

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

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

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director: Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 24 June 2024
- 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

- POST 20/51** : **DIRECTOR: FINANCIAL INFORMATION MANAGEMENT SYSTEMS REF NO: NCPT/2024/38**
Directorate: Financial Information Management Systems
Re-advertisement, and candidates who previously applied are encouraged to re-apply.
- SALARY** : R1 216 824 – R1 433 355 per annum (Level 13), (TCE package)
- CENTRE** : Kimberley
- REQUIREMENTS** : NQF: 7 tertiary qualification in Information Systems / Information Technology / Financial Management and any other related fields. 5 year's relevant experience at a middle managerial level within Finance/ Public Finance Management/ Procurement/ Financial Systems. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required prior to appointment and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver's license. Knowledge: Knowledge of financial systems, financial management and strategic planning, Constitution of the Republic of South Africa, Public Finance Management Act (PFMA), Financial Norms and Standards, Treasury Regulations, Provincial Treasury instructions, practice notes and directives. Knowledge of the Medium

Term Expenditure Framework budget, knowledge of legislation, Directives and procedures with regards to Financial Management (PFMA, Treasury regulations, Directives, Division of Revenue Act, Appropriation Act, Intergovernmental Fiscal Relations Act), BBBEE Policy framework. Knowledge of the Department's constitutional mandate, Business partnering, Labour Relations Act, Research Methodology, Employee Performance Management and Development System, Policy analysis and development skills, Planning and Organizing skills, Strategist, Analytical, Decision making skills, Problem solving skills, Facilitation skills and Conflict management. Computer literacy (Word, Excel & PowerPoint).

DUTIES

: Ensure the provision of technical and functional support of transversal systems in respect of the following: Ensure the provision of technical support on transversal systems (BAS, LOGIS and PERSAL) to provincial users. Provisioning of management reports through data management. Service management and governance of financial systems technical support. Adherence to prescribed financial Month, Year-end and Final Audit closure. Segment (COR) changes as per budget statement affected on BAS and submitted to PERSAL. Ensure that Financial year-end guidelines are implemented accordingly. Management of the Provincial Helpdesk function to all System Users. Monitor the amendment of establishment codes of departments. Ensure capacity building in Provincial Departments to enhance effective utilisation of transversal systems and sub-systems in respect of: Ensure the provision of BAS, LOGIS and PERSAL training in the Provincial Administration. Conducting Provincial BAS, LOGIS and PERSAL User Forum and representation of the Province at the National User Group. Ensuring system functionalities are optimally used. Ensure compilation of reports to enhance monitoring compliance and enforcement of prescribed legislation, policies and enforcement in respect of: Ensure compliance with FYE closure dates and report on clearing of suspense accounts and ME and FYE closure status. Examine, consolidate and report on the passing of opening journals. Consolidate and report on Final Audit Closure. Verify and consolidate 30 Day Payments data. Monitor the maintenance of the PERSAL user database and user access activities. Ensure that departments' use the departmental tables. Analysing of system data and Ensure assessments and report on the optimal utilization of LOGIS are conducted. Ensure System Controller functions provided to Departments for BAS in respect of: Amend and implement amendments of Provincial BAS Security Management Manual. Scrutinize BAS Syscon's examining and reporting on BAS Sub-syscon & BAS user activities. Monitor the Updated and maintained BAS matrix and Provincial user database. Ensure the implementation of new/Re-implementation of financial system or changes in SCOA.

ENQUIRIES

: Mr. OM Vermeulen at 073 001 2277

OTHER POSTS

POST 20/52

: **DEPUTY DIRECTOR: MUNICIPAL FINANCIAL RECOVERY SERVICES REF NO: NCPT/2024/40**

Chief Directorate: Municipal Financial Management
Re-advertisement, and candidates who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS

: R849 702 – R1 000 908 per annum (Level 11), (TCE package)
: Kimberley
: NQF: 6/7 tertiary qualification in Public Finance, Administration, Economics, Accounting, Business Economics or related fields. 3-5 years' experience at a junior management level in public sector. A valid driver's license. Knowledge: Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), 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.

DUTIES

: 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.

ENQUIRIES

: Ms. B. Mgaguli at 066 188 6322

POST 20/53

: **ASSISTANT DIRECTOR: ASSET MANAGEMENT (MFMA) (X3 POSTS)**
Re-advertisement, and candidates who previously applied are encouraged to re-apply.

SALARY CENTRE

: R444 036 – R532 602 per annum (Level 09)
De Aar and Kuruman:

REQUIREMENTS

: Cluster 2: Pixley Ka Seme District (De Aar) Ref No: NCPT/2024/41 (X2 Posts)
Cluster 3: John Taolo Gaetsewe (Kuruman) Ref No: NCPT/2024/42 (X1 Post)
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. 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.

DUTIES

: 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 (FMCM) 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.

ENQUIRIES : Ms. B. Mgaguli at 066 188 6322

POST 20/54 : **ASSISTANT DIRECTOR: SCM POLICY NORMS & STANDARDS REF NO: NCPT/2024/37**
 Directorate: Provincial SCM and Asset Management
 Re-advertisement, and candidates who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
 : Kimberley
 : NQF: 6/7 tertiary qualification in Commerce or SCM related fields. 2-3 years' in a Policy Development environment. A valid driver's license. 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 : 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. W. Molelekwa at 081 246 7688