

Department of Finance: North West Province

Programme: Administration

Directorate: Legal Services

Legal Administration Officer (2 Posts)

Salary scale: R205 989 – R235 539 per annum (MR4).

The salary will be determined according to relevant legal experience in terms of the OSD provisions

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Reference: K20855/1

Requirements: • An LLB degree or any related legal qualification • At least 8 years' appropriate post-qualification legal experience in civil litigation, legislative drafting, drafting of legal opinions • Experience in labour relations practices in the Public Service • Experience on briefing of advocates on civil matters • Experience on drafting of legal documents • Exposure to mining transactions/ agreements with communities • A valid driver's licence • Knowledge of the PFMA, Municipal Finance Management Act and other legislative prescripts governing the Public Service • Good interpersonal relations • Report-writing skills • Case investigation and project management skills • Good verbal and written communication and project management skills • Good conflict resolution and mediation skills • Computer literacy in Microsoft packages.

Duties: • Provide legal advice to the Executing Authority and line managers on a variety of issues • Draft contracts and service level agreements entered into by/with the Department • Provide legal opinions on matters affecting the Department • Liaise with the Premier's Office, Chief State Law Advisers, State Attorney's office and other legal firms regarding legal issues • Attend to litigation involving the Department.

Enquiries: Kabo Pulenyane

Tel (018) 3884856

Directorate: Strategic Management

Sub-Directorate: Planning, Monitoring and Evaluation

Deputy Director: Planning, Monitoring and Evaluation (SL 12) (1 Post)

**Salary: 587 358 all-inclusive remuneration package per annum
(salary scale: R495 603 – R691 878)**

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Reference: K20855/2

Requirements: A degree or National Diploma in Public Administration/ Public

Management / Strategic Management / Monitoring and Evaluation / Business Administration or Commerce. 4 years experience in Strategic Planning, Monitoring and Evaluation environment, of which 2 years must be at Assistant Director level in Strategic Planning, Monitoring and Evaluation.

Competencies: A thorough understanding of policy and administrative processes of Government. Especially government planning and Monitoring and Evaluation frameworks. Sound analytical and problem solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

Duties: Co-ordinate integrated planning and reporting in the department. To ensure the development and implementation of policies in relation to strategic planning, monitoring and evaluation. Ensure the compilation of the Annual Performance Plan, Strategic Plan of the department in line with National Treasury guidelines and frameworks. Co-ordinate monitoring and evaluation in the department. Undertake regular analysis of departmental performance data and formulate recommendations to address the weaknesses. Compile departmental performance assessments reports and communicate the results of the findings to the relevant stakeholders. Ensure compliance with all public sector planning, monitoring and evaluation prescripts. To ensure all audit queries and findings are adequately addressed and resolved. Supervise and assess performance of sub-ordinates. To perform any other duties that might be expected from time to time.

Enquiries: Gordon Letlhogile

Tel: 018 – 388 4999

PROGRAMME: FINANCIAL GOVERNANCE

Directorate: 30 Day Creditors Payment

Assistant Director: 30 days Creditors Payments Oversight function and Call Centre

Salary: 252 144 per annum

(salary scale: 252 144– 304 587) (SL 9)

Locations: Mahikeng 6 Posts Reference: K20855/3

Bojanala (Rustenburg) 1 Post Reference: K20855/4

Bophirima (Vryburg) 1 Post, Reference: K20855/5

Southern (Potchefstroom) 1 Post Reference: K20855/6

Requirements: An appropriate, recognized Bachelor's degree/Diploma or equivalent NQF level 6 qualification in commerce (Accounting) or Public Finance Management and Administration. 3 years experience in financial management and reporting environment

Competencies: Understanding of PFMA, Treasury Regulations and Supply Chain Management. Ability to communicate verbally and in writing. Strong analytical skills. Computer literacy in Microsoft word, excel and power point. Competency in evaluating written reports. Supervisory skills. Report writing skills.

Duties: Monitor downloading of monthly payment reports from Walker-BAS and call centre machine. Ensure accuracy of downloaded payment reports and messages. Arrange payment reports in a user-friendly format which the users can understand and be able to respond to. Monitor dispatch and return of payments reports from respective Departments Make further enquiries from user departments on returned reports and ensure quality thereof. Finalize reports for submission to the unit manager. Assist with investigation of reported cases of non-payment or late payment of creditors. Submit findings to the unit manager. Compile letters to communicate investigations' outcomes to suppliers and other stake holders. Assist manager with monthly unit reports. Supervise subordinates. Give inputs towards compilation of Departmental policies and systems.

Enquiries: Mr. B Gaasenoe

Tel. (018) 388 2579

Secretaries

**Salary: 115 212 per annum
(salary scale: 115 212 – 135 714) (SL 5)**

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Secretary to the Director: Monitoring & Evaluation Reference: K20855/7

Secretary to the Director: Provincial SCM Reference: K20855/8

Secretary to the Director: Financial Systems Reference: K20855/9

Secretary to the Director: Provincial Asset Management Reference: K20855/10

Requirements: • A Senior Certificate (Grade 12) with typing as a subject or appropriate Secretarial Diploma or equivalent qualification as well as relevant experience.

Competencies: • Office management skills • Language skills and the ability to communicate well with people at different levels and from different backgrounds • Ability to meet deadlines • Ability to work independently and under pressure • Sound Planning and organization skills • Advanced Computer literacy (MS Word, Excel, PowerPoint) is a must • Good telephone etiquette • Good people skills • High level of reliability • Basic written communication skills • Ability to act with tact and discretion • Good grooming and

presentation • Responsible for creating a conducive and friendly office atmosphere.

Duties: • Provides a secretarial/receptionist support service to the Director which will entail receives telephone calls, records appointments and events, type documents • Provides a clerical support service which will entail liaising with travel agencies to make travel arrangements, arrange meetings and events, process the S&T claims, process all invoices that emanate from the activities of the work of the Director, records minutes of meetings, draft routine correspondence and reports, filing of documents, manage leave registers, receives, records and distributes all incoming and outgoing documents, handle the procurement of standard items like stationary and refreshments • Remain up to date with regard to prescripts/ policies and procedures applicable to the unit to ensure efficient and effective support to the Director.

Enquiries: Ms M Jansen

Tel: (018) 3883419

The North West Department of Finance is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a **comprehensive CV** (including full particulars of training, qualifications, skills, competencies and knowledge) These must be supported by certified copies of educational certificates and Identity Document. Incomplete applications will not be considered. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews.

Applications should be forwarded to: The Director: Human Resource Management, North West Department of Finance, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, 2nd Floor, Garona Building. Applications should be submitted on time. Applications received after the closing date will not be accepted.

Closing date: 05 July 2013