

**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** : 27 October 2023
- NOTE** : Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and 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. The department is creating a database of qualified financial experts to form part of the team that provide support to Municipalities and Departments on contractual basis.

OTHER POSTS

- POST 37/226** : **DEPUTY DIRECTOR: FINANCIAL ADVISOR REF NO: NCPT/2023/75**
Duration: Period Ranging from 3 to 12 Months contract
- SALARY** : R811 560 per annum (Level 11)
- CENTRE** : Municipalities / Departments (Need Dependent)
- REQUIREMENTS** : An appropriate (NQF 6/7) B. Tech/ B. degree in Accounting/ Auditing/ Economics/ Financial Management/ Public Management /Public Administration /Administration/ Management or related financial field. Five (5) years relevant experience, at middle management level in either municipal or departmental finance environment and must have proven institutional transformation records in the public or private sector. Experience in municipal environment, and in supervising and conducting assessments in Municipalities. A postgraduate degree, CPMD / MFMP as well as Registration with relevant professional body will be an added advantage. A valid driver's license. Knowledge: Have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the

Public Finance Management Act and Municipal Finance Management Act. Good knowledge and understanding of relevant policy and legislation. Comply with any financial management responsibilities, functions and powers entrusted to the position. Understanding of supply chain management policies and processes. Knowledge and understanding of current ICT systems for improvement of the organization. Management of assets and proper record keeping of the relevant data. Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance systems and performance management. Good knowledge of financial management, including: revenue management; supply chain management; Budgeting; Good management of expenditure and financial reporting. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). Good governance. Knowledge of coordination and oversight of all specialized support functions. Knowledge and experience of financial management systems. Registration with relevant professional body will be an advantage. Advanced and understanding of relevant policy and legislation. Advanced understanding of institutional governance systems and performance management. Advanced understanding of Council operations and delegation of powers. Understanding of Good governance. Knowledge and understanding of Audit and Risk management systems and operations thereof. Ability and record of transformational leadership in improving operations and audit outcomes of the Institution. Advance knowledge and skills of municipal finance management, budgeting and reporting. good knowledge of supply chain management legislations & regulations. Advance knowledge and operations of the PFMA and MFMA (including PFMA and MFMA Regulations), GRAP, GAMAP, DORA, Treasury regulations.

DUTIES

: Ability to compile the Municipal Budget and Annual Financial Statements, review and assessment. Account. Managing, planning, organizing, coordinating, directing and supporting activities of staff at the Budget and Treasury Office, as well as Supply Chain Management unit. Contribution to strategic planning and budget alignment and reporting to management team. Development of MTREF in line with the requirements of the PFMA and MFMA accommodating all departments/ units. Develop and implement a budget spent management system to monitor the budget to prevent over or under expenditure. Establish functional debt management and billing units to promote financial sustainability of the municipality. Implementation of the PFMA and MFMA Implementation Plan and in still compliance with PFMA and MFMA to uphold the credibility of the municipality by enabling the municipality to obtain unqualified audit report. Establish and manager a functional Supply Chain Management unit in line with National Treasury Regulations to instill compliance with PFMA and MFMA Regulations. Review and update Asset Register and the corresponding asset management policy and procedure to enforce compliance and implementation. Implementation of inventory requisition system to monitor inventory and ensure that the annual stock counts are conducted. Facilitate insurance management by incorporating insurance management system to control claims and develop corresponding policy. Compilation of all financial policies and procedures to ensure sound and sustainable financial management. Institutional budget and assistance to the Municipal Manager. Guide the management towards an effective, economic and efficient finance function. Lead budget implementation systems of a complex nature and manage the achievement of financial strategies and goals. Foster a positive and creative management culture. Formulate and influence short, medium and long-term financial plan to deliver on strategies and goals. Reporting on municipal operation. Monitor the financial performance of the municipality and report these to the Municipal Manager and Council. Compile quarterly reports on departmental and municipal performance supported by quarterly financial statements on expenditure, revenue and conditional grants. Undertake the annual closure of accounts and producing year-end reports on expenditure, revenues and conditional grants. Supply Chain Management. Manage and oversee a fair, equitable, transparent, competitive and cost-effective supply chain management function. Guide and oversee the automation of procurement requisitions and goods receipts through the procurement system when required. Oversee contract management and ensure compliance with relevant regulatory policies. Operational Financial Management. Commission, lead and operate financial systems, accounting principles and practices. Formulate and contribute to specifications of

appropriate and accurate financial operating systems. Analyses regular reports, relating to the measurement and monitoring of financial information and performance, including the implementation of the budget and service delivery and budget implementation plan (SDBIP). Revenue Strategy and Implementation. Ensure that the income of municipal departments is properly planned and fully accounted for, and that cash once received is safeguarded and banked promptly. Develop strategies that will generate maximum revenue and stakeholder value over the short and long-term. Providing strategic financial management direction, advice and leadership to the Budget and Treasury Directorate and the Local Municipality. Ensuring the provision of an effective financial management service by implementing and maintaining an effective financial management service in line with applicable policies, procedure, standards, practices, anti- corruption measures. Rendering an effective accounting service within the municipality. Ensure planning that is consistent with the PFMA and MFMA and Treasury Regulations. Developing and maintaining effective revenue collection system that are consistent with the applicable legislation. Ensuring an effective system of expenditure management. Support and advice the Accounting Officer and other senior managers in the execution of their functions on finance related matters. Overseeing and leading the budgeting process in compliance with National Treasury guidelines. Preparation of statutory reports including Annual Financial Statements and Annual Report. Compiling and managing the Municipality's

ENQUIRIES : Ms. B. Mgaguli Tel No: (053) 830 8345 and/or Ms. L. Bosvark Tel No: (053) 830 8349 Annual Capital and Operating Budget

POST 37/227 : **OFFICE OF THE HOD: DEPARTMENTAL RISK MANAGEMENT UNIT REF NO: NCPT/2023/76**
Duration: 3-Year Contract

SALARY : Prescribed rates by National Treasury for remuneration of members of Commissions & Committees of Enquiry and Audit Committees

CENTRE : Kimberley

REQUIREMENTS : A postgraduate qualification in Risk Management/Audit/Accounting CA/MBA/MBL/CIA/ Certified risk management practitioner will be an added advantage / At least 10 years' experience in Accounting, Risk Management or Auditing field / Knowledge of Municipal Finance Management Act (MFMA) and Public Finance Management Act (PFMA), regulations/prescripts applicable to Local Government and Provincial Government / Excellent knowledge of the Risk Management and Corporate Governance and the Public Sector Risk Management Framework / Experience in serving on oversight structures. Knowledge: Excellent knowledge of the Risk Management and Corporate Governance, Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework, Integrity Management Framework and legislation applicable to the Finance sector. Prior Experience in serving on oversight committees (Eg Audit Committees, Risk Management Committees, etc.) Analytic reasoning abilities and good communication skills. Interpersonal relations. Tolerance. Productivity. Research methodology skills. Plan and Organise. Project management skills. Report writing. Understanding of PFMA and its Regulations, National Treasury practice notes relevant to the Provincial Departments and Public Entities. Knowledge and understanding of the roles of Internal and External Auditors. Understanding Public Service Regulation framework.

DUTIES : The candidate will chair the Risk and Ethics Management Committee meetings and provide an oversight role in the following: Review and monitor the implementation of fraud, risk and ethics management framework, policy, strategy and committee charter within the Department. Assisting in the review of the risk and ethics management action plans and ensuring compliance with such plans. Integrating fraud, risk and ethics management into planning, monitoring and reporting processes. Provide advice / guidance on setting and reviewing of risk appetite and tolerance levels of the Department. Ensure compliance with statutory requirements for fraud, risk and ethics management. Providing reports to the Accounting Officer, Audit Committee and other oversight committees on a quarterly basis or as the need arises. Recommend best practice to improve risk and ethics management within the Department.

ENQUIRIES : Ms D. Sebolai at 081 502 6954 or email: dineosebolai@ncpg.gov.za