



Directorate: Financial Systems
Sub-directorate: Financial Management & Systems Training
Senior Training Officer: Financial Management Training (2 Posts)
Salary notch: R212 106 per annum (Salary scale: R212 106 – R249 849 per annum) (SL10) (Ref. K20922/26)
Mmabatho
Requirements: A completed 3-year tertiary qualification (degree or equivalent qualification) + 3 years' work experience in public finance + Management experience will be an added advantage.
Competences: The ability to work independently and within a team + The ability to facilitate workshops, training, ability to interpret and apply policies and other prescripts + Good interpersonal, excellent communication (verbal and written), management, report-writing, research and analytical skills + The ability to meet deadlines and work well under pressure + The ability to prepare reports and proposals.
Duties: Report directly to the Assistant Director: Financial Management Training + Ensure coordination of financial management training and capacity building in the North West Provincial Departments and public entities + Manage the provision of financial management training and other training initiatives + Manage the provision of financial management training and other capacity building initiatives to users in the North West Provincial Departments and public entities + Manage an effective financial information management system within provincial departments and public entities + Manage and coordinate processes related to financial management training and training centres + Compile monthly and quarterly reports + Participate in preparation of the Directorate's annual financial reports and budgets + Perform generic management functions.
Enquiries: Mr Maxwell Gupene, tel. (018) 388-1384

Directorate: Financial Systems
Sub-directorate: Financial Management & Systems Training
Assistant Director: Financial Management Training
Salary notch: R314 709 per annum (Salary scale: R314 709 – R370 707 per annum) (SL10) (Ref. K20922/27)
Mmabatho
Requirements: A completed 3-year tertiary qualification (degree or equivalent qualification) + 3 years' work experience in public finance + Management experience will be an added advantage + 1-2 years' financial management training and/or experience.
Competences: The ability to work independently and within a team + The ability to facilitate workshops, training, as well as to interpret and apply policies and other prescripts + Good interpersonal, excellent communication (verbal and written), management, report-writing, research and analytical skills + The ability to meet deadlines and work well under pressure + The ability to prepare reports and proposals.
Duties: Report directly to the Deputy Director: Financial Systems Training + Provide financial management training and other training initiatives in the North West Provincial Departments and public entities + Monitor the provision of financial management training and other capacity building initiatives to users in the North West Provincial Departments and public entities + Establish an effective financial information management system within provincial departments and public entities + Manage the implementation of financial management training processes + Manage the coordination and implementation of financial management training and other capacity building initiatives + Manage and coordinate processes related to training and training centres + Compile monthly and quarterly reports + Participate in preparation of the Directorate's annual financial reports and budgets + Perform generic management functions.
Enquiries: Mr Maxwell Gupene, tel. (018) 388-1384

Directorate: Financial Systems
Sub-directorate: Financial Management & Systems Training
Assistant Director: PERSAL Training
Salary notch: R314 709 per annum (Salary scale: R314 709 – R370 707 per annum) (SL10) (Ref. K20922/28)
Mmabatho
Requirements: An appropriate 3-year tertiary qualification (B degree or National Diploma in Human Resource Management or related field, with 5 years' experience in PERSAL Administration + Knowledge of HR Management Information Systems and Public Service legislation that govern Human Resource Management practices + 3-5 years' experience in PERSAL training and administration, management in public finance, and other related systems (HRIS Financial Control and Supply Chain Management or Personnel Systems) + A valid Code 08 driver's licence.
Competences: Sound knowledge of PERSAL systems/modules (Personnel, Salary, Recruitment, Supporting Information and HRIS) + Computer literacy in Microsoft Office or equivalent packages + The ability to work independently and within a team + The ability to facilitate workshops, provide training, present policies, and produce written policies + Interpersonal, communication, management, report-writing, presentation, research, analytical and conflict resolution skills + The ability to meet deadlines and work well under pressure + The ability to conduct financial analysis, prepare reports and proposals + Sound knowledge of SAL, GRAP, PFMA, Treasury Regulations and Skills Development Act.
Duties: Provide PERSAL system training in the North West Provincial Departments + Assess PERSAL training needs and develop and implement skills transfer strategies + Develop and coordinate PERSAL information management systems within provincial departments + Manage and coordinate processes related to PERSAL training and training centres + Provide user support on all PERSAL training modules + Compile monthly and quarterly reports + Participate in the preparation of the Directorate's annual financial reports and budgets + Perform generic management functions + Manage and monitor subordinate's performance + Participate in Provincial and National PERSAL Events.
Enquiries: Mr C Snyhl, tel. (018) 388-1378

Directorate: Financial Systems
Sub-directorate: Financial Systems Administration & Support
Assistant Director: BAS/WALKER Support
Salary notch: R252 144 per annum (Salary scale: R252 144 – R297 006 per annum) (SL9) (Ref. K20922/29)
Mmabatho
Requirements: A completed 3-year tertiary qualification (degree or diploma in Accounting/Commerce, Financial Management/Administration or Information and Accounting Systems) + Knowledge of GRAP, PFMA, Treasury Regulations and Skills Development Act + 3 years' management experience + 3 years' experience in working with accounting and other related financial systems.
Competences: The ability to work independently and within a team + Good interpersonal, excellent communication (verbal and written), management, report-writing, research and analytical skills + The ability to facilitate workshops, give training and present policies + The ability to meet deadlines and work well under pressure + The ability to conduct financial analysis, prepare reports and proposals + The ability to interpret, develop and apply policies and other prescripts.
Duties: Report directly to the Deputy Director: Financial Systems Support + Plan, implement assess and maintain Financial Management Systems (BAS), Vehicle Management Systems (VMS), Telephone Management Systems, Asset Management and Inventory Management within the North West Provincial Departments, by providing user support and ensuring the efficient, effective and optimal utilisation of these systems + Monitor and report performance of automated systems in BAS/WALKER and PERSAL + Plan, implement, assess and maintain Financial Management System (BAS) + Install and maintain systems security measures + Provide user support and coordinate training for the North West Provincial BAS System Controllers + Compile reports and attend to SCOPA, Auditors-General, Internal Audit queries and other issues in accordance with National Departments + Provide Telephone Management Systems administration support to Provincial Departments + Manage and coordinate processes related to systems support + Compile monthly and quarterly reports + Participate in preparation of the Directorate's annual financial reports and budgets + Perform generic management functions.
Enquiries: Mr Maxwell Gupene, tel. (018) 388-1384

Directorate: Financial Systems
Sub-directorate: Financial Systems Administration & Support
BAS/WALKER Systems Controller
Salary: R587 358 all-inclusive remuneration package per annum (Salary scale: R587 358 – R691 878 per annum) (SL12) (Ref. K20922/30)
Mmabatho
Requirements: A completed 3-year tertiary qualification (degree or diploma in Accounting/Commerce, Financial Management/Administration or Information and Accounting Systems) + Knowledge of GRAP, PFMA, Treasury Regulations and Skills Development Act + 3 years' management experience + 3 years' experience in working with accounting and other related financial systems.
Competences: The ability to work independently and within a team + Good interpersonal, excellent communication (verbal and written), management, report-writing, research and analytical skills + The ability to facilitate workshops, give training and present policies + The ability to meet deadlines and work well under pressure + The ability to conduct financial analysis and prepare reports and proposals + The ability to interpret, develop and apply policies and other prescripts.
Duties: Report directly to the Director: Financial Systems + Implement and maintain the Basic Accounting System (BAS) within the North West Provincial Departments, by providing user support and ensuring the effective, efficient and optimal utilisation of BAS + Monitor and report performance of automated systems in BAS/WALKER and PERSAL + Plan, implement, assess and maintain Financial Management System (BAS) + Implement and maintain systems security measures + Provide user support and coordinate training for the North West Provincial BAS System Controllers + Compile reports and attend to SCOPA, Auditors-General, Internal Audit queries and other issues in accordance with National Departments + Provide Telephone Management Systems administration support to Provincial Departments + Manage and coordinate processes related to systems support + Compile monthly and quarterly reports + Participate in preparation of the Directorate's annual financial reports and budgets + Perform generic management functions.
Enquiries: Mr Maxwell Gupene, tel. (018) 388-1384

Directorate: Financial Systems
Sub-directorate: Financial Systems Administration & Support
Senior BAS/WALKER Support Officer
Salary notch: R212 106 per annum (Salary scale: R212 106 – R249 849 per annum) (SL8) (Ref. K20922/31)
Mmabatho
Requirements: A completed 3-year tertiary qualification (degree or diploma in Accounting/Commerce, Financial Management/Administration or Information and Accounting Systems) + Knowledge of GRAP, PFMA, Treasury Regulations and Skills Development Act + 3 years' experience in working with accounting and other related financial systems.
Competences: The ability to work independently and within a team + Good interpersonal, excellent communication (verbal and written), management, report-writing, research and analytical skills + The ability to facilitate workshops and give training + The ability to meet deadlines and work well under pressure + The ability to conduct financial analysis, prepare reports and proposals + The ability to interpret, develop and apply policies and other prescripts + The ability to manage performance of subordinates.
Duties: Report directly to the Assistant Director: Systems Support + Implement and maintain the Provincial Support Systems, Vehicle Management Systems (VMS), Telephone Management Systems, Asset Management and Inventory Management within the North West Provincial Departments, by providing user support, administrative support and ensuring the effective, efficient and optimal utilisation of these systems + Implement and maintain systems security measures + Provide user support and coordinate training for the North West Provincial BAS System Controllers + Perform generic management functions.
Enquiries: Mr Maxwell Gupene, tel. (018) 388-1384

Directorate: Provincial Accounting
Assistant Director: Provincial Accounting
Salary notch: R314 709 per annum (Salary scale: R314 709 – R370 707 per annum) (SL10) (Ref. K20922/32)
Mmabatho

Requirements: A completed 3-year tertiary qualification (degree or diploma in Commerce and with experience in management, public finance and administration) (PFMA, BACCGR, PERSAL) + Sound knowledge of PERSAL, BAS and Walker Financial Systems are essential + Knowledge and understanding of SCOA, PFMA, Treasury Regulations and Skills Development Act + Working knowledge of a computer spreadsheet (Microsoft Excel), word processor and presentation + The ability to communicate at all levels and report-writing skills + A valid driver's licence is a necessity.
Competences: The ability to work independently and within a dynamic team + The ability to facilitate workshops, provide training + The ability to interpret and apply policies and other prescripts + Computer literacy + Good interpersonal relations, excellent communication (verbal and written), management, report-writing, research, analytical and analytical skills + The ability to meet deadlines and work well under pressure + The ability to conduct financial analysis, prepare reports and proposals + Sound knowledge of PERSAL, BAS and Walker Financial Systems are essential + Knowledge and understanding of SCOA, PFMA, Treasury Regulations and Skills Development Act.
Duties: Report directly to the Deputy Director: Accounting Services + Monitor the provision of Accounting Services and implementation of Accounting Practices in Provincial Departments and public entities and the effective management of the Provincial Revenue Fund + Monitor the effective implementation of Accounting Practices in the Province + Facilitate integration of financial data + Provide assistance and guidance in financial system matters + Research and analyse financial statements and annual reports + Prepare the consolidated annual financial statements of the Provincial Departments and public entities.
Enquiries: Ms Karen Herley, tel. (018) 387-3417

Chief Directorate: Internal Audit
Deputy Director: Specialised Audit Services: IT Audits
Salary: R587 358 all-inclusive remuneration package per annum (Salary scale: R587 358 – R691 878 per annum) (SL 12) (Ref. K20922/33)
Mmabatho
Requirements: A BAcco degree or equivalent with specialisation in Auditing and/or Information Systems with at least 6 years in auditing of which 2 years should have been in Information Systems auditing and 2 years of supervisory experience + A professional or postgraduate degree or a CISA/CISAP/CISAC/CISSP or similar award relevant postgraduate degree will be an added advantage.
Competences: Extensive knowledge of ISACA and IIA Standards, COBIT 5, PFMA, Treasury Regulations and Internal Audit Methodology + Experience in setting AGUs to perform CASPs.
Duties: Prepare a 5-year strategic plan and annual audit coverage plans for a department + Assist in the facilitation of risk assessment workshops and provide inputs for and interpret the risk assessment documents + Manage the planned audit projects and audit team and workload + Manage quality and value-for-money by issuing appropriate recommendations + Assume responsibility for quality assurance of all audit work performed by ensuring compliance with IIA standards + Conduct peer reviews + Prepare to manage audits of large departments and manage teams, complex audits and render additional assistance to other Directors as needed or as in their absence + Conduct training to subordinates and to presenters internally and externally where needed + Execute PMIS requirements + Monthly and quarterly reporting to Treasury and Audit Management.
Enquiries: Mr R Hanogane, tel. (018) 388-1391

Directorate: Provincial Risk Management
Assistant Director: Provincial Risk Management (2 Posts)
Salary notch: R314 709 per annum (Salary scale: R314 709 – R370 707 per annum) (SL10) (Ref. K20922/34)
Mmabatho
Requirements: 3-year degree/National Diploma in Commerce or equivalent qualification (NQF level 4 qualification) + A minimum of 3 years' relevant experience in public sector risk management + Good understanding and knowledge of Public Sector Risk Management Framework, PFMA and Treasury Regulations.
Competences: Knowledge and understanding of risk management practices, development of policies and standards at different management levels + Advanced computer literacy with a working knowledge of computer spreadsheets (Microsoft Excel), word processors and presentations + The ability to facilitate workshops, provide training, and present and produce written policies + The ability to work under pressure, conduct financial analysis, and interpret reports and proposals.
Duties: Coordinate and monitor risk management in the provincial administration by monitoring, evaluating and reporting on compliance with the risk management framework and guidelines + Facilitate risk assessments and audits within the Province and maintenance of a comprehensive risk register + Implement risk management, fraud response strategies for risks within the Province + Develop and implement risk management guidelines and procedures within the Province + Build risk management capacity within the provincial departments by identifying capacity gaps and developing strategies to address them + Consolidate the provincial departments' annual risk reports.
Enquiries: Mr Kallio Makhala, tel. (018) 388-1391

Programme: Asset & Liability Management
Directorate: Provincial SCM
Sub-directorate: Supply Chain Performance
Senior SCM Compliance Practitioner (4 Posts)
Salary notch: R314 709 per annum (Salary scale: R314 709 – R370 707 per annum) (SL10) (Ref. K20922/35)
Mmabatho
Requirements: Degree or National Diploma in Economics/Statistics, Supply Chain Management, and Accounting plus 5 years' experience in either private or public sector Supply Chain Management environment + The ability to interpret acts and policies + A Code 08 driver's licence is a necessity.
Competences: Knowledge of or familiarity with the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPFPA) and Broad-Based Black Economic Empowerment Act (BBBEE) will be an added advantage + In-depth understanding of the total framework of supply chain management processes and systems + Facilitation and presentation skills + Knowledge of project management + Working knowledge of a computer spreadsheet, word processor and presentations + This is a challenging role that may require a person with strong communication skills, both verbal and written + Self-driven and self-motivated + Strong managerial, analytical, communication, analytical, negotiation and investigative skills + Preparedness to work under pressure, without supervision and to work irregular hours.
Duties: Monitor and conduct SCM compliance training seminars/workshops for SCM Practitioners, Bid Committee members and suppliers + Perform SCM compliance training for Bid Committee members + Ensure ongoing clearance of SCM Practitioners and bid committee members and SCM practitioners + Perform investigations on compliance and fraud cases received + Monitor the submission of procurement plans by departments + Monitor returns related to returns and other issues by departments + Monitor the development and implementation of procurement plans + Monitor the institutional arrangements in all departments and public entities.
Enquiries: Ms Snyhl, tel. (018) 388-1325

Directorate: Provincial Asset Management
Deputy Director: Asset Management (2 Posts)
Salary: R587 358 all-inclusive remuneration package per annum (Salary scale: R587 358 – R691 878 per annum) (Level 10) (Ref. K20922/36)
Mmabatho
Requirements: An appropriate Bachelor's degree or National Diploma in Financial Management and Accounting plus a minimum of 5 years' experience in either private or public sector asset management + Knowledge of or familiarity with the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPFPA) and GEMA (Government Owned Asset Management Act) will be an added advantage + A Code 08 driver's licence is a necessity.
Competences: In-depth knowledge of the framework for Asset Management, Supply Chain Management, financial administration processes and inventory asset management systems + Experience in any computerized Asset Management System will be an added advantage + A working knowledge of a computer spreadsheet (Microsoft Excel), word processor and presentations + The ability to communicate at all levels and report-writing skills + The ability to work independently and within a team + The ability to facilitate workshops, provide training, present policies, and produce written policies + Interpersonal, communication, management, report-writing, research and analysis + The ability to work under pressure, conduct financial analysis, and prepare reports and proposals.
Duties: Ensure the value and implementation of asset management systems and systems support + Monitor the acquisition and maintenance of provincial assets + Monitor the disposal of assets in provincial departments + Monitor the monthly, quarterly and annual reconciliations of provincial departmental asset registers + Manage the adherence to the legislative framework and prescripts regarding assets + Monitor the provincial procedural policies and asset handling issues + Coordinate and provide training and support on asset management + Manage the implementation of asset management systems in the Provincial Departments + Ensure that provincial departments adhere to capital asset management reporting requirements by preparing, analysing and submitting periodic reports + Ensure that provincial departments perform asset management asset physical verification processes + Analyse provincial departmental asset audits reports, and ensure that all exceptions are investigated and corrected + Perform generic management functions.
Enquiries: Ms Snyhl, tel. (018) 388-1325

Directorate: Provincial Asset Management
Assistant Director: Asset Management (2 Posts)
Salary notch: R314 709 per annum (Salary scale: R314 709 – R370 707 per annum) (Level 10) (Ref. K20922/37)
Mmabatho
Requirements: An appropriate degree or National Diploma in Financial Management, Economics and/or Accounting plus 5 years' experience in either private or public sector asset management + A Code 08 driver's licence is a necessity.
Competences: In-depth knowledge of the framework for supply chain management, financial administration processes, and asset management systems + Experience in any computerized Asset Management System will be an added advantage + Knowledge or familiarity with the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPFPA) will be an added advantage + A working knowledge of a computer spreadsheet, word processor and presentations + The ability to communicate at all levels and report-writing skills + This is a very challenging role, which requires a self-driven, self-motivated person with strong managerial, communication and analytical skills + The ability to work under pressure, conduct financial analysis, and prepare reports and proposals.
Duties: Verify the acquisition and maintenance of provincial assets + Verify the disposal of provincial assets + Verify the adherence to Legislative framework, procedural policies and policies regarding assets + Provide guidance and support to Provincial departments on asset management + Verify the implementation of asset control systems in the Provincial Departments + Perform generic functions.
Enquiries: Ms TV Molele, tel. (018) 388-1324

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 Z80 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competences and knowledge). These must be supported by certified copies of educational certificates and identity documents. Incomplete applications will not be considered. Due to the large number of applications for posts, acknowledgment of receipt of applications will not be done. We will only communicate with candidates to be invited for interview.
Applications should be forwarded to: The Directors Home Resource Management, North West Department of Finance, Private Bag 20266, Mmabatho 2735, marked attention: HR Molele, and Finance Services Building. Applications should be submitted as soon as possible. Applications received after the closing date will not be accepted.
Closing Date: 26 July 2012

