

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

*This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.*

- APPLICATIONS** : Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag x90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 14 June 2024
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Note: Candidates who previously applied for re-advertised posts are encouraged to re-apply. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

**OTHER POSTS**

- POST 18/42** : **DEPUTY DIRECTOR: EXPENDITURE MANAGEMENT REF NO: 2024/ACSR04/NW**  
Directorate: Financial Management and Accounting
- SALARY** : R849 702 per annum (Level 11), all-inclusive package
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : A three year (3) year National Diploma or Bachelor's Degree in Financial Management/ Accounting. At least five (5) years relevant experience in a public financial administration / budget planning environment of which three (3) years should be at a Junior Management level / Assistant Director. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence. Knowledge: Experience in preparation of financial statement, practical knowledge and understanding of modified cash standard. Sound understanding of government Legislation, policies including PFMA, Treasury

		regulations and other related prescripts. Good computer literacy in Microsoft office suite (Word, Excel and PowerPoint). Ability to work under pressure and deliver to tight deadlines.
<b><u>DUTIES</u></b>	:	Prepare and coordinate Interim and Annual financial statements. Facilitate and respond to internal and external audits. Develop, implement and monitor the adherence to all relevant financial accounting systems and processes. Ensure prevention of unauthorized, irregular, fruitless and wasteful expenditure. Ensure provision of assets & liabilities and debts management services. Ensure provision of banking services within the office. Ensure proper safeguarding of all financial accounting documents in the office. Oversee the overall management of the payment processes to suppliers including Transfers and payments due to officials. Render Creditors Payments and ensure improved turnaround time of payments within 30 days. Ensure effective and efficient management of bookkeeping for purposes of improved service delivery. Ensure the employer's obligations as prescribed by Receiver of Revenue (SARS) are met.
<b><u>ENQUIRIES</u></b>	:	Ms M. Moleele Tel No: (018) 388 2675/ 2661
<b><u>POST 18/43</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUDGET AND CASH FLOW MANAGEMENT REF NO: 2024/ACSR05/NW</u></b> Directorate: Financial Management and Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) Head Office, Mmabatho A three (3) year National Diploma or Bachelor's Degree in in Financial Management/ Accounting. At least two (2) to three (3) years relevant experience in budget and cashflow at supervisory level. A valid driver's license. Knowledge: Knowledge of Treasury and Financial Regulations, the Public Finance Management Act and compilation of budgets and budget control. Knowledge of cash accounting. Knowledge of internal financial inspections and audits regarding financial budgetary systems. Skills: Good Managerial skills. Good written and verbal communication. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point) and Financial Systems (WALKER, and BAS). Ability to work under pressure and deliver to tight deadlines.
<b><u>DUTIES</u></b>	:	Manage and control functions of the financial management of accounting and financial accounting). Compile and control the MTEF budgets for the Directorate. Render professional advice and guidance to regional line functionaries on the interpretation and implementation of financial procedures and policies. Manage the monthly expenditure and cash flow statements of various programmes. Manage the allocation of the budget vote. Receive and process audit queries and implement corrective measures. Prepare regular and management reports. Ensure the correct and timeous payment of suppliers. Manage and control subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr T. Pitso Tel No: (018) 388 5565