

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.

<u>APPLICATIONS</u>	: 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 Online applications should be emailed to specific e-mail addresses under each post.
<u>FOR ATTENTION</u>	: Ms. SB. Louw
<u>CLOSING DATE</u>	: 20 February 2026
<u>NOTE</u>	: 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. 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 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's

suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

<u>POST 04/203</u>	<u>DIRECTOR: ECONOMICS AND FISCAL OVERSIGHT REF NO: NCPT/2026/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R1 266 714 – R1 492 122 per annum (Level 13), (TCE package) Kimberley NQF 7 qualification in Accounting, Economics or Public Administration / Management. A minimum of 5 years' experience in Economics Accounting and fiscal environment at middle management position. A valid driver's license. Skills & Knowledge: Knowledge and application of PFMA; sectorial policies and practices, Government planning, financing and budgeting process, Fiscal Framework, In-depth understanding of intergovernmental coordination and the mandate of Provincial Treasury, In-depth understanding of fiscal policy analysis, revenue forecasting tools. Analytical and research capabilities, Knowledge and understanding of econometrics. In-depth understanding of legislative framework that governs the Public Service; Expertise in the management and analysis of large and multiple databases, be able to summarize data for the production of tables charts, and graphs. Have Project Management and knowledge of the tools of data management, such as modelling techniques, data mining etc. Networking and building bonds, Planning and organizing, Problem solving and decision making, concern for others, Creative thinking, Customer service orientation, Decision Making, Diversity citizenship, Organizational communication effectiveness, Problem analysis.
<u>DUTIES</u>	Oversee the determination and analysis of key economic variables, their interrelations, and relevance for the budget through inter alia: Conduct analysis of social sector and social and economics investment issues through research, Develop institutional co-ordination and sector integration. Determine and evaluate economic parameters and socio-economic imperatives within a provincial context: Oversee the conduct of analysis of social sector and social economic investment issues through research. Oversee the development, implementation, monitoring and review of revenue enhancement strategy through inter alia: Overseen the provision of advice and support to departments to develop debt management policy and other policies relating to revenue and revenue management. Develop systems to monitor the implementation of provincial revenue enhancement strategy. Develop a provincial borrowing framework. Optimise, enhance and expand provincial revenue estimates: Determine and report on own revenue estimates for the MTEF, Oversee the promotion and enforcement of transparent and effective revenue management. Ensure effective engagement with departments in relation to revenue enhancement strategies as well as the investigation of new revenue sources. Provide strategic leadership, management, governance & accountability within the Directorate: Management of human resource including; Discipline management, Training and Development, PMDS, Employee Health and Wellness management, Attendance and leave management, Mainstreaming of females, youth and person with disabilities, General management in terms of Budget monitoring, Input preparation, implementation, monitoring and reporting on Strategic/Annual Performance/Operational and HR Plans of the Directorate/unit. Management of governance structures and systems (e.g. Fora/ committees and PERSAL). Utilisation and care of assets within the unit/ directorate Recordkeeping and reporting.
<u>ENQUIRIES APPLICATIONS</u>	Mr B Moea at 081 799 0524 E-mail: Ncpt-HR2@ncpq.gov.za

OTHER POSTS

<u>POST 04/204</u>	<u>DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE MANAGEMENT</u> <u>REF NO: NCPT/2026/08</u> (12 Months Contract)
<u>SALARY CENTRE</u>	R896 436 – R1 055 958 per annum (Level 11), (TCE package) Kimberley

<u>REQUIREMENTS</u>	:	NQF level 6 qualifications in Built environment or related fields. A minimum of 5 years' relevant experience of which at least 3 years must be at Assistant Director level or equivalent, in monitoring infrastructure projects/programmes. Registration with ECSA, SACPLAN or related body (advantage) A valid driver's license. Skills & Knowledge: Extensive knowledge and understanding of public service policies and procedures, Knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act (DORA), performance budgeting, Public Sector Budgeting, Fiscal Framework. Knowledge of Project Management.
<u>DUTIES</u>	:	Support Municipal Infrastructure Performance Management: Provide inputs in order to prepare and update the framework for the Municipal Infrastructure Delivery Management System. Identify, risks, review and update the risk mitigation strategy for the implementation of the framework for the Municipal Infrastructure Delivery Management System. Provide inputs to the design and implementation of the performance management system for the delivery of infrastructure. Analyse, monitor and report on relevant infrastructure legislation requirements. Provide inputs to the design of standard operation procedures and Codes of Practices for financial and budgetary functions in the infrastructure delivery value chain. Provide inputs for Provincial Treasury Instructions, frameworks, best Practice Notes and Circulars. Monitor Infrastructure Financial Management: Monitor and report on compliance with relevant DoRA sections, PFMA and conditional grant frameworks. Provide financial inputs to relevant Infrastructure forums. Provide inputs to National Treasury on the formation of DoRA. Provide inputs to infrastructure budget guidelines. Review requests for financial roll-overs and make recommendations. Provide guidance on Infrastructure Planning Portfolio Management: Provide inputs and guidance at the Infrastructure Medium-Term Expenditure hearings and related forums. Provide financial inputs to Public Private Partnerships infrastructure projects. Assess and advise on the affordability of Municipal Infrastructure financial implications. Provide inputs into the assessment of Municipal Infrastructure Asset Management Plans. Provide guidance on Infrastructure Project / Programmes: Monitor financial aspects in terms of the implementation of Service Level / Delivery Agreements. Assess Municipal Infrastructure Programmes Management Plans and make Recommendations. Analyse and report on annual evaluation of Municipal Infrastructure projects/programmes. Support Infrastructure Capacity Building initiatives: Provide training on IDMS. Prepare and document best practices on infrastructure delivery. Participate in relevant Communities of Practice in Municipalities. Assess and report on DoRA Human Resources reports. Provide operational leadership in the management, coordination, monitoring and evaluation of human resource and activities within the unit: Management of human resource including; Discipline management, Training and Development, PMDS, Employee Health and Wellness management, Attendance and leave management, Mainstreaming of females, youth and persons with disabilities, General management in terms of Budget monitoring, Input preparation, implementation, monitoring and reporting on Strategic/Annual Performance/Operational and HR Plans of the Directorate/unit. Management of governance structures and systems (e.g. Fora/ committees and PERSAL). Utilisation and care of assets within the unit/directorate Recordkeeping and reporting.
<u>ENQUIRIES</u>	:	Mr. E. Wax: at 061 417 9511
<u>APPLICATIONS</u>	:	E-mail: Ncpt-HR2@ncpg.gov.z
<u>POST 04/205</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE MANAGEMENT</u> <u>REF NO: NCPT/2026/09</u> (12 Months Contract)
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), (TCE package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	NQF 6 qualifications in Built environment or related fields. A minimum of 5 years' relevant experience of which at least 3 years must be at Assistant Director level or equivalent, in monitoring infrastructure projects/programmes. Registration with ECSA, SACPLAN or related body (advantage). A valid driver's license. Skills & Knowledge: Extensive knowledge and understanding of public service policies and procedures, Knowledge of the functioning of National/Provincial as well as Local Government. Basic knowledge of Microsoft

<u>DUTIES</u>	office applications, Knowledge of Financial Management, Knowledge of Project Management.
	Support Provincial Infrastructure Performance Management: Provide inputs in order to prepare and update the framework for the Provincial Infrastructure Delivery Management Systems. Identify risks, review and update the risk mitigation strategy for the implementation for the framework for the Provincial Infrastructure Delivery Management Systems. Provide inputs to the design and implementation of the performance management system for the delivery of infrastructure. Analyse, monitor and report on relevant infrastructure legislative requirements. Provide inputs to the design of standards operating procedures and Code of Practice for financial and budgetary functions in the infrastructure delivery value chain. Provide inputs for Provincial Treasury Instructions, Frameworks, Best Practice Notes and Circulars. Monitor Infrastructure Financial Management: Monitor and report on compliance with relevant DoRA sections, PFMA and conditional grant frameworks. Provide financial inputs to relevant infrastructure forums. Provide inputs to National Treasury on the formulation of DoRA. Provide inputs to infrastructure budget guidelines. Review requests for financial rollovers and make recommendation. Provide guidance on Infrastructure Planning Portfolio Management: Provide inputs and guidance at the Infrastructure Medium-Term Expenditure hearings and related forums. Provide financial inputs to Public Private Partnership infrastructure projects. Assess and advise on the affordability of Infrastructure financial implications. Provide inputs into the assessment of Infrastructure Asset Management Plans. Provide guidance on Infrastructure Project/Programmes: Monitor financial aspects in terms of the implementation of Service Level/ Delivery Agreements. Assess Infrastructure Programme Management Plans and make recommendations. Analyse and report on annual evaluation of Municipal Infrastructure projects/programmes. Support Infrastructure Capacity Building initiatives: Provide training on IDMS. Prepare and document best practices on infrastructure delivery. Participate in relevant Communities of Practice in the Province. Assess and Report on DoRA Human Resource reports. Provide operational leadership in the management, coordination, monitoring and evaluation of human resource and activities within the unit: Management of human resource including; Discipline management, Training and Development, PMDS, Employee Health and Wellness management, Attendance and leave management, Mainstreaming of females, youth and persons with disabilities, General management in terms of Budget monitoring, Input preparation, implementation, monitoring and reporting on Strategic/Annual Performance/Operational and HR Plans of the Directorate/unit. Management of governance structures and systems (e.g. Fora/ committees and PERSAL). Utilisation and care of assets within the unit/directorate Recordkeeping and reporting.
<u>ENQUIRIES</u>	Mr. E. Wax at 061 417 9511
<u>APPLICATIONS</u>	E-mail: Ncpt-HR2@ncpg.gov.za
<u>POST 04/206</u>	<u>DEPUTY DIRECTOR: PERSAL SUPPORT AND ADMINISTRATION REF NO: NCPT/2026/10</u>
<u>SALARY</u>	R896 436 – R1 055 958 per annum (Level 11), (TCE package)
<u>CENTRE</u>	Kimberley
<u>REQUIREMENTS</u>	NQF 6/7 qualification in Human Resources Management/ Public Administration/ Management/ Business Management/ Administration. A minimum of 3 - 5 years' middle management experience in a PERSAL environment. A valid driver's license. Skills & Knowledge: Knowledge of PERSAL administration, including user provisioning, establishment control, HR and payroll transactions, and system compliance. Knowledge of Information Systems (PERSAL, BAS, Vulindlela), and reporting procedures. Knowledge and understanding of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Access to Information Act, Educators Act, PSCBC Resolutions, Public Finance Management Act, and Treasury Regulations. Strong analytical, problem solving skills, and policy interpretation skills. Skills planning and organising, project management, leadership, team building, and conflict management. Competence in facilitation, training, presentation, report writing, and communication with stakeholders at all levels. Ability to provide customer-focused support to departments and transversal system users. Computer literacy (Word, Excel & PowerPoint).

<u>DUTIES</u>	: <p>Manage the monitoring of compliance and enforcement of prescribed legislation, policies and guidelines relating to all PERSAL processes: Manage the maintenance of the provincial PERSAL-User Database. Manage the monitoring of the Provincial Departments' user access and activities. Monitor the Provincial Departments' user of Departmental tables (Table 800 upwards). Manage the analysing of PERSAL System data and the Reporting to Accounting Officers and Departmental PERSAL Controllers. Manage the monitoring of ACB (Automated Clearance Bureau) limits. Manage the support service rendered to all Provincial PERSAL Users: Manage and assist Provincial Departments to amend their establishment on the PERSAL System. Manage and monitor new implementation processes in consultation with National Treasury. Manage and assist provincial departments to create their departmental tables. Manage the Provincial PERSAL Helpdesk functions (functional support calls, registering of SCC's, etc.) that are rendered to all 13 Provincial Departments. Manage the capacity building in Provincial Departments to enhance the effective utilization of the PERSAL System: Overall managerial responsibility for PERSAL training in the province. Ensure the PERSAL System functions and capabilities are optimally utilized. Chair the Provincial PERSAL User Forums and represent the Province at the National PERSAL User Forum. Manage the component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform asset management functions. Perform financial management functions. Perform risk management functions.</p>
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	: <p>Ms. L. Jacobs at 066 210 4000 E-mail: Ncpt-HR3@ncpg.gov.za</p>
<u>POST 04/207</u>	: <p><u>DEPUTY DIRECTOR: ACCOUNTING AND REPORTING (MFMA) REF NO: NCPT/2026/15</u></p>
<u>SALARY</u>	: <p>R896 436 – R1 055 958 per annum (Level 11), (TCE package)</p>
<u>CENTRE</u>	: <p>Kimberley</p>
<u>REQUIREMENTS</u>	: <p>NQF 7 qualifications in Accounting/ Internal Auditing/ Economics/ Financial Management. A minimum of 3 – 5 years working experience in an accounting environment. A valid driver's license. Skills & Knowledge: Knowledge and understanding of the Municipal Financial Management Act, Treasury Regulations, Accounting Principles. Analytical skills, organising skills, Presentation skills, Report writing skills, Numeracy, Advanced Excel, Communication (verbal and written), Planning skills, Problem solving skills and Project Management.</p>
<u>DUTIES</u>	: <p>Monitor the implementation of the accounting standards (GRAP) and review the quality of Annual Financial Statements.: Ability to compile annual financial statements and review and assess them. Provide support to municipalities on the preparation/compilation of the annual financial statements. Direct, guide, and advise stakeholders on accounting practice and compile documents/presentations to discuss various topics. Provide technical support and guidance to municipalities on the implementation of GRAP Standards. Assist municipalities and municipal entities in developing and implementing their accounting policies. Provide support, coaching, technical advice and technical guidance to municipalities and their entities on compiling and finalising financial statements. Monitor compliance with the financial reporting requirements: Facilitates workshops and training on accounting frameworks, standards, guidelines and transversal accounting policies through forums. Provide technical support and compile reports on the preparations of the audit file. Participate in accounting industry-related forums/workshops and effectively contribute to accounting-related developments or amendments. Engage proactively with key Stakeholders through participation in Provincial Treasury management meeting, presenting progress reports on the implementation of the Accounting and Audit SP. Actively participate in municipal accounting and auditing forums. Coordinate the provision of accounting Service & Support: 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. Conduct ongoing capacity building to PT and municipal officials relating to GRAP and financial statement preparation support. Provide support and make recommendations at monthly management and other related meetings on the</p>

implementation of municipal audit action plans pertaining to accounting matters. Municipal (BTO) accounting and audit capacity – Undertake annual reviews of the municipal accounting and audit organograms and make recommendations regarding capacitation. PT accounting and audit capacity - Assist with evaluation of the PT municipal accounting and audit staffing capabilities on an annual basis and provide recommendations to ensure sufficient capacity exists. Provide operational leadership in the management, coordination monitoring and evaluation of activities within the directorate: Perform financial management functions; Assist municipalities and their entities in developing and revising their accounting-related Standard Operating Procedures. Assist PT (clusters) and municipalities with the development and implementation of a proper document management system which will ensure complete and proper records of municipal finances are kept in accordance with applicable norms and standards, to support the accounting numbers and overall financial reporting. Provide support and make recommendations at monthly management and other related meetings on the implementation of municipal audit action plans pertaining to accounting matters. Provide technical accounting support at municipal Audit Steering Committee meetings and audit committees, where applicable; Assist PT (clusters) and municipalities during the annual audit processes in responding to RFIs and accounting related CoMAFs issued by the Auditor-General. Provide technical support, assistance and guidance PT (clusters) and municipalities in developing, implementing and reviewing municipal audit action plans to ensure that accounting related matters are effectively and adequately addressed.

ENQUIRIES
APPLICATIONS

: Ms. B. Mgaguli at 066 188 6322
: E-mail: Ncpt-HR4@ncpg.gov.za

POST 04/208

: **DEPUTY DIRECTOR: PROVINCIAL ACCOUNTING COMPLIANCE REF NO: NCPT/2026/13**

SALARY
CENTRE
REQUIREMENTS

: R896 436 – R1 055 958 per annum (Level 11)
: Kimberley
: NQF 7 qualifications in Financial Accounting, Accountancy, General Accounting or related fields. A minimum of 3 years' experience at junior management level in an accounting environment. A valid driver's license. Skills & Knowledge: Public Finance Management Act, Accounting reports in the public sector MCS, AMD, GAAP, GRAP, Treasury Regulations, Public Service Regulation, Financial Systems, Managerial Functions, Financial Management. Communication (written and verbal), Problem solving, Computer literate, Organising and Planning skills, Report writing, Analytical skills, Policy formulation (norms and standards).

DUTIES

: Develop and implement systems and processes to ensure integrity of financial data: Assess compliance with year-end procedures. Review assessments of relevant monthly PFMA compliance and combined feedback reports. Monitor and enhance the implementation of National and Provincial prescripts and approved standards/manuals. Monitor, evaluate and report on compliance with accounting related legislative requirements: Review of relevant monthly PFMA compliance and combined feedback reports. Perform or conduct tests to determine integrity of the monthly compliance certificates. Manage processes to ensure the clearance of monthly inter-departmental accounts for provincial departments. Review the implementation of National Treasury instruction notes by Departments. Monitor, evaluate and report on actions to address findings raised in audit reports: Manage the process to ensure the development of action plans to address audit findings and provide recommendations to improve these plans. Oversee the monitoring and implementation of action plans to ensure that audit findings are effectively resolved. Facilitate and coordinate training regarding accounting compliance: Research and develop training material to address areas of non-compliance. Facilitate training workshops. Facilitate consultative workshops / forums with departments / entities. Provide operational leadership in the management, coordination, monitoring and evaluation of human resources and activities within the unit: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform financial and asset management functions. Discipline management. Training and development and PMDS. Employee health and wellness management. Attendance and leave management.

ENQUIRIES

: Ms. B. Nortjie at 082 903 6945

<u>APPLICATIONS</u>	:	E-mail: Ncpt-HR4@ncpg.gov.za
<u>POST 04/209</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING & SALARY ADMINISTRATION REF NO: NCPT/2026/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 - R1 055 958 per annum (Level 11), (TCE package)
	:	Kimberley
	:	NQF 7 qualification in Financial Accounting/Management Accounting. A minimum of 3 years relevant experience in Financial Management and Accounting at junior management level. A valid driver's license Skills & Knowledge: Extensive knowledge of Financial Accounting & Management. Knowledge of PERSAL & Basic Accounting System (BAS). Knowledge of Standard Chart of Accounts. Strategic management. Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act and Regulation. Management Organizing skills. Accounting and auditing skills. Communication at both high and lower levels. Computer literacy. Networking skills. Leadership and team building skills. Analytical. Problem solving skills. Policy development and analyst. Financial management. Formal presentation. Ability to interpret relevant directives. Report writing. Project management. Conflict management and resolution.
<u>DUTIES</u>	:	Preparation and submission of annual Financial Statements and Interim Financial Statements: Allocate expenditure to the correct cost centre daily. Monthly clearance of all suspense accounts. Ensuring a smooth financial year and month closure. Compilation of IFS and AFS. Manage timely and valid payment of creditors' accounts against correct allocations as per source documents, prescripts and the Budget: Settle queries on outstanding accounts. Reconciliation on creditors accounts. Authorize and/or counter sign payment vouchers. Authorize payment on BAS and LOGIS systems. Instil work processes that ensure effective auditing of financial information (source documents) for validity, accuracy and completeness before final payment. Management of effective and efficient bookkeeping systems for all departmental transactions: Ensure timely clearance of PMG/PERSAL exceptions. Ensuring a smooth accounting month closure. Ensure monthly Compliance certificate. Manage salary administration and perform PERSAL Controller function within the department: Manage PERSAL reconciliations. Manage payroll activities. Manage salary payments and deductions within the department. Manage and maintain the PERSAL system in the department. Manage Salary Suspense Accounts and Disclosure Notes. Provide operational leadership in the management, coordination, monitoring and evaluation of human resource and activities within the unit. Manage the performance, training and development of officials. Manage the budget, financial resources and assets. Ensure the maintenance of discipline. Employee Health and Wellness management. Attendance and leave management. Mainstreaming of females, youth and persons with disabilities. Record keeping and reporting.
<u>ENQUIRIES APPLICATIONS</u>	:	D Kumalo at 079 497 8777
	:	E-mail: Ncpt-HR1@ncpg.gov.za
<u>POST 04/210</u>	:	<u>ASSISTANT DIRECTOR: LOGIS SUPPORT AND ADMINISTRATION REF NO: NCPT/2026/11 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551 823 per annum (Level 09)
	:	Kimberley
	:	NQF 6/7 qualification in Supply Chain Management / Financial Management / Public Administration/ Management or related fields. 3 x LOGIS accredited training courses (LOGIS: Literacy and advanced modules) and BAS course (BAS: General Principles). A minimum of 3 years' experience in a LOGIS management or LOGIS support environment. A valid driver's license. Skills & Knowledge: Knowledge of LOGIS and its core modules. Knowledge of LBIS and transversal system integration. Understanding of BAS fundamentals and LOGIS/BAS alignment. Knowledge and understanding Organisational and Government Structures, the Public Service Act, Public Service Regulations, Public Finance Management Act, SCM Regulations, LOGIS guidelines, Treasury Regulations, Preferential Procurement Framework Act and its associated regulations, National Treasury Instructions and Circulars, Access to Information Act, Broad-based Black Economic Empowerment Act. knowledge of procurement, inventory, asset and contract management processes. Communication skills (verbal and written), Analytical skills, Interpersonal skills,

	Problem solving skills, Innovative thinking, Leadership skills, Report writing skills, Conflict management skills, Project management, Presentation/Training skills, Client orientated, Planning and organising skills, Basic research skills, Policy development skills, Accounting and Auditing skills, Computer literacy (Word, Excel & PowerPoint).
<u>DUTIES</u>	Manage compliance and enforcement of prescribed legislation policies and guidelines relating to LOGIS processes: Download and scrutinise reports (RR101, RR102, RR103 and RR020) and compile findings. Assist and monitor with capturing LOGIS Asset Register per Department. Co-ordinate, assist and monitor with capturing LOGIS Contract/Lease Register per Department. Quarterly verification of LOGIS User Account Management. LOGIS Audit responses to be communicated and streamline processes for the next financial year. Render transversal support service and guidance to all Provincial LOGIS users: Provide functional support on LOGIS, LOGIS Portal and BI. Assist Provincial Departments with the disposal of redundant assets. Provide assistant with regards to CSD and Non-CSD suppliers. Monthly verification of LOGIS Asset Register, Finance Leases and Contract Management. Log call with National Treasury's Logik Call Centre as and when necessary. Implementation/re-implementation of LOGIS store as and when required from Provincial Departments. Capacity building to enhance the effective utilization of the LOGIS System: Give inputs to the annual training program. Conduct capacity building sessions. Provide one-on-one training (LOGIS Assets, Finance Leases, Contract Management). Assist with the arrangements of quarterly users forums. Provide assistance on user testing for National Treasury. When required, attend the National LOGIS user forums. Manage the resources within the sub-directorate: Perform people management functions. Oversee the administrative support functions. Perform asset management functions. Co-ordinate stakeholder relationships.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	Ms. L. Jacobs at 066 210 4000 E-mail: Ncpt-HR3@ncpg.gov.za
<u>POST 04/211</u>	<u>ASSISTANT DIRECTOR: FISCAL POLICY ANALYSIS REF NO: NCPT/2026/07</u> (12 Months Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	R468 459 – R551 823 per annum (Level 09) Kimberley NQF 6 qualification in Accounting, Auditing, Economics or Public Administration/Management. A minimum of 2 years' experience in a revenue management or public finance environment. 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. National Treasury Regulation and practice notes. Planning and organizing, Problem-Solving, decision making, technical proficiency. Knowledge and computer skills in as far as Ms. Word, Power Point, Presentation, Good Communication (verbal and written), Report writing and analytical skills.
<u>DUTIES</u>	Provide support with monitoring/ implementation of revenue enhancement strategy through inter alia: Provide inputs on revenue proposals from the departments. Contribute to discussions regarding an equitable division of revenue. Participate in the medium terms revenue planning process. Provide input into the transparent and effective revenue management process, through inter alia: Support departments in application of effective tools and techniques to maximize the collection of revenue owed to the province, Prepare reports for revenue forums and other stakeholders, Conduct site visits on various revenue collecting institution. Provide inputs into the development of debt management policy and other policies relating to revenue and revenue management: Collects inputs into the guidelines on best revenue practices. Participate in the revenue policy development process of departments. Support departments in developing policies that are consistent with the PFMA. Conduct and support the determination of own revenue estimates, in-year revenue adjustments of the MTEF: Analyse revenue budget proposals from departments. Provide own revenue analysis on proposals and provide recommendation. Provide analysis of monthly revenue performance of departments and identify risk areas. Provide inputs into the budget speech. Provide inputs for the overview of the Estimates of Provincial Revenue and Expenditure. Assist departments to explore on all potential revenue sources:

<u>ENQUIRIES</u>	Collect data and information on all revenue related matters. Support departments in determining the feasibility of newly identified revenue sources.
<u>APPLICATIONS</u>	Assess and report on the review of tariffs from departments. Ms. D. Nel at 081 365 4716 E-mail: Ncpt-HR2@ncpg.gov.za
<u>POST 04/212</u>	<u>ASSISTANT DIRECTOR: PROVINCIAL ASSET MANAGEMENT (PFMA)</u> <u>REF NO: NCPT/2026/12</u>
<u>SALARY</u>	R468 459 – R551-823 per annum (Level 09)
<u>CENTRE</u>	Kimberley
<u>REQUIREMENTS</u>	NQF 6/7 qualification in Financial Management / Accounting / Commerce. A minimum of 3 years' experience at Junior Management level in Asset and Inventory management. A valid driver's license. Skills & Knowledge: Knowledge and understanding of the relevant prescripts, Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standards and GRAP, National Treasury Instructions and Guide to accounting officers, Public Service Regulations.
<u>DUTIES</u>	Facilitate the development and maintenance of Asset Management Registers, Policies and strategies: Coordinate the development of asset and inventory management policies and procedures manuals. Coordinate the development of Provincial Treasury Practice notes and compliance checklist tool with regards to assets and inventory management. Manage the development of asset and inventory. Facilitate the development of asset and inventory strategies in line with the service delivery objectives. Facilitate the review of asset and inventory management policies, procedure manuals, Treasury Practice notes, and compliance checklist tools. Support Departments and Public Entities on safeguarding of assets: Monitor the safeguarding of assets by departments and public entities against destruction, theft, and obsolescence. Monitor that all losses and assets are reported, investigated, and finalised. Monitor departments and public entities that have functional loss control committees. Support Departments and Public Entities as per Auditor General requirements and on financial management and reporting on asset and inventory: Monitor and support departments and public entities on MCS and GRAP compliant asset register, trial balance and expenditure reconciliations. Perform reviews of annual financial statements (AFS) interim financial statements (IFS) on asset and inventory management of departments and entities. Monitor and support departments and public entities on the development and implementation of audit action plan. Provide support on resolving audit findings on non-current asset and current of the provincial departments and public entities. Monitor and support entities on the review of estimated useful life (EUL) and residual values (RV) and impairment of property plant and equipment (PPE). Provide support to departments and public entities on the valuation of assets. Provide support to department and Public Entities with financial reporting tools for interim and annual financial disclosures. Perform periodic compliance assessments in departments and public entities to establish with relevant legislations. Monitor and support departments and public entities with Section 42 transfers. Perform quality assurance (QA) to departments and entities to establish if asset registers and processes meet pacified quality asset management standards. Support departments and public entities on asset and inventory management strategies: Monitor and support departments and public entities on the implementation of asset management strategies and value for money of asset inventory. Ensure departments and public entities have asset management plans. Support departments and entities to develop and maintain complete asset and inventory registers. Support departments and public entities on the application of inventory management. Monitor and support departments and entities on asset verification and inventory stocktaking process. Perform compliance assessments in departments and public entities. Implementation of transparent and economic practices to deal with asset disposal in the provincial administration: Ensure obsolete, redundant, and unserviceable assets are disposed of. Monitor the establishment of the disposal committee, and monitor compliance with SCM prescripts on asset disposal. Monitor and support departments and public entities in the reconciliation of disposal proceeds, and monitor compliance with the internal control process regarding asset register disposal. Facilitate the capacity building of the asset and inventory management section in the Department and Public Entities: Identify

	asset and inventory management capacity gaps, facilitate on-the-job training on asset and inventory. Conduct workshops on policy framework, Treasury regulation and accounting norms and standards. Facilitate training intervention on asset and inventory management.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Ms. ML. Ramafoko at 081 430 4082 E-mail: Ncpt-HR3@ncpg.gov.za
<u>POST 04/213</u>	<u>ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING AND REPORTING</u> <u>REF NO: NCPT/2026/14</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	R468 459 – R551-823 per annum (Level 09) Kimberley NQF 7 qualifications in Financial Accounting or related fields. A minimum of 3 years' relevant accounting experience. A valid driver's license. Skills & Knowledge: Public Finance Management Act, Accounting reports in the public sector MCS, AMD, GAAP, GRAP, Treasury Regulations, Public Service Regulation, Financial Systems, Managerial Functions, Financial Management. Communication (written and verbal), Problem solving, Computer literate, Organising and Planning skills, Report writing, Analytical skills.
<u>DUTIES</u>	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 improve accounting standards. Assess and report on the quality of interim and Annual Financial Statements: Facilitate the timeous submission of financial statements. Review financial statements and compile reports. Assist with training. Compile and consolidate annual financial statements: Prepare consolidated financial statements for the Departments and entities. Prepare Accounting Officers report. Prepare and audit file to support the consolidated Annual Financial Statements (AFS). Review Accounting Officers report. Review and audit file/s to support the consolidated Annual Financial Statements (AFS). Assist with operational management, coordination, monitoring and evaluation of activities within the unit: Facilitate Capacity Building within the provincial departments.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Ms. T. Franks at 066 210 4079 E-mail: Ncpt-HR4@ncpg.gov.za
<u>POST 04/214</u>	<u>ASSISTANT DIRECTOR: REVENUE MANAGEMENT</u> <u>REF NO: NCPT/2026/16</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	R468 459 – R551-823 per annum (Level 09) Upington NQF 7 qualifications in Financial Accounting / Financial Management/ Economics / Public Administration / Local Government Management / Finance. A minimum of 3 years' experience in similar work environment. A valid driver's license. Skills & Knowledge: Municipal Finance Management Act, (MFMA), Finance Planning and organising, Analytical skills, Presentation / reporting 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.
<u>DUTIES</u>	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 advice 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 to 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 municipalities. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial and National Gazette). Provide assistance in the budget verification process to validate

budgets on the NT database. Provide assistance in monitoring 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 string). To provide assistance in the analysis of the monthly outcome of municipalities budget and financial performance through the IYM process and provide feedback to designated municipalities. Also provide inputs into the monthly Municipal 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 inputs into the quarterly Municipal Finance Quarterly Review (MFQR), in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality report. To provide 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. Provide advice and technical guidance on revenue related by laws, policies and 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.

ENQUIRIES
APPLICATIONS

: Ms. B. Mgaguli at 066 188 3622
: E-mail: Ncpt-HR4@ncpg.gov.za

POST 04/215

: **ASSISTANT DIRECTOR: ACCOUNTING AND REPORTING REF NO: NCPT/2026/17**

SALARY
CENTRE
REQUIREMENTS

: R468 459 – R551-823 per annum (Level 09)
: Kuruman
: NQF 7 qualification in Financial Accounting / Financial Management/ Management Accounting. A minimum of 3 years' experience in accounting environment. A valid driver's license. Skills & Knowledge: Municipal Finance Management Act, Treasury Regulations, Accounting Principles, GRAP, MSCOA, Accounting Software, Analytical, Organising, Presentation/ Report, Numeracy, Advance Excel, Communication, Planning, Problem Solving, Project Management.

DUTIES

: 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 statement. Provide feedback to the Deputy Director on the assessed draft and in-year financial statements. Advice stakeholders on accounting practice and compile document/ 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 Standard Board, Public Sector Accounting Forums on the new/ update on accounting forums. Support the implementation of financial management support programs where municipalities lack skills and capacity. Analyse audit reports, management letters and audit implementation plan 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 AUD data strings. Follow up on outstanding data strings (PRAUD and AFS). 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> <u>APPLICATIONS</u>	: Ms. B. Mgaguli at 066 1883 622 E-mail: Ncpt-HR4@ncpg.gov.za
<u>POST 04/216</u>	: <u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NCPT/2026/02</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	: R468 459 – R551 823 per annum (Level 09) Kimberley : NQF 6/7 in Human Resource Management/Public Administration/Management or equivalent qualification. A minimum of 3-4 years' experience. A valid driver's license. Skills & Knowledge: Knowledge of HR matters, training, administration, career management, reporting procedures and research. Policy analysis and development, Planning and Organizing skills, Analytical, Decision-making skills, Problem solving skills, Facilitation skills, Conflict management and Computer literacy (Word, Excel & PowerPoint).
<u>DUTIES</u>	: Coordinate HR Provisioning in the department: Facilitate Recruitment and Selection process. Monitor the implementation of Transfers, Verification of qualifications. Prepare reports on HR Provisioning. Coordinate Human Resource Administration Functions: Address HRA enquiries to ensure compliance. Monitor implementation of departmental/public service policies on HRA matters. Provide inputs on the development/amendments of HRA policies/practices. Prepare and consolidate reports on personnel administration issues. Respond to Auditor General's queries and requests. Coordinate the effective maintenance of HR Records Management: Facilitate providing the effective and efficient Registry counter service. Facilitate an effective filling and Records Management service. Facilitate the processing of documents for archiving and disposal. Provide assistance with operational Management, coordination, monitoring and evaluation of human resources and activities within the unit: Training and development of officials. Performance Management. Work Allocation and Asset Management. Discipline management, EHW management and Attendance and leave management.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	: Ms SB. Louw at 066 210 3891 E-mail: Ncpt-HR1@ncpg.gov.za
<u>POST 04/217</u>	: <u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: NCPT/2026/03</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	: R468 459 – R551-823.per annum (Level 09) Kimberley : NQF6/7 qualification in Labour Relations/Human Resource Management/Industrial Psychology or Law. A minimum of 3–4-year experience working with Labour legislation and prescripts. Ability to interpret and apply policies. Skills & Knowledge: Knowledge of, among others, the following legislation and prescripts: Constitution 1996. Public Service Act, 1994 and subordinates' legislation. Labour Relations Act, 1994 and subordinates' legislation, including collective agreements. Basic Conditions of Employment Act, 1997. Employment Equity Act, 1998. Skills Development Act, 1998. The Promotion of Access to Information Act, 2000. Public Finance Management Act 1999, and subordinate legislations. Ability to communicate ideas verbally and in writing and informally and formally. Ability to draft and substantiate dept. policies and procedures. Effective organisational skills. Planning and Organizing skills. Analytical. Decision making skills. Problem solving skills Facilitation skills and Conflict management and Computer literacy (Word, Excel & Power Point).
<u>DUTIES</u>	: Facilitate formal and informal disciplinary procedures as well as grievances: Conduct investigations on cases reported. Initiate proceedings of disciplinary hearings. Scrutinize and analyse misconduct cases to determine if there are grounds to charge. Facilitate the resolution of grievances and ensure grievances are dealt with in terms of its rules. Report the findings of cases to the relevant line managers. Monitor compliance with labour legislation, regulations and resolutions applicable in the public service (Department): Monitor the implementation of collective agreements and compliance thereof.

Provide advisory services to line management on labour matters. Provide training on labour relations related policies and legislations. Compile quarterly case law reviews. Represent the employer in disciplinary hearings, conciliation or arbitration cases, bilateral multilateral meetings with trade union and bargaining structures: Scrutinize and analyse conciliation/arbitration awards. Ensure that all policies affecting employees directly are discussed and deliberated upon in the relevant structures. Collate and maintain records, statistics, register in respect of labour unrest, dispute and discipline within the Department: Record and report on all misconduct and grievance cases received. Record and update register on labour unrest.

ENQUIRIES
APPLICATIONS

POST 04/218

SALARY
CENTRE
REQUIREMENTS

: Mr K Melakeco at 082 730 0907
: E-mail: Ncpt-HR1@ncpq.gov.za

PERSONAL ASSISTANT REF NO: NCPT/2026/04

: R325 101 – R382 959 per annum (Level 06)
: Kimberley
: NQF 6 qualification in Secretarial Diploma, Office Management / Management or appropriate equivalent qualification. A minimum of 2-3 years' experience as a secretary. Skills & Knowledge: Computer literacy. (MS Teams, Word, Excel, PowerPoint, Zoom, Acrobat) Financial administration. Knowledge of relevant legislation, policies, prescripts, and procedures. Ability to research and analyze documents and situations. Language and ability to communicate well with people at different levels and from different backgrounds, Sound organizational skills. Good people skills. Good telephone etiquette and Written communication skills.

DUTIES : Provide a secretarial/receptionist support service to the Head of Department: Receive telephone calls on behalf of the Head of department, and direct them to the relevant officials as well as assisting with telephonic enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the Head of Department. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Renders administrative support services to the Head of Department: Ensure the effective flow of information and documents to and from the office of the Head of Department. Ensure the safekeeping of all documentation in the office of the head of department in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management Reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the Head of department. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Head of department and the unit where required. Collect, analyses and collates information requested by the Head of department. Clarifies instructions and notes on behalf of the Head of department. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Head of department. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc for the activities of the Head of department and unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to Head of department regarding meetings: Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compiles all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the Head of department as required. Coordinate logistical arrangements for meetings when required. Supports the Head of Department with the administration of the unit budget: Collect and coordinates all the documents that relate to the HOD's budget. Assist HOD in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alerts HOD of possible over and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the HOD and compiles draft memos for this purpose. Compare the MTEF allocation with the requested budget and informs the HOD of changes. Analyses the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood

properly: Remains up to date with regard to the prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the HOD. Remains abreast with the procedures and processes that apply in the office of the HOD.

ENQUIRIES
APPLICATIONS

POST 04/219

: Ms D. Sebolai at 081 502 6954
E-mail: Ncpt-HR1@ncpg.gov.za

PERSONAL ASSISTANT: CHIEF DIRECTOR: INTERNAL AUDIT & AUDIT COMMITTEE REF NO: NCPT/2026/18

SALARY
CENTRE
REQUIREMENTS

: R325 101 – R382 959 per annum (Level 07)

: Kimberley

: NQF 6 in Secretarial Diploma, Office Administration or Management. 2-3 years' relevant experience. Skills & Knowledge: Computer literacy (MS Teams, Word, Excel, PowerPoint, Zoom, Acrobat). Financial administration. Knowledge of relevant legislation and policies. Ability to analyse documents and situations. Good communication skills. Good organising skills. Good people skills, Good analytical skills. Good decision-making skills. Good problem-solving skills. Good facilitation skills.

DUTIES

: Provide a personal assistant/receptionist support service to the Chief Directorate: Receive telephone calls in an environment where, in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Host virtual meetings. Perform advanced typing work for the Chief Director. Record the engagements of the Chief Director. Utilize discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes / advises the Chief Director regarding engagements. Compile realistic schedules of appointments. Render administrative support services to the Chief Directorate: Ensure the effective flow of information and documents to and from the office of the Chief Director. Ensure the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g., Progress reports, Monthly reports & Management Reports. Scrutinize routine submissions / reports and make notes and / or recommendations for the Chief Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Ensure procurement tracking is kept up to date. Collect, analyses and collate information requested by the Chief Director. Clarifies instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register for the Chief Directorate. Handle the procurement of standard items like stationary, refreshments, etc for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Process the travel and subsistence claims for the Chief Director. Delegate administrative duties to secretaries e.g., copier machine, maintenance issues, boardroom bookings, storeroom and oversee that these duties are completed. Provide support to Chief Director regarding meetings: Scrutinize documents to determine actions/information/other documents required for meetings of the Chief Director and joint audit committee. Collect and compiles all necessary documents for the Chief Director to inform him/her on the contents which include the preparation of the joint audit committee packs. Record minutes / decisions for meetings of the Chief Director / unit as well as for joint audit committee. Communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the Chief Director as required. Coordinate logistical arrangements for meetings when required. Coordinate boardroom bookings. Support the Chief Director with the administration of the budget: Collect and coordinate all the documents that relate to the Chief Director budget. Assist the Chief Director in determining funding requirements for purposes of budget submissions. Keep record of expenditure commitments, monitors expenditure and alerts the Chief Director of possible over- and under spending. Checks and correlates spending reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the Chief Director and compiles with the Chief Director and compiles draft memos for this purpose. Compare the budget allocation with the requested budget and informs the Chief Director of changes. Analyse the relevant public

service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly: Remains up to date with regard to the prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the Chief Directorate. Remains abreast with the procedures and processes that apply in the office of the Chief Directorate.

ENQUIRIES
APPLICATIONS

POST 04/220

SALARY
CENTRE
REQUIREMENTS

DUTIES

: Mr. J. Van Tonder at 082 719 1666
: E-mail: Ncpt-HR@ncpg.gov.za

CLEANER REF NO: NCPT/2026/05 (X12 POSTS)

: R138 486 – R163 131 per annum (Level 02)
: Kimberley
: Grade 10 or Abet level 2 certificate or equivalent. No experience required. Skills & Knowledge: Public Service procedures. Batho Pele Principles. Public Service Act and Regulation. Verbal and non- Problem-solving skills. Interpersonal skill. Provision of cleaning services: cleaning offices and boardroom by: Dusting and waxing office furniture. Sweeping tiled floors. Vacuuming and shampooing carpeted floors. Scrubbing floors. Cleaning walls and glass doors. Emptying and cleaning of dirt bins. Removing of waste papers. Freshen the office areas. Collect waste papers. Clean office windows. Clean kitchens: Cleaning of basins. Wash and keep stock of kitchen utensils. Arrange water for meetings. Filling of aqua-coolers. Clean toilets: Refilling hand wash liquid. Replace toilet papers and hand towels. Empty and was waste bins. Clean corridors, passages and elevators: Sweeping of floors on daily bases. Scrub and wax floors and stairs. Remove stains. Open and close corridors windows for fresh air. Ensure that walls are always clean. Wash corridor windows at least once a month. Clean elevator floors. Clean mirrors and elevator walls. Keep and maintain cleaning materials and equipment: Report broken cleaning machines. Clean vacuum cleaners after use. Request cleaning materials.

ENQUIRIES
APPLICATIONS

: Mr. S. Fritz at 081 384 0499
: E-mail: Ncpt-HR@ncpg.gov.za