfecane Tel No: (053) 830 8228

POST 22/535

: **ASSISTANT DIRECTOR: ASSET AND DISPOSAL MANAGEMENT REF NO: NCPT/2023/49**

SALARY CENTRE REQUIREMENTS

: R424 104 – R496 467 per annum (Level 9)
 : Kimberley
 : NQF level 6/7: Supply Chain Management (SCM) in Accounting/Financial Management or related fields. 2-3 years' related SCM or asset management supervisory experience. Training on LOGIS. A valid driver's license. Skills & Knowledge: Knowledge of SCM Framework and Regulations, Public Finance Management Act (PFMA) and Treasury Regulations, Knowledge of asset management process, compiling specification for purchasing of assets, Knowledge of Basic Accounting System (BAS) will be an added advantage, Reporting procedures, Guide for the preparation of financial statements, Customer care. Interpersonal relationship, Problem solving, Planning and organizing, Ability to interpret relevant directives, Analytical thinking, Routine notes, memos and report writing skills. Facilitation, Communication, Accounting, Computer literacy, Training, Research.

DUTIES

: Key Responsibilities: Monitor the maintenance of Asset Register: Ensure barcoding of new assets, ensure assigning of assets to asset holders, plan and report on physical verification of assets, ensure room lists are correct and signed by asset holders, monitoring assets for physical condition, utilisation functionality and financial performance, authorise movements and changes, ensure monthly reconciliation of assets between BAS and LOGIS, monitor and update the asset register, compile journals. Coordinate redundant/ obsolete and losses of theft and assets: Identify outdated, unserviceable, redundant and obsolete assets, record missing and disposal of assets, present the list of assets to be disposed to Losses, theft and disposal committee, recommend disposal strategy of all assets, coordinate safekeeping of assets. Perform the duties of the Loss Control Officer, Submit all reported cases of losses to security unit for investigation, present all reports of losses and theft to Losses, theft and disposal committee, ensure that all reported cases of unauthorized, irregular and fruitless and wasteful expenditure are presented to the Losses, theft and disposal committee, perform secretariat duties for the Losses, theft and disposal committee, follow up on reported cases with Security Unit, Compile memo for Accounting Officer's approval. Supervise employees to ensure an effective asset and disposal management: General supervision of

employees, Allocate duties and do quality control of the work delivered by supervisees, Advise and lead supervisees with regard to all aspects of the work, Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Ms. NE Lethuli Tel No: (053) 830 8220

POST 22/536 : **ASSISTANT DIRECTOR: SCM POLICY NORMS & STANDARDS REF NO: NCPT/2023/51 (1 POST)**

SALARY : R424 104 – R496 467 per annum (Level 9)
CENTRE : Kimberley
REQUIREMENTS : NQF 6/7 tertiary qualification in Commerce, SCM or Public Administration or related fields. 2-3 years' experience in a Policy Development environment. Valid Driver's License. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Knowledge and understanding of the policy development process. Policy Research skills. Knowledge and understanding of SCM governance mechanisms and compliance. Proficient understanding of SCM system, supplier performance and SCM Policy, norms and standards. Computer literacy, Planning and organizational, Interpersonal, Problem solving, Communication (written and verbal), Project management skills. Ability to interpret and apply relevant policies and procedures. Planning and organizational, Interpersonal, Problem solving, Communication (written and verbal) and Project management skills. Computer Literacy (PowerPoint, Excel, Word). Facilitation and Training skills. Ability to interpret and apply relevant policies and procedures.

DUTIES : Key Responsibilities: Implement SCM Policy, Norms and Standards: Research and develop provincial SCM policies, Norms and Standards, Analyse and identify gaps in relation to Instruction Notes, Support the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. Continuous Improvement of the SCM System: Research, Analyse, review and Improve SCM Policies, Norms and Standards as informed by National and Provincial priorities. Advice, Guide and support on Implementation of SCM Policy, Norms and Standards: Coordinate and conduct training on SCM Policy, Norms and Standards. Implement, guide and support on the developments of SCM Policy, Norms and Standards: Monitor the research process, development of SCM Policy, Norms and Standards

ENQUIRIES : Mr. WG Molelekwa Tel No: (053) 830 8317

POST 22/537 : **ASSISTANT DIRECTOR: BAS SUPPORT AND ADMINISTRATION REF NO: NCPT/2023/57 (2 POSTS)**

SALARY : R424 104 – R496 467 per annum (Level 9)
CENTRE : Kimberley
REQUIREMENTS : NQF6/7 tertiary qualification in Accounting/Financial/Public Administration/ Management or related fields. 2-3 years' relevant experience within a BAS environment. Relevant BAS training will be an added advantage. A valid driver's license. Skills & Knowledge: Knowledge of Access to information Act, Public Finance Management Act, (PFMA) and Treasury Regulations, Basic Accounting System (BAS), Reporting procedures, Knowledge of GAAP and GRAP, Services provided by provincial banker for the purpose of payment interfaces, Vulindlela, LOGIS, PERSAL. Customer care orientation, Interpersonal relations, Problem solving, Planning and organizing, Analytical thinking, Communication and Accounting skills. Ability to interpret and apply relevant directives and routine notes. Memos and report writing skills, Training, Research and Facilitation skills, Computer literacy (PowerPoint Excel Word),

DUTIES : Key Responsibilities: Monitor compliance and enforcement of prescribed legislation, policies and guidelines relating to all BAS processes: Obtain departments proposed Final Closure dates for FYE. Monitoring clearing of

suspense accounts in preparation for month and FYE closure, Logging of calls with LOGIK should a call require their intervention or assistance, Monitoring and examining of Provincial Departments passed opening journals to account for new financial year's budget on BAS, Monitor Provincial Departments performed Final Audit Closure of old financial year, Request and submit ROPs for verification and consolidation of 30 Day Payments, Check BAS Security Verification performed by departments for compliance. Render a support service to all Provincial BAS users: Provide a support service (BAS Helpdesk Function) to all BAS users in the Provincial Administration by resolving all incidents and requests logged in order for them to close on or before the Nationally prescribed month – and FYE force closure dates and to ensure optimal utilization of the system, Logging of calls with LOGIK should a call require their intervention or support, Support departments during the actual month–end and financial year–end process. Capture segment changes as per the budget statement and the Standard Chart of Accounts (SCOA) on BAS.. Perform BAS System Controller function on behalf of Provincial Departments: Create and maintain of BAS User Accounts, e.g. User Profiles, Group Profiles and workflows, Create and maintain SCOA segments on BAS, e.g. Item, Objectives, Asset segments, etc., Maintain Static Data on BAS, e.g. TPRs, parameters, etc. Perform BAS Security Verification of Provincial Departments BAS Users access and activities and update Matrix and Provincial BAS User database, Populate Provincial Departments BAS database with segments, user profiles, static data, etc., with the implementation/ re – implementation of new or new versions of financial system or changes in SCOA. Building capacity of BAS users in the Provincial Departments to enhance effective utilization: Give inputs to the annual training Program. Prepare and update BAS training material. Compile practical exercises and examination papers. Oversee all logistic arrangements for the course. Conduct BAS courses. Mark exam papers, prepare and print certificates and results reports to departments HODs. Update training database. When required, attend the BAS National User Group Meeting and give feedback at the Provincial BAS User Forums. Give inputs, respond to problems, elaborate on new developments, report on departments status of accounts during the Provincial BAS User forums. Give feedback on BAS training.

ENQUIRIES

: Ms. L Jacobs 066 210 4000

POST 22/538

: **ASSISTANT DIRECTOR: CLIENT SUPPORT SERVICES AND CAPACITY BUILDING REF: NCPT/2022/55 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS

: R424 104 – R496 467 per annum (Level 9)
 : Kimberley
 : NQF6/7 tertiary qualification in Commerce, SCM or Public Administration. 2-3 years' experience in Client Support and Capacity Building environment. A valid driver's licence. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Monitor Compliance of Provincial Service Providers to the requirements of CSD. Facilitate the compliance of Provincial Departments, municipalities and entities with CSD. Facilitate capacity building. Planning and organizational. Computer literacy. Interpersonal Problem solving. Communication (written and verbal). Project management skills. Ability to interpret and apply relevant policies and procedures.

DUTIES

: Key Responsibilities: Monitor compliance service providers to the requirements of the CSD: Assist service providers on CSD. Provide telephonic support to suppliers. Attend to enquiries relating to supplier's registration. Check non-compliance of unspecified service providers on CSD. Facilitate the compliance of Provincial Departments, Municipalities, and Public Entities with the requirements of CSD: Conduct compliance visits to the departments' municipalities and public entities. Assist departments, municipalities and public entities with queries. Provide guidance in terms of strategic sourcing to departments, municipalities and public entities. Facilitate Capacity Building in Provincial Departments, Municipalities, Public Entities and Service Providers: Assist and provide presentations to serve providers regarding CSD. Train officials of Provincial Departments, municipalities, and public entities on CSD.

Represent Provincial Treasury on the National Treasury Strategic Sourcing Project team: Provide the necessary provincial surveys to determine participation by department / municipalities. Submit surveys for further discussion and strategic decision to participate or not in accordance with the provincial growth and development.

ENQUIRIES : Mr. WG Molelekwa Tel No: (053) 830 8317

POST 22/539 : **ASSISTANT DIRECTOR: GOVERNANCE COMPLIANCE, MONITORING AND EVALUATION REF NO: NCPT/2023/52 (1 POST)**

SALARY CENTRE REQUIREMENTS : R424 104 – R496 467 per annum (Level 9)
 : Kimberley
 : NQF 6/7 tertiary qualification in Commerce, Supply Chain Management, and Public Administration. 3 years' relevant / functional experience in Supply Chain Management. A valid driver's license. Skills & Knowledge: Knowledge and understanding of Supply Chain Management Governance. Monitoring and evaluation skills. Planning and organizational, Interpersonal, Problem solving, Communication (written and verbal) and Project management skills. Computer Literacy (PowerPoint, Excel, Word). Facilitation and Training skills. Ability to interpret and apply relevant policies and procedures.

DUTIES : Key Responsibilities: Implement SCM governance mechanisms and enforce compliance: Monitor the development and Implement SCM performance standards and measurement metrics. Monitor the performance of SCM functions in departments and public entities. Monitor the performance of established SCM governance structures. Monitor compliance to 30 days' payments. Monitor and enforce compliance: Develop and implement reporting and review systems. Investigate SCM systems and recommend improvements. Monitor the Implementation of action plans in relation to the recommendations. Monitor provincial supply chain risks as identified through measurement metrics. Monitor, Evaluate and report on SCM system and supplier performance: Investigate complaints/accusations of SCM related malpractices and facilitate interventions. Analyse SCM Data to identify trends, and develop remedial strategies. Monitor achievement of local economic development procurement targets. Implement, advice guide and support on SCM Policy, Norms and Standards: Implement and facilitate the provision of training on SCM Policy, Norms and Standards. Provide advice and guidance to departments and entities on SCM Policy, Norms and Standards.

ENQUIRIES : Mr. WG Molelekwa Tel No: (053) 830 8317

POST 22/540 : **ASSISTANT DIRECTOR: LOGIS MANAGEMENT AND SUPPORT REF NO: NCPT/2023/58 (1 POST)**

SALARY CENTRE REQUIREMENTS : R424 104 – R496 467 per annum (Level 9)
 : Kimberley
 : NQF 6/7 tertiary qualification in Supply Chain Management, Public Administration/Management/Financial Management or related fields. 2-3 year's relevant experience within a LOGIS Management environment. Relevant LOGIS training will be an added advantage A valid Driver's license. Skills & Knowledge: Thorough knowledge of the Logistical Information System (LOGIS). Logis Business Information System. Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act, Public Service Regulations. Basic Conditions of Employment Act. Labour Relations Act. PSCBC Resolutions. Ability to interpret relevant directives and Reporting procedures. Formulating and editing. Interpersonal and Problem solving, Customer Care, Planning and Organizing, Conflict management, Project Management, Analytical thinking and Report writing skills. Computer literacy. Leadership, Mentoring and team building skills. Policy & guidelines development. Training and Facilitating skills. Formal presentations. Communication at both high and low levels. Accounting and auditing skills. Financial Management.

DUTIES : Key Responsibilities: Monitor compliance and enforcement of prescribed legislation, policies and guidelines relating to all LOGIS processes: Download & scrutinize reports RR101, RR102 and RR103. Bi-annual verification of LOGIS user account management and download of LOGIS security reports RR121, RR122, RR123, RR124, RR125, RR127 and SITA reports. LOGIS audit responses to be communicated and stream line processes for next financial year. Render transversal support service to all Provincial LOGIS users: Provide a support service to all LOGIS users in the Provincial

Administration. Log calls with National Treasury Logik call centre should a call require their intervention or support. Implement / re-implementation of LOGIS from Provincial Departments. Capacity building in Provincial Departments to enhance the effective utilization of LOGIS system: Give inputs to the annual training program. Prepare and update LOGIS training material. Compile practical exercises and examination papers. Oversee all logistic arrangements for the course. Conduct LOGIS courses. Mark exam papers, prepare and print certificates and result reports to departments HOD's. Update training database. Provide assistance on user testing for National Treasury. When required, attend the LOGIS National User Forums and provide feedback at the Provincial LOGIS User Forums. Manage the resources within the sub-Directorate: Monitor the performance of staff, leave management, Mentoring and coaching, provide input to the operational plan and related processes.

ENQUIRIES

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Ms. L Jacobs Tel No: 066 210 4000

POST 22/541

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ASSISTANT DIRECTOR: PERSAL SUPPORT & ADMINISTRATION REF NO: NCPT/2023/56 (1 POST)

SALARY CENTRE REQUIREMENTS

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R424 104 – R496 467 per annum (Level 9)
Kimberley
NQF6/7 tertiary qualification in Human Resource Management/Public Management or related fields. 2-3 years' functional experience in a PERSAL support environment. Relevant PERSAL training will be an added advantage. A valid driver's license. Skills & Knowledge: Knowledge of Public Service Act, Educators Act. Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, PSCBC Resolutions, Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting System (BAS), Reporting procedure, Customer care, Knowledge of all PERSAL system courses, Access to information Act, Service provided by Provincial Banker, for the purpose of payment interfaces, Interpersonal relationships, Problem solving, Planning and Organising, Conflict Management, Project Management, Formulating and editing, Policy Analyst, Analytical thinking, Report writing skills. Ability to interpret and apply directives. Mentoring and Communication at both higher and lower levels, Networking, Financial Management, Accounting and Research skills. Facilitating and Training, Formal presentation and Computer Literacy.

DUTIES

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Key Responsibilities: Monitor compliance and enforcement with legislation, policies and guidelines relating to all PERSAL processes: Maintain a PERSAL-User database. Monitor the Provincial Departments user access and activities. Examine Provincial Departments use of departmental tables (Table 800 upwards). Monitor PERSAL interfaces and ACB (Automated Clearance Bureau) limits. Analyse PERSAL System data and report to PERSAL Controllers and Accounting Officers. Render transversal support service to all Provincial PERSAL Users: Guide Provincial Departments to amend their establishment on the PERSAL System. Guide Provincial Departments to create/ amend departmental tables. Render PERSAL (HR) Helpdesk function to all PERSAL Users. Register, evaluate and follow-up System Control Changes (SCC) on behalf of Provincial Departments. Log call with LOGIK should a call require their intervention or assistance. Capacity building to Provincial Departments to enhance the effective utilization of the PERSAL System: Perform all administrative functions related to PERSAL training, Give inputs to the annual training program, Prepare and update PERSAL training material, Compile practical exercises and examination papers, Oversee the arrangement made for the course, Train PERSAL Users in various PERSAL courses, Mark examination papers and distribute results to users, Provide feedback on PERSAL training when requested. Co-ordinate PERSAL User Forum: Assist with the arrangements of the PERSAL User Forums, When required, attend National PERSAL User Forums and provide feedback at Provincial PERSAL user forums, Download / and informing users of all new PERSAL messages/ PERSAL notices etc. at Provincial PERSAL Users Forums, Give inputs/ responds to problems, new developments, departments' situational analyses of PERSAL System data during the Provincial PERSAL User Forums.

ENQUIRIES

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Ms. L Jacobs Tel No: 066 210 4000

POST 22/542 : **ASSISTANT DIRECTOR: STRATEGIC PROCUREMENT REF NO: NCPT/2023/53 (POST)**

SALARY : R424 104 – R 496 467 per annum (Level 9)
CENTRE : Kimberley
REQUIREMENTS : NQF6/7 tertiary qualification in Commerce, Supply Chain Management, Public Administration or Financial Management. 2-3 years Functional Experience in SCM. A valid driver's licence. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Develop and design Strategic Procurement Framework and strategies, Monitor the Implementation of Strategic Procurement Risks, Monitor Public Private Partnerships (PPP), Infrastructure Procurement and Major Capital Projects. Planning and organisational, Computer literacy, Interpersonal, Problem solving, Communication (written and verbal), Project management skills, Ability to interpret and apply relevant policies and procedures

DUTIES : Key Responsibilities: Implement and design Strategic Procurement Framework and Strategies: Facilitates the research and development the provincial procurement strategy, Implement the provincial procurement strategy identification of strategic procurement opportunities, Develop the Provincial guidelines, processes and standards for strategic procurement, Disseminate the strategic procurement framework to relevant spheres of government (more to policy), Provide inputs into the development of strategic procurement related government policy, norms, standard, framework and guidelines, Liaise with stakeholders to facilitate and co-ordinate the development and implementation of strategic procurement strategies. Monitor the Implementation of Strategic Procurement risks: Facilitates the implementation of strategic procurement project risk, Implement strategic procurement systems, Monitor the progress on strategic procurement systems, Compile a report on strategic procurement trends analysis, Conducts spends analysis of the most commonly procured items in the Province, Implement strategic sourcing, i.t.o quantification of economic benefit, price benchmarking, marketing and industry analysis, Develop business case for commodity identified, Compile management reports and recommendations on strategic sourcing, Update the database for specifications and price indexes, Assist with the distribution of relevant strategic sourcing information to Provincial Departments, Facilitates the assessment of institutional quarterly and annual procurement plans, Compile the Provincial strategic procurement plan, Assist with the identification of areas/ commodities for development of transversal contracts. Monitor Public Private Partnerships, Infrastructure Procurement and Major Capital Projects: Facilitates the compilation of provincial infrastructure procurement plan, Monitor the Implementation of PPP Procurement process and contract management. Assist the Component: Perform strategic and operational planning, manage stakeholder relationship, Oversee the administrative support functions.

ENQUIRIES : Mr. WG Molelekwa Tel No: 053 830 8317

POST 22/543 : **ASSISTANT DIRECTOR: TRANSVERSAL CONTRACT MANAGEMENT REF NO: NCPT/2023/54 (01 POST)**

SALARY : R424 104 – R 496 467 per annum (Level 9)
CENTRE : Kimberley
REQUIREMENTS : NQF6/7 tertiary qualification in SCM/Financial Management or other related fields. 2-3 years' experience in the SCM environment. A valid driver's licence. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Provide Demand Management Services, Provide Acquisitions Management Services, Facilitates the performance of Transversal Contracts. Planning and organizational, Computer literacy, Interpersonal, Problem

DUTIES

solving, Communication (written and verbal), Project management skills, Ability to interpret and apply relevant policies and procedures.

: Key Responsibilities: Provide Demand Management Services: Facilitates the Identification of common commodities for Provincial departments and entities, Assist with development of a business case for Transversal commodities, Assist with the development of procurement plans for goods and services, Facilitate commodity and industry/market analysis, Facilitates costing and linking of requirements to the budget, Facilitates compilation of Terms of Reference (TORs) specifications for goods and services to develop the provincial sourcing strategy, Facilitates the provision of secretariat services for Bid Specification Committee, Facilitate the maintain internal and external customer relations. Provide Acquisitions Management Services: Assist with the advertising, invitation and closing of bids, Facilitate the evaluation and adjudication of bids, Facilitate, support and advise on bid process, Facilitates the provision of secretariat services for Bid evaluation and adjudication committees, Facilitate the application of Supply Chain Management prescripts. Facilitates the performance of Transversal Contracts: Compilation and maintenance of supplier contracts register, Facilitate the contract life cycle, Facilitates and administer variations and implement price increase as per the SLA, Facilitate the performance of suppliers, Facilitate the performance of departments and public entities, Facilitate the implementation of the contracts by departments and public entities. Assist the Component: Perform strategic and operational planning, manage stakeholder relationships, Oversee the administrative support functions, perform financial management functions, Perform asset management functions.

ENQUIRIES

: Mr. WG Molelekwa Tel No: (053) 830 8317

POST 22/544

: **ASSISTANT DIRECTOR: TRANSVERSAL TECHNICAL SUPPORT REF NO NCPT/2023/59 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS

: R424 104 – R 496 467 per annum (Level 9)
: Kimberley
: NQF 6/7 tertiary qualification in computer systems, Server+, Security+ MCSD, CNE or appropriate equivalent qualification. 2-3 years' relevant experience in computer networks and transversal systems. Relevant certification(s) in data warehousing or database administration. A valid Drivers' license. Skills & Knowledge: Knowledge of the government networking infrastructure. An understanding of SITA's role in providing and maintaining government networks. Knowledge of the mainframe and IP translation. Routine notes, memo's and report writing skills. Basic Interpersonal skills. Communication skills. Be able to demonstrate a working knowledge of databases and structured query language (SQL). Knowledge in the application of SQL language to manipulate data. Ability to use database management tools to connect to databases. Ability to create tables, load data and query the data. Ability to apply the extract, transform and load (ETL) and extract, load and transform (ELT) approach to convert raw data into analytics-ready data. Planning and organizing skills. Customer Care skills. Analytical problem solving skills. Training skills. Innovative thinking skills. Research skills.

DUTIES

: Key Responsibilities: Coordinate operational strategies for the successful rollout of transversal systems: Facilitate and/or download BAS codes tables for all provincial departments. Follow an established schedule for the efficient release and distribution of codes tables and client files to all sites. Maintain up to date client files on BAS file servers. Implement/execute identified projects. Coordinate technical support on financial systems: Facilitate the installation and configuration of financial systems applications. Log all calls. Attend to technical support queries and problems on financial systems. Add, configure and setup printers for financial systems. Monitor logged, open and closed calls. Manage received complaints. Develop and maintain data warehouse portal: Facilitate and/or download raw auditor reports. Import raw data into Oracle database server/SQL server. Create/maintain queries to manage data, cleansing, transforming, updating & combining data. Export data from Oracle database server/SQL server. Transforming raw data into usable information. Provide access to database tables to business units for management reporting purposes. Develop relevant documentation for the maintenance & support of the data warehouse. Support provincial departments to enhance the effective utilization of transversal systems: Provide assistance on the provincial transversal technical support user forums. Provide oversight assistance on

provincial disaster recovery exercises. Coordinate regional and head offices visits and technical projects on financial systems. Prepare a quarterly site visits schedule and ensure it is followed. Assist departments at regional offices with technical support and maintenance on financial systems computers. Manage the resources within the sub-directorate: Manage the performance, training and development of officials. Manage the budget, financial resources and assets. Ensure the maintenance of discipline.

ENQUIRIES

: Ms. L Jacobs Tel NO: 066 210 4000

POST 22/545

: **ASSISTANT DIRECTOR: INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: NCPT/2023/50 (1 POST)**

SALARY CENTRE REQUIREMENTS

: R424 104 – R 496 467 per annum (Level 9)
 : Kimberley
 : NQF 6/7 tertiary qualification; B Com (Hons)/ B Tech; in Project Management and Built Environment. 2-3 years' relevant public sector experience in the monitoring of infrastructure projects/programmes; monitoring of projects in the PPP environment, Budgeting and Financial environment. A valid driver's license. Skills & Knowledge: Knowledge of Policy analysis and development; Monitoring systems and processes; Job analysis; Organisational Design; Work Study Techniques/ procedures; Job evaluation and Job Descriptions; Strategic Planning; EPDMS policy Organisational Development. Experience in undertaking research, analysing information, providing recommendations and preparing detailed reports; experience in the Public Sector, Budgeting and Financial Management. Ability to communicate ideas verbally and in writing, formally and informally. Analysing skills. Effective organisational skills, planning and organising skills, analytical decision making skills, problem solving skills, negotiation skills, facilitation skills and conflict management. Technical Report writing and Public Sector Code of Conduct. Computer literacy (Word, Excel and PowerPoint)

DUTIES

: Key Responsibilities: Infrastructure Performance Management: Oversight Role: Assist to analyse, monitor & report on consistency, credibility and accuracy between relevant legislative requirements including DoRA specific requirements] and submissions to be prepared by allocated Public Institutions. Assist to assess that Service Delivery Agreements signed by allocated Public Institutions & Implementing Agents clearly stating aims, objectives, priorities, roles of the different parties, timeframes, dispute resolution procedures and financial arrangements. Provide inputs to financial & economic analyses to identify the type of policies and systems that should be developed for infrastructure delivery. Provide inputs to infrastructure financial & economic policies and determine related systems required for improved infrastructure delivery. Assist to contribute to the identification of risks & determination of a risk mitigation strategy for the implementation of the Framework for Infrastructure Delivery Management System. Assist in preparing inputs to the design of Standard Operating Procedures and Codes of Practices for financial and budgeting functions in the infrastructure delivery value chain. Infrastructure Financial Management: Monitoring and Oversight Roles: Assist to monitor & report on compliance with relevant DoRA sections and conditional grant frameworks. Extract financial information for different infrastructure forums. Provide data & information for decisions to withhold or stop grant payments. Assist to develop a responsibility matrix to implement actions in order to address the underlying reasons why grants were stopped or withheld & monitor implementation. Assist to assess DoRA Human Resources reports before submission to National Treasury. Assist to review requests for financial roll overs. Assist in the preparation of inputs to National Treasury on the formulation of DoRA. Assist to make inputs to the quality of information on 85 schedules i.e. summary on infrastructure details. Assist to provide inputs pertaining to financial oversight in terms of Public Private Partnerships closed deals. Assist to provide inputs pertaining to financial oversight in terms of Construction Procurement Plans. Infrastructure Planning Portfolio Management: Monitoring, Oversight and Support Roles Assist to assess the affordability of infrastructure implications in the Service Plans, Strategic Plans & Annual Performance Plans. Assist to assess User Asset Management Plans & Improvement Plans. Assist to assess the Custodian Asset Management Plan. Collect information on proposed leases, policies, norms and standards. Assist to undertake economic & financial analysis to determine if proposed leases provide value for money. Assist to monitor on an annual basis

that leases are aligned to available space & space norms. Assist to provide financial inputs at the Infrastructure Medium Term Expenditure Framework hearings and related forums. Assist to provide financial & economic inputs to potential Public Private.

ENQUIRIES : Mr. E Wax Tel No: (053) 830 8277

POST 22/546 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT (MFMA) REF NO: NCPT/2023/67 (1 POST)**

SALARY : R424 104 – R 496 467 per annum (Level 9)
CENTRE : Cluster 2: Pixley Ka Seme
REQUIREMENTS : NQF6/7 tertiary qualification in Financial Accounting, Financial Management, Economics, Public Administration, Local Government Management/ Finance. 2-3 years' experience in municipal revenue work environment. A valid Driver's License. Skills & Knowledge: Finance Planning and organizing, Analytical skills, Presentations report writing, Norms and standards, Produce directives and procedures, Knowledge of relevant legislation, directions and procedures with public service regulations and related legislation. Project Management, Advance Excel, Planning, Computer literacy, Communication skills, Problem Solving analysis/development, Good planning and organizational skills, dealing with conflict, Routine notes, Memorandums, Reports, articles programs and minutes writing. Analytical skills.

DUTIES : Key Responsibilities: Support the implementation of revenue management by municipalities: Compile consolidated revenue and cash flow management report. Provide inputs and advise on the Revenue Value Chain for the consolidated quarterly performance assessment report of municipalities. Conduct budget bench mark visit to ensure that the municipalities realistically and accurately budget for all revenue sources accordingly. Conduct Mid-year budget visit to evaluate performance of municipalities. Support the implementation of debt management by municipalities: Provide assistance in evaluating and reporting on the collection of government debt owed to municipalities. To provide assistance and support and report on a quarterly basis on municipal debtors age analysis and the implementation of credit and debt collection processes. To provide assistance and support on methodology/approach to improve cash flow and financial sustainability. Assess and assist with monitoring of intergovernmental debt owed by National and Provincial departments in order to reduce government debt. Provide advice and technical guidance on revenue related by laws, polices, and on tariffs setting relating to revenue management cycle: Review and provide technical guidance on revenue related by laws and policies. Provide technical support on the municipal revenue standard operating procedures. Assess and provide advice on tariff setting. Provide advice and technical guidance on revenue and debt management to support a comprehensive framework on fiscal management: Support and assist with the coordination of training to build capacity in the revenue management unit in municipalities. Provide inputs on local government equitable share formula discussions as and when required. Provide inputs for possible new own revenue sources in municipalities.

ENQUIRIES : Ms. B Mgaguli Tel No: (053) 830 8345

POST 22/547 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (MFMA) REF NO: NCPT/2023/64 (1 POST)**

SALARY : R424 104 – R 496 467 per annum (Level 9)
CENTRE : Cluster 2: Pixley Ka Seme (De Aar)
REQUIREMENTS : NQF 6/7 tertiary qualification in Supply chain management/Accounting /Economics/ or related fields. 2-3 years working experience in a Municipal Supply Chain Management environment. A valid driver's licence. Skills & Knowledge: Knowledge of Public Service Act and Regulations, PFMA and Regulations. PPPFA and Regulations, BBBEE Act, CIDB Act and Regulations. Municipal Structures Act and Municipal Systems Act, Provincial SCM Policy, A broad range of Acts and Policies pertaining to the line function and legal mandates of municipalities, NT Instruction Notes, Provincial Treasury, Instruction Notes, CIDB Instructions Notes, CSD Release notes. Communication, Organizing, Computer literacy, Networking, Leadership and team, building, Analytical, Problem solving, Policy Development, Conflict management and Financial Management Presentation.

<u>DUTIES</u>	:	Key Responsibilities: Co-ordinate the Monitoring and full implementation of SCM Policies, Framework and Procedures in Municipalities: Review policies and ensure alignment to legislation. Monitoring compliance of municipalities with annual procurement plans. Conduct compliance visits to municipalities. Analyse audit report and implement audit action plans in municipalities. Issue provincial Instruction Notes to assist with implementation and policy changes in municipalities. Provide support to ensure full compliance of SCM prescripts in municipalities: Assess, evaluate and analyze the level of SCM Compliance per municipality. Compile support plan to assist municipalities to achieve maximum compliance on FMCMM. Ensure implementation and maintenance of CSD and e Tender portal in all municipalities. Survey Participation in RT contracts and in strategic sourcing projects. Provide support on Contract Management to municipalities. Provide support to institutionalize SOP's in municipalities. Assist with capacity building in municipalities: Guide municipalities on how to compile procurement plans and to review the SCM policy. Guidance with implementation of the Revised Regulation 2017. Provide guidance with implementation of new and revised MFMA circulars and instruction notes pertaining to procurement. Provide on request, internal training and mentorship support. Co-facilitate workshops, training and external training sessions. Provide support to municipalities with tenders and general SCM Enquiries: Guide and assist municipalities with evaluation of tenders as per request on advisory capacity.
<u>ENQUIRIES</u>	:	Ms. B Mngaguli Tel No: (053) 830 8345
<u>POST 22/548</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTING & REPORTING (MFMA) (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R424 104 – R 496 467 per annum (Level 9) Cluster 1 Zf Mgcawu (Upington) Ref: NCPT/2023/62 (2 Posts) Cluster 2 Pixley Ka Seme (De Aar) Ref: NCPT/2023/63 (2 Posts)
<u>REQUIREMENTS</u>	:	NQF6/7 tertiary qualification in Financial Management/ Financial Accounting/Management Accounting or any related fields. 2-3 years' experience accounting environment. A valid driver's license. Skills & Knowledge: Strategic management, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Functioning of provincial Financial Management. Report writing and Communication at both high and lower levels. Planning and organizational skills. Computer literacy in MS Office, Networking skills Analytical problem solving skills, Policy development, Financial management. Formal presentation interpersonal skills, Project and change Management. Interpretation of financial information, Client relationship, Teamwork, Quick and accurate performance.
<u>DUTIES</u>	:	Key Responsibilities: Promote the understanding and implementation of accounting standards (GRAP), review and provide feedback on the quality of Annual Financial Statements: Provide support to municipalities on the preparation/compilation of annual financial statements. Provide feedback to the Deputy Director on the assessed draft and in-year financial statements. Advice stakeholders on accounting practice and compile documents/presentations for discussion on various topics related accounting on various sessions/forums. Support the monitoring and compliance with the financial accounting reporting requirements: Train clients on accounting frameworks, standards, guidelines and transversal accounting policies through Forums. Monitor the submissions of audit reports, management letters and audit action plans. Analyse, monitor, support and report on the implementation of the audit action plans. Report on the annual and oversight reports are tabled timeously as required by the MFMA. Support municipalities in resolving audit queries through the attendance of audit steering committee meetings and correspondence. Support on the preparations of the Audit File. Monitor and evaluate AFS preparation action plan. Provide technical support on financial management and accounting: Conduct research on technical GRAP Issues that affect the municipalities to provide clear guidance, application and direction. Participate in Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Support the implementation of financial management support programs where municipalities lack skills and capacity. Analyse audit reports, management letters and audit implementation plans to identify financial management strategies. Analyse and report on progress on the implementation of the AFS/ Accounting queries. Assist in

		Monitoring, supporting and reporting on related modules in the Financial Management Capability Maturity Model. Verification of Annual Financial Statements against the submitted PRAUD and AUDA data strings: Follow up on outstanding data strings (PRAUD and AUDA). Coordinate the process of alignment of AUD data strings and AFS. Communicate to municipalities on the differences. Provide guidance and support as required.
<u>ENQUIRIES</u>	:	Ms. B. Mgaguli Tel No: (053) 830 8234
<u>POST 22/549</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT (MFMA) (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R424 104 – R 496 467 per annum (Level 9)
	:	Cluster 2: Pixley Ka Seme District (De Aar) Ref: NCPT/2023/65 (2 Posts)
	:	Cluster 3: John Taolo Gaetsewe (Kuruman) Ref: NCPT/2023/75 (1 Post)
<u>REQUIREMENTS</u>	:	NQF 6/7 tertiary qualification in Accounting/ Finance/ Asset Management/ Economics or related fields. 2-3 years' in a municipal environment. A valid driver's license. Skills & Knowledge: Strategic management, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Functioning of provincial Financial Management. Report writing and Communication at both high and lower levels. Planning and organizational skills. Computer literacy in MS Office, Networking skills Analytical problem solving skills, Policy development, Financial management. Formal presentation interpersonal skills, Project and change Management. Interpretation of financial information, Client relationship, Teamwork, Quick and accurate performance.
<u>DUTIES</u>	:	Key Responsibilities: Facilitate the development and maintenance of policies, strategies, SOP's and systems for asset and inventory management for compliance: Provide input to the development and review of asset and inventory management policies/ procedures manuals and systems, Facilitate the development of asset and inventory strategies in line with service delivery objectives. Promote, review and report on effective utilization of relevant asset management assessment tools (FMCMM) to improve associated controls and assist in the development. Monitor and support municipalities on safeguarding and disposal of assets: Monitor the safeguarding of assets against destruction, theft and obsolesces. Monitor that all losses of assets are reported, investigated and finalized. Monitor the establishment and functional loss control committees. Monitor disposal process of obsolete, redundant and unserviceable assets for compliance. Provide support to municipalities on financial management and reporting on assets and inventory: Monitor and support municipalities on assets registers, trial balance and expenditure reconciliations. Monitor and support municipalities on development and implementation of audit action plan regarding assets and inventory. Provide support on resolving audit findings on assets of municipalities. Facilitate training interventions on asset and inventory management: Identify asset and inventory management capacity GAPS and coordination strategies to address GAPS. Provide on the job training on assets and inventory management. Conduct workshop on policy framework, TR and Accounting Norms and Standards. Coordinate training interventions on asset and inventory management.
<u>ENQUIRIES</u>	:	Ms. B. Mgaguli Tel No:v(053) 830 8345
<u>POST 22/550</u>	:	<u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT (MFMA) REF NO: NCPT/2023/66 (X1 POSTS)</u>
<u>SALARY CENTRE</u>	:	R424 104 – R496 467 per annum (Level 9)
	:	Cluster 2: Pixely Ka Seme (De Aar)
<u>REQUIREMENTS</u>	:	NQF6/7 tertiary qualification in Financial Accounting/ Financial Management/ Economics/ Public administration, Local Government Management/ Finance. 2-3 years experience in a Municipal Finance/budget environment. A valid driver's license. Skills & Knowledge: Finance Planning and organising, Analytical skills, Presentations/ report writing, Norms and standards, Produce directives and procedures, Knowledge of relevant legislation, directions and procedures with public service regulations and related legislation, Project management, Advance Excel, Planning. Computer literacy, Communication skills, Problem Solving, Policy Analysis/ development, Good Planning and organisational skills, Dealing with conflict, Routine notes, memorandums, reports, articles programs and minutes writing, Analytical skills.

DUTIES : Key Responsibilities: To provide assistance in monitoring the implementation of the budget framework by municipalities and provide technical support to delegated municipalities: 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 (includes advise to council on its oversight roles over the budget process) Coordinate the facilitation of technical support and training via interactive working sessions/ site visits and report o outcome of the site visits. To provide assistance and support on the provision of guidance on budget planning: 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 and National 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. To provide assistance and support in the monitoring, evaluating and reporting on In-Year Budget Performance: Provide assistance to monitor and ensure the submission MFMA returns/ data strings to National Treasury (report from NT confirming the receipt of all returns/ data strings). To 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 report. To provide assistance in the analysis 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 report. To assistance in the monitoring of grants spending of designated municipalities and submit to the relevant supervisor. To provide assistance and support in the monitoring compliance by delegated municipalities with respect to the MFMA, Dora and other applicable legislations and regulations.: 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. B Mgauguli Tel No: (053) 830 8345

POST 22/551 : **ASSISTANT DIRECTOR: CASH FLOW MANAGEMENT REF NO :NCPT/2023/60 (1 POST)**

SALARY CENTRE REQUIREMENTS : R424 104 – R496 467 per annum (Level 9)
Kimberley
NQF6/7 tertiary qualification in Accounting/Financial Management/Commerce. 2-3 years' relevant experience in a government accounting environment. Training on BAS will be an added advantage. A valid driver's license. Skills & Knowledge: Knowledge of Basic Accounting System (BAS), knowledge on reporting procedures. Knowledge of Modified Cash Standard (MCS). Ability to interpret and implement relevant directives and policies. Routine notes, memos and report writing skills, knowledge of relevant prescripts, Public Finance Management Act (PFMA), Treasury regulations, Division of Revenue Act (DORA), Computer Literacy (Excel). Report writing, communication, interpersonal, problem solving, planning and organising and analytical thinking skills. Financial reporting, accounting reforms in the public sector. Management accounting. Organisational, Accounting and Auditing skills.

DUTIES : Key Responsibilities: Monitoring Provincial Revenue Fund Cash management and reporting system: Review daily cash liquidity requirement. Review analyses of cash flow projections (Annexure A). Review departmental daily cash flow. Compile consolidated daily cash flow analysis report. Compile section 40 cash flow analysis report. Compile monthly funding schedule. Compile departmental disbursement release tool. Review cash flow position analysis report. Monitor compliance of Provincial Revenue Fund policy directive, guidelines and Investment: Resolve cash flow related enquiries. Attend monthly cash flow meetings. Ensure compliance with Provincial Revenue Fund policy directives: Review consolidated daily/monthly cash flows. Compile letter for awarding of investment/ send notification for non-

ENQUIRIES

awarding. Maintain investment register. Facilitate deviation from cash flow management directives. Facilitate amendments to Cash Management Framework & Investment Policy.
Ms. B. Phokojoe Tel No: (053) 830 8264