

PROGRAMME: ADMINISTRATION
Chief Directorate: Corporate Services
Directorate: Human Resource Management
Sub-directorate: HR Administration and Practices
Chief Personnel Officer
Salary: R262 272 per annum (Salary scale: R262 272-R308 943) (SL8)
(Ref. 22/2017) • Mmabatho

Requirements: • Grade 12 with minimum of 5 years' actual working Porsal experience of which 2 years must be on Conditions of Service • Porsal Training in Introduction, Personnel Administration is compulsory • Training as Porsal Controller will be an advantage.

Competencies: • Knowledge of Public Service prescripts eg Public Service Act and Regulations • Knowledge of applicable policies and procedures (Pension Act and rules, e-Channel, Porsal, DPSA Directives and PSCBC Resolutions) • Good verbal and written communication skills • Planning and organising skills • Computer literacy • Ability to work under pressure • Ability to work as part of a team • Good interpersonal relations.

Duties: • Administer leave of absence, including PILIR • Administer pension, service benefits and allowances • Administer termination of service • Administer the implementation of remunerative matters such as salary adjustments and PMDS outcomes • Administer the implementation of confirmation of probation • Address human resource queries • Act as Porsal reviser • Prepare monthly statistics.

Enquiries: Ms K Noe, tel. (018) 388-3484

Chief Directorate: Corporate Services
Directorate: Strategic Management
Sub-directorate: Organisational Development
Work Study Officer
Salary: R262 272 per annum (Salary scale: R262 272-R308 943) (SL8)
(Ref. 23/2017) • Mmabatho

Requirements: • Diploma in Management Services/Production Management/Operations Management or a degree in Industrial Psychology • At least 2-3 years' experience in Work Study/Organisational Development.

Competencies: • Knowledge of Human Resource legislation and Government Transformation Imperatives, Public Service Act, 1994 as amended, Public Service Regulations, 2001 as amended, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Labour Relations Act and Employment Equity Act • Analytical thinking • Creative and innovative • Ability to interpret and apply policies • Good communication and presentation skills and ability to conduct research • Computer and report-writing skills • Ability to work under pressure • Ability to function independently and work as part of the team • Good interpersonal relations.

Duties: • Design organisational and establishment structure • Design and control departmental forms • Plan office layout and accommodation • Develop procedure manuals • Introduce new practices and carry out continuous work-flow improvement.

Enquiries: Ms S Moletsane, tel. (018) 388-2445

Chief Directorate: Financial Management Services
Sub-directorate: Management Accounting Services
Senior Management Accountant (2 Posts)
Salary: R262 272 per annum (Salary scale: R262 272-R308 943) (SL8)
(Ref. 24/2017) • Mmabatho

Requirements: • Appropriate Bachelor's degree in Accounting/Financial Management or equivalent qualification coupled with 3 years' relevant experience • Extensive knowledge of budget processes, budget management, revenue management, expenditure management, financial prescripts, Public Finance Management Act (PFMA), Treasury Regulations • Computer literacy – Word and Excel important • Knowledge of Government systems (BAS, Walker) will be an added advantage.

Competencies: • 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 • Compliance with deadlines • Ability to work under pressure.

Duties: • Assist the supervisor with the planning, coordination and capturing of the departmental MTEF and adjustment budgets • Assist the supervisor with the monitoring of revenue and expenditure (departmental spending) and report on budget deviations (variances) • Establish whether or not there is a need to shift funds, and prepare requests for budget shifts/virements and submit for review • Compile monthly/quarterly expenditure and revenue reports plus In-Year Monitoring (IYM) reports and submit to the supervisor for review • Assist the supervisor with the handling of departmental budget queries • Ensure compliance with budget guidelines, policies, procedures and PFMA • Supervise and assess performance of subordinates • Perform any other duties that might be expected from time to time.

Enquiries: Ms A Makgopa, tel. (018) 388-1066

Chief Directorate: Financial Management Services
Directorate: Departmental Supply Chain Management
Sub-directorate: Asset Management Services
Senior Asset Management Officer
Salary: R262 272 per annum (Salary scale: R262 272-R308 943) (SL8)
(Ref. 25/2017) • Mmabatho

Requirements: • Tertiary qualification in Accounting/Commerce or Financial Management/Administration or Information Systems • At least 3 years' experience in the BAS environment.

Competencies: • Knowledge of transversal systems (BAS, LOGIS, WALKER) • Computer literacy in MS Office packages • Knowledge of Government legislation especially those pertaining to public finance management • Ability to run workshops and think creatively and innovatively in terms of programme development and expansion • Ability to work independently but also be a team player • Good interpersonal, communication, analytical ability, mentoring, report-writing, facilitation and presentation skills.

Duties: • Implement policies and guidelines on asset management • Ensure proper maintenance of the asset register, perform physical asset verification of assets, implement disposal policies of assets of the department • Report at least monthly to management on all asset management activities of the department • Implement internal controls and facilitate the movement of assets • Perform inherent human resources management functions.

Enquiries: Mr K Molamu, tel. (018) 388-3247

Chief Directorate: Financial Management Services
Directorate: Departmental Supply Chain Management
Sub-directorate: SCM Logistics Management
Senior SCM Officer
Salary: R262 272 per annum (Salary scale: R262 272-R308 943) (SL8)
(Ref. 26/2017) • Mmabatho

Requirements: • Degree/National Diploma in Supply Chain Management/Logistics/Purchasing/Financial Management • Minimum of 3 years' working experience within the Supply Chain Management field.

Competencies: • Excellent verbal and written communication skills • Sound analytical/innovative thinking and problem-solving skills • Computer literacy • Knowledge of WALKER/BAS • Strong planning and coordination abilities • Ability to work under pressure and extended hours so as to meet the deadline dates • Knowledge of and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, B-BBEE and Treasury Regulations.

Duties: • Assist the Supervisor with the management of the Logistics Section • Verify procurement documents to comply with SCM prescripts, procedures and processes • Perform duties related to ordering, receiving, dispatching of goods and payment of suppliers • Carry out Inventory Management Systems to ensure stock is on record • Monitor vendor/supplier performance • Follow through to update Supplier Performance Database • Control Suppliers Complaints Register • Perform any other duty that might be expected from the incumbent as and when required • Prepare VTSD Expenditure Progress Report.

Enquiries: Ms JM Mutla, tel. (018) 388-3247

Chief Directorate: Financial Management Services
Directorate: Departmental Supply Chain Management
Sub-directorate: Demand and Acquisition Management
Assistant Director:
Demand and Acquisition Management
Salary: R311 784 per annum (Salary scale: R311 784-R367 254) (SL9)
(Ref. 19/2017) • Mmabatho

Requirements: • Degree/National Diploma in Supply Chain Management/Logistics/Purchasing/Financial Management • Minimum of 5 years' working experience coupled with at least 3 years in a supervisory position • Valid driver's licence.

Competencies: • Excellent verbal and written communication skills • Sound analytical/innovative thinking and problem-solving skills • Computer literacy • Knowledge of Walker/BAS • Strong planning and coordination abilities • Ability to work under pressure and extended hours so as to meet the deadline dates • Knowledge of and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, B-BBEE and Treasury Regulations.

Duties: • Conduct total needs assessment • Manage the needs assessment performance in accordance with the framework • Implement Demand Management policies and SCM prescripts • Coordinate the acquisitions of goods and services as per user needs • Render bid and contract management services • Render Secretariat Services to the Departmental Bid Committees • Ensure the determination of specifications and Terms of Reference with regard to procurement of goods and services • Ensure that future needs/requirements are linked to the Strategic Plan and Budget • Administer Demand Management Plans for all Sub-directorates and provide inputs to all Programme Managers during planning • Manage subordinates in line with HR practices, eg PMDS, training and on-the-job coaching • Be involved in budget projections for the Unit etc.

Enquiries: Mr V Mammen, tel. (018) 388-4061

Chief Directorate: Financial Management Services
Directorate: Financial Accounting Management
Sub-directorate: Salary Administration
State Accountant
Salary: R211 194 per annum (Salary scale: R211 194-R248 781) (SL7)
(Ref. 33/2017) • Mmabatho

Requirements: Appropriate Bachelor's degree in Accounting/Commerce or equivalent qualification (NQF 6) coupled with 1 year's relevant experience.

Competencies: • Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations • Computer literacy – Word, Excel and PowerPoint is important • Knowledge of Government systems (BAS,

Walker, Porsal) will be an added advantage • Sound analytical and problem-solving skills • Excellent interpersonal and customer relation skills • Ability to work independently and in a team • Ability to apply technical/professional knowledge and skills in immediate work area and wider environment • Ability to work under pressure and with precision • Ability to plan effectively and efficiently.

Duties: • Render Financial Accounting Services related to debtors and expenditure • Recover and follow up on outstanding debts • Handle all payments made outside Porsal • Handle all recalled, reversed and rejected salaries • Be responsible for the capturing of salary-related journals and clearing of salary control accounts • Assist with the preparation of all salary-related reconciliations • Perform calculations on leave/benefit payouts upon termination of services • Ensure deadlines are adhered to.

Enquiries: Ms G Molamu, tel. (018) 388-3260

Office of the HOD
Assistant Director: HOD Support
Salary: R311 784 per annum (Salary scale: R311 784-R367 254) (SL9)
(Ref. 20/2017) • Mmabatho

Requirements: • Degree/National Diploma in Public Administration or related field with a minimum of 3 years' experience in an administrative or related field OR a Grade 12 with 7 years' relevant experience in administration/office management.

Competencies: • Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the Public Service • Ability to interpret and apply policies • Analytical and innovative thinking • Research • Report writing • Workshop presentation and facilitation • Project management • Conflict management • Financial management • Strategic management • Adaptability during changes to meet the goals • Change/diversity management • Negotiation skills • Time management • Professionalism • Innovative thinker • Excellent communication skills, verbal and written.

Duties: • Provide administrative support services to the Office of the HOD • Manage and provide strategic and administrative support to the HOD • Manage and coordinate matters pertaining to the MEC, Legislature, EXCO, HOD's Forum, Clusters that HOD is involved with • Ensure the provision of secretariat services to the HOD activities/meetings • Manage the budget of the Office of the HOD.

Enquiries: Ms N Nelson, tel. (018) 388-2856

Sub-directorate: Departmental Risk and Internal Control
Assistant Director:
Departmental Risk and Internal Control
Salary: R311 784 per annum (Salary scale: R311 784-R367 254) (SL9)
(Ref. 21/2017) • Mmabatho

Requirements: • Appropriate Bachelor's degree/National Diploma in Risk Management or Auditing or equivalent qualification • 3 years' relevant experience.

Competencies: • Knowledge of the PFMA, Treasury Regulations, Public Sector Risk Management Framework, Public Sector Anti-Corruption Strategies • Excellent interpersonal skills and customer relations • Creative and innovative thinking • Ability to work independently and in a team • Sound report-writing skills • Ability to apply technical/professional knowledge and skills in immediate work area and wider environment • Ability to work under pressure • Good coordination and facilitation skills • Computer literacy.

Duties: • Assist the supervisor with the development, implementation and maintenance of a Risk Management Strategy, Risk Management Policy, Fraud Prevention Plan • Facilitate the compilation of strategic and operational risk registers • Monitor implementation of risk response strategies • Assist the supervisor with reporting all risk-related matters, including findings, risk positions and recommendations to all stakeholders • Conduct risk, fraud and whistle-blowing awareness campaigns amongst departmental staff • Coordinate the activities of the Risk Management Committee and perform secretarial function • Ensure compliance with all prescripts, frameworks, regulations and guidelines • Perform any other duties that may be expected from time to time.

Enquiries: Mr V Rampou, tel. (018) 388-3767

PROGRAMME: ASSET & LIABILITY MANAGEMENT
Directorate: Provincial Asset Management
Sub-directorate: Provincial Physical Asset Management
Deputy Director: Asset Management
Salary: R726 276 all-inclusive salary package per annum
(Salary scale: R726 276-R855 516) (SL12) (Ref. 10/2017) • Mmabatho

Requirements: • 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 the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations and GIAMA (Government Immovable Asset Management Act) • Valid driver's licence is a necessity.

Competencies: • In-depth knowledge of financial management and systems, the framework for asset management, risk management framework, supply chain management, financial administration processes, and inventory and asset management systems, Generally Recognised Accounting Practice (GRAP) • Experience in any computerised Asset Management System will be an added advantage • Working knowledge of a computer spreadsheet (Microsoft Excel), word processor, presentations • Ability to communicate at all levels • Report-writing skills • Ability to work independently and within a team • Ability to facilitate workshops, provide training, present policies, and produce written policies • Interpersonal, communication, management, research and analytical skills • Ability to work under pressure, conduct financial analysis, and prepare reports and proposals.

Duties: • Coordinate and enforce the implementation of Asset Management strategies by provincial departments and public entities and ensure such strategies comply with regulatory framework (PFMA, PPPFA, Treasury Regulations) and keep abreast with new developments • Enforce the application of provincial asset management policies by departments and public entities • Provide technical support on the application of GRAP to Provincial Public Entities and Provincial Legislature • Assist Provincial Departments with the preparations and planning for the transition from modified cash to modified accrual on asset management • Provide technical support to Provincial Departments and Public Entities on asset planning and budgeting, acquisitions, finance leases, asset disposal, transfers, redundant and loss management for the North West Province • Prepare monthly and quarterly reports for senior management • Assist departments on the development of immovable asset management plans and facilitate the section 42 transfers between user departments and the Department of Public Works • Manage the adherence to the legislative framework and prescripts regarding assets • Monitor the provincial procedural guidelines and policies regarding assets • Coordinate and provide training and support on asset management • Manage the implementation of loss control system in the Provincial Departments • Ensure that provincial departments adhere to regular asset management reporting requirements by preparing, analysing and submitting periodic reports • Ensure that provincial departments perform and manage asset physical verification processes • Analyse provincial departmental asset audit reports, and ensure that all exceptions are investigated and corrected • Perform generic management functions.

Enquiries: Mr O Mduli, tel. (018) 388-3231

Directorate: Provincial Asset Management
Sub-directorate: Provincial Physical Asset Management
Senior Asset Management Officer (3 Posts)
Salary: R262 272 per annum (Salary scale: R262 272-R308 943)
(SL8) (Ref. 27/2017) • Mmabatho

Requirements: • B degree or diploma in Economics/Commerce/Business Economics/Purchasing/Logistics or equivalent with more than 2 years' asset management experience, or Matric with more than 5 years' experience in asset management • Financial management and systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA Act), Generally Recognised Accounting Principles (GRAP), Government Supply Chain policies, WALKER system knowledge and experience will be an added advantage.

Competencies: • Problem-solving and analytical skills • Supervisory and managerial skills • Conflict resolution • Strong interpersonal and communication skills • System and process understanding • Performance and results orientated • Honesty and integrity.

Duties: • Assist Provincial departments on the update of their asset registers to ensure accuracy and completeness • Perform monthly reviews of the asset management reconciliations by provincial departments • Assist Public Entities with the update of their asset register and monitor compliance with the provisions of Generally Recognised Accounting Principles (GRAP) • Monitor asset acquisition, renewals, movements, transfers and disposals.

Enquiries: Mr O Mduli, tel. (018) 388-3231

Directorate: Provincial SCM Management
Sub-directorate: Provincial Supplier Management Services
Administration Officer: Database
Salary: R211 194 per annum (Salary scale: R211 194-R248 781) (SL7)
(Ref. 30/2017) • Mmabatho

Requirements: • Std 10 (Grade 12) plus at least 4 years' experience in the supply chain database administration environment • Degree or diploma in any Supply Chain Management field will be an added advantage.

Competencies: • Facilitation skills • Presentation skills • Good interpersonal and customer relations • Ability to interpret and explain to and communicate registration progress with suppliers • Training in supply chain management and knowledge of the database systems is a must • Working knowledge of a computer spreadsheet and word processor • Knowledge of applicable prescripts, regulations and acts.

Duties: • Provide training and support to user departments and suppliers • Assist with logistical arrangements for Outreach programmes • Assist suppliers to register on CSD • Provide tender advisory services to suppliers and SCM Practitioners • Attend provincial events, eg Rural Development Projects, Setsokotsane, etc • Assist with activation of suppliers • Liaise with National Treasury on bank verification issues.

Enquiries: Ms S Leshomo, tel. (018) 388-4226

Directorate: Provincial SCM Management
Sub-directorate: Provincial Supplier Management Services
Assistant Director: Outreach
Salary: R389 145 per annum (Salary scale: R389 145-R458 385) (SL10)
(Ref. 15/2017) • Mmabatho

Requirements: • Grade 12 plus 10 years' experience in the Supply Chain Management environment • A degree or diploma in Strategic Procurement, Economics, Management and Public Administration will be an added advantage.

Competencies: • Knowledge and understanding of Supply Chain Management processes, including Supply Management Regulatory Framework, are musts • Working knowledge of computer spreadsheets, word processor and PowerPoint • This is a very challenging post which requires a person with strong leadership, managerial, communication, research and analytical, module design, presentation and facilitation, as well as conceptual skills • A background on implementing and rendering community outreach programmes is a must • Since this post involves extensive travelling to all districts in the Province, a Code 08 driver's licence is a must.

Duties: • Implement, facilitate, manage and conduct Outreach Workshops on government procurement, especially aimed at previously disadvantaged businesses, SMMEs and rural communities • Facilitate suppliers access to the Government procurement system • Conduct research on supplier skills development in the Government Tendering process • Build partnerships between Government and suppliers in order to achieve job creation • Provide SCM advisory services to departments and communities • Improve communication between Government and suppliers • Update the departmental website about outreach programmes and workshops • Create partnerships with different stakeholders for supplier development opportunities • Participate in provincial projects, eg rural development projects.

Enquiries: Ms S Leshomo, tel. (018) 388-4226

Directorate: Provincial SCM Management
Sub-directorate: Provincial SCM Contract Management
Senior SCM Contract Officer
Salary: R262 272 per annum (Salary scale: R262 272-R308 943) (SL8)
(Ref. 28/2017) • Mmabatho

Requirements: • Appropriate Bachelor's degree or National Diploma in Supply Chain Management or other related fields with 3 years' experience, or a Grade 12 plus at least 5 years' experience in either private or public sector supply chain management environment • Code 08 driver's licence is a must.

Competencies: • Theoretical or practical knowledge of operational supply chain management processes • Background on contract management will be an advantage • Strong communication, report-writing and technical skills • Working knowledge of computer spreadsheet, word processor and PowerPoint.

Duties: The duties attached to this post are of a provincial (transversal) nature. The incumbent's duties will include: • Executing demand management eg the identification of needs assessments, bid specification and execution of acquisition management eg compilation of bid documents and invitation of bids • Executing the coordination of secretariat services for the transversal cross-functional teams and Provincial Supply Chain Management Forum • Consolidating contract management information, the maintenance and safeguarding of all bid and contract management documents.

Enquiries: Mr G Tong, tel. (018) 388-4223

Directorate: Provincial SCM Management
Sub-directorate: Provincial SCM Contract Management
SCM Contract Officer
Salary: R211 194 per annum (Salary scale: R211 194-R248 781) (SL7)
(Ref. 31/2017) • Mmabatho

Requirements: • Grade 12 plus at least 4 years' experience in either private or public sector supply chain management environment • Degree or diploma in any Supply Chain Management field will be an added advantage.

Competencies: • Theoretical or practical knowledge of operational supply chain management processes • Background on contract management will be an advantage • Strong communication, report-writing and technical skills • Working knowledge of computer spreadsheet, word processor and PowerPoint.

Duties: The duties attached to this post are of a provincial (transversal) nature. The incumbent's duties will include: • Executing demand management eg the identification of needs assessments, bid specification and execution of acquisition management eg compilation of bid documents and invitation of bids • Executing the coordination of secretariat services for the transversal cross-functional teams and Provincial Supply Chain Management Forum • Capturing bids on the e-Tender Publication Portal, the maintenance and safeguarding of all bid and contract management documents.

Enquiries: Mr G Tong, tel. (018) 388-4223

Directorate: Provincial SCM
Sub-directorate: SCM Performance Management
Senior SCM Compliance Practitioner (3 Posts)
Salary: R389 145 per annum (Salary scale: R389 145-R458 385) (SL10)
(Ref. 16/2017) • Mmabatho

Requirements: • Grade 12 or equivalent • National Diploma/B degree in Supply Chain Management/Project Management/Economics or relevant completed NQF level 7 qualification • Minimum of 2 years' working experience in an Infrastructure Procurement/SCM environment • Experience in a public sector environment will be an added advantage • Valid Code 08 driver's licence.

Competencies: • Knowledge of operational supply chain management processes • Background on infrastructure and construction procurement will be an added advantage • Strong communication, analytical, technical and report-writing skills • Sound knowledge of the PFMA, CIDBA, B-BBEE, GIAMA, Standard for Infrastructure Procurement and Delivery Management (SIDPM), SANS10845-1 and SANS 10845-2 • Advanced knowledge of computer applications.

Duties: The duties attached to this post are of a Provincial (transversal) nature. The incumbent will: • Monitor the infrastructure and construction procurement processes, methods and procedures • Monitor the institutionalisation of IDMS SCM Model in Provincial Departments and Public Entities • Monitor development and implementation of policies pertaining to Infrastructure • Monitor the correct use of procurement documentation, advertisement and procedures • Provide in-house training • Monitor the infrastructure gateway systems (IGS), infrastructure procurement plans, programme and project management system • Provide information or reports in support of monitoring the performance of delivery against infrastructure procurement plans • Monitor supplier performance.

Enquiries: Mr M Tlaling, tel. (018) 388-5145

Directorate: Provincial SCM
Sub-directorate: SCM Policy Management
Assistant Director: SCM Policy
Salary: R389 145 per annum (Salary scale: R389 145-R458 385) (SL10)
(Ref. 17/2017) • Mmabatho

Requirements: • Grade 12 or equivalent • National Diploma/B degree in Public Management/Law/Economics/Purchasing/Supply Chain Management or relevant completed NQF level 7 qualification • 3-5 years' experience in policy research and development/legal and/or SCM environment • Experience in a public sector environment will be an added advantage • Valid Code 08 driver's licence.

Competencies: • Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and its Regulations, Broad-Based Black Economic Empowerment Act (B-BBEE) and Codes • Knowledge of other SCM-related legislation, eg PAJA, PAIA, Competition Act • Knowledge of Public Sector SCM Regulator Framework • Policy research and development skills • Policy interpretation and analytical skills • Good communication skills (both written and verbal) • Good managerial/leadership skills • Self-driven and motivated • Prepared to work irregular hours and under pressure without supervision • Ability to develop and deliver presentations • Computer skills (MS Excel, Word and PowerPoint).

Duties: • Establish uniform Provincial SCM policy, norms and standards • Facilitate the continuous improvement of the SCM system • Provide advice, guidance and support on the implementation of the SCM system • Provide inputs on the review of SCM policies of Provincial Departments and Entities • Provide in-house training related to SCM policy, norms and standards.

Enquiries: Mr M Moetepole, tel. (018) 388-5193

PROGRAMME: FINANCIAL GOVERNANCE
Chief Directorate: Internal Audit
Directorate: Risk Audits
Deputy Director: Risk Audit
Salary: R726 276 all-inclusive salary package per annum
(Salary scale: R726 276-R855 516) (SL12) (Ref. 13/2017) • Mmabatho

Requirements: • BCom degree in Accounting and Auditing/Diploma in Internal Auditing coupled with at least 6 years in auditing of which at least 3 years should preferably be in internal auditing and 2 years' supervisory experience • Valid driver's licence is essential • Professional or postgraduate degree or studies towards a CIAC/A or relevant postgraduate degree will be an added advantage.

Competencies: Extensive knowledge IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology.

Duties: • Prepare a 3-year strategic plan and annual audit coverage plan for a department • Assist in the facilitation of risk assessment workshops and provide inputs for and review/update the risk assessment documents • Manage the planned audit projects and audit team and budgeted time • Compile quality and value-adding reports by making appropriate recommendations • Assume responsibility for quality assurance of all audit work performed by ensuring compliance with IIA Standards • Conduct peer reviews • Be prepared to manage audits of bigger departments, manage teams, complex audits and render additional assistance to cluster Directors as needed or act in their absence • Conduct training to subordinates and do presentation internally and externally where needed • Execute PMDS requirements • Monthly and quarterly reporting to Treasury and Audit Committee.

Enquiries: Ms M Wilson, tel. (018) 387-8610

Chief Directorate: Internal Audit
Directorate: Internal Audit Support Services
Deputy Director: Audit Support
Salary: R612 822 all-inclusive salary package per annum
(Salary scale: R612 822-R721 878) (SL11) (Ref. 14/2017) • Mmabatho

Requirements: • 3-year appropriate post-Matric qualification with a background of at least 6 years in the general functioning of the internal audit environment including sufficient experience in providing secretariat work of at least 3 years plus at least 2 years' supervisory experience.

Competencies: • Ability to communicate well in English, written and verbal • Good writing skills • Ability to conceptualise and accurately summarise and capture discussions • General managerial and administrative skills • Ability and willingness to work under pressure and meet strict deadlines • General knowledge and understanding of the Audit Committee functioning as well as the structure and operation of the Provincial Government • General knowledge of Government policies • Ability to establish priorities with strong organisational skills • Computer literacy, especially in MS Word, Excel, PowerPoint and the Internet • Integrity, sound judgement and discretion in dealing with secret and confidential matters • Good interpersonal skills and the ability to work successfully in a team.

Duties: • Provide administrative and committee secretariat support to the Audit Committee structures of the North West Province • Oversee timeous operation and collation of agenda and other documentation in consultation with the committee chairpersons, Audit Management and departmental officials • Oversee writing of minutes and the preparation of reports emanating from meetings • Oversee the monitoring and implementation of decisions/directives/resolutions by the departments • Be responsible for general correspondence and administrative duties pertaining to secretariat support to the Chairperson and Cluster Committee structures • Coordinate meeting schedule and related arrangements • General managerial/supervisory responsibilities within the Chief Directorate including assisting the CAE as when required with budgeting, procurement and any other ancillary tasks as may be required.

Enquiries: Ms M Wilson, tel. (018) 387-8610

Department of Finance

PROGRAMME: FINANCIAL GOVERNANCE

Chief Directorate: Internal Audit

Directorate: Risk Audits

Assistant Internal Auditor: Risk Audits (4 Posts)

Salary: R211 194 per annum (Salary scale: R211 194-R248 781) (SL7) (Ref. 32/2017)
• Mmabatho

Requirements: • BCom degree in Accounting and Auditing/Diploma in Internal Auditing and least 1 year's experience in internal auditing
• Preference to those who have completed Internship in Internal Auditing or Learnership (IAT) • Valid driver's licence will be an added advantage.

Competencies: • Communication, analytical, decision-making, interpersonal, time management, language (verbal and written) and computer skills (MS Word and Excel) • Initiative.

Duties: • Perform audits of Government departments in accordance with the audit methodology • Assist with audit planning and compilation of reports • Prepare systems descriptions, assist with compilation of audit procedures, execute audit procedures and raise exceptions.

Enquiries: Ms M Wilson, tel. (018) 387-8610

Chief Directorate: Macro-Economic Analysis

Directorate: Economic Analysis

Economic Analyst

Salary: R726 276 all-inclusive salary package per annum
(Salary scale: R726 276-R855 516) (SL12) (Ref. 11/2017) • Mmabatho

Requirements: • Degree in Economics/Econometrics or equivalent NQF 6 qualification in related field • Minimum of 5 years' working experience in a research or economic policy analysis environment • Valid driver's licence.

Competencies: • Knowledge of research methods, Division of Revenue Act, Public Finance Management Act as well as Treasury Regulations • Research Methodology as a passed subject will be an added advantage • Excellent and solid grasp of macroeconomics, public finance and development, econometrics • Strong research and report-writing skills • Ability to simplify complex economic matters and relay them to stakeholders • Very good presentation skills • Ability to work with complex datasets, interpret economic trends and assess policy implications • Excellent analytical reasoning and problem-solving abilities • Creative thinking • Ability to take initiative and work very well in a team • Ability work and deliver outputs timely and under pressure • Consultativeness and discipline • The Economic Analysis unit is looking for a well-rounded, hardworking, driven and consultative individual who has relevant experience working as an economist and knowledge in public finance and development economics to serve as an Economist in the unit • Ability to work and deliver outputs under pressure, work as part of a team and contribute towards the unit's mandate of informing budget allocations in the province.

Duties: • Analyse economic trends and develop potential fiscal policy responses and provincial budgeting through research papers, unit reports and presentations • Engage various stakeholders on socio-economic analysis reports and on informing the planning and budgeting of provincial Departments and other Government entities • Contribute to socio-economic analysis to budget statements in line with budget guidelines • Participate in community socio-economic outreach projects through Setsokotsane programme of the current administration • Initiate and contribute to various unit projects aimed at better advancing the mandate of the economic analysis unit • Be responsible for ad hoc data requests, advisory and report inputs to various stakeholders including National Treasury and the financial and fiscal commission • Ensure that database used in the unit is updated frequently • Be responsible for data collection, analysis and compilation of the Provincial Economic Review and Outlook (PERO), the Social Economic Review and Outlook (SERO) provincial and municipal analysis • Contribute and compile regular economic reports, budget statements, budget speeches and State of the Province addresses • Participate in internal and external stakeholder engagements, relevant seminars and other applicable research platforms on aspects of your work • Contribute and coordinate on an annual basis the province's submission to the Finance and Fiscal Commission's (FFC) on the annual Division of Revenue • Compile policy briefs on economic policy issues relevant to the province • Present economic-related reports and research paper at applicable platforms within and outside the province • Participate actively in unit projects and in community outreach programs aimed at improving service delivery and the socio-economy of the province.

Enquiries: Mr M Mogoane, tel. (018) 388-4410

Chief Directorate: Budget and Public Finance Management

Directorate: Infrastructure Coordination

Deputy Director: Infrastructure Coordination

Salary: R726 276 per annum all-inclusive salary package
(Salary scale: R726 276-R855 516) (SL12) (Ref. 12/2017) • Mmabatho

Requirements: • An appropriate Bachelor's degree or equivalent qualification in Commerce or Public Finance Management and Administration • A Project Management qualification will be an added advantage • A proven track record of more than 5 years' working experience in planning and delivery of infrastructure projects • At least 3 years' managerial experience • A valid driver's licence.

Competencies: • Computer literacy • Competent in standard contracts relevant to infrastructure delivery • Proven problem-solving ability • Excellent communication skills • Report-writing skills • Presentation skills • Analytical skills • Ability to work under pressure • Coaching and mentoring skills • Client liaison skills • Interactive approach (team player) • Planning and programming management abilities.

Duties: • Manage the rollout of the Infrastructure Delivery Improvement Programme (IDIP) and Infrastructure Delivery Management System (IDMS) in the North West Provincial Departments • Monitor infrastructure procurement processes to alleviate bottlenecks for quality improvement within the infrastructure departments • Analyse and advise on the appropriateness of infrastructure allocations of the departments, in line with priorities • Participate in community socioeconomic outreach projects through the Setsokotsane programme • Initiate and contribute to various unit projects aimed at better advancing the Infrastructure Delivery Management System's (IDMS's) principles and processes • Consolidate and evaluate the MTEF budget submissions of the departments for compliance with the laid down prescripts and advise the Manager accordingly • Assist in the development and implementation of best practice guidelines on infrastructure procurement and delivery management • Assist in the process to determine the appropriate organisational design model for optimal infrastructure delivery in the North West • Assist in the development and implementation strategy of the Capacitation Plan • Assist in developing and implementing a mentoring and coaching strategy • Monitor the performance and outputs envisaged by the IDIP programme against the implementation of the Infrastructure Delivery Plan • Facilitate and support the formulation and implementation of PPP's within the North West Province.

Enquiries: Mr M Daantjie, tel. (018) 388-3500

Chief Directorate: Budget and Public Finance

Directorate: Infrastructure Management

Infrastructure Analyst (3 Posts)

Salary notch: R389 145 per annum (Salary scale: R389 145-R458 385) (SL10) (Ref. 18/2017)
• Mmabatho

Requirements: • A recognised Bachelor's degree/National Diploma in Financial Management or equivalent qualification • A qualification in Project Management will be an added advantage • A minimum of 5 years' working experience in financial and non-financial analytical and/or related field.

Competencies: • Analytical and innovative thinking abilities • Planning, project and time management abilities • Report-writing, workshop presentation and facilitation skills • Research and coordination skills.

Duties: • Analyse and provide any statistics related to the Rollout of the Infrastructure Delivery Improvement Programme (IDIP) in the all NW Provincial Departments • Analyse and provide information iro the compliance of departments to infrastructure procurement processes to alleviate bottlenecks for quality improvement within the infrastructure departments • Analyse and provide statistics for any activities related to the implementation of the new framework "toolkit" and development of best practice guidelines on infrastructure procurement and delivery management • Analyse and provide statistics in support of the oversight, planning and provision of written reports on field trips and site monitoring • Provide a database and statistics for recordkeeping of departmental organisational design models and departmental capacitation plans for optimal infrastructure delivery in the North West • Analyse the impact of any training initiatives based on the Capacitation Plan • Provide information or statistics in support of monitoring the performance of delivery against planning • Provide information and statistics of impact contributors to improve integrated planning and budgeting • Provide information and statistics that might reflect indicators contributing to challenges around Infrastructure spending or delivery • Provide information to improve planning, budgeting and expenditure • Strengthen the provision of credible information and statistics from Infrastructure Information systems (NEIMS, asset registers, etc) used for improved integrated planning • Undertake monthly and quarterly analysis and reporting on the infrastructure and maintenance expenditure, infrastructure performance and delivery of provincial departments through the Infrastructure Reporting Model (IRM) and other prescribed models.

Enquiries: Mr M Daantjie, tel. (018) 388-3500

Chief Directorate: Municipal Financial Management

Personal Assistant (1 Post)

Salary: R211 194 per annum (Salary scale: R211 194-R248 781) (SL7) (Ref. 33/2017)
• Mmabatho

Requirements: • Secretarial diploma or equivalent qualification • 3-5 years' experience in rendering a support service to Senior Management.

Competencies: • Language skills and the ability to communicate well with people at different levels and from different backgrounds • Good telephone etiquette • Computer literacy • Sound organisational skills • Good people skills • High level of reliability • Written communication skills • Ability to act with tact and discretion • Ability to do research and analyse documents and situations • Good grooming and presentation skills • Self-management and motivation • Knowledge of the relevant legislation/policies/prescripts and procedures governing the unit and Public Service • Basic knowledge of financial administration/bookkeeping will be an added advantage.

Duties: • Provide a secretarial/receptionist support service to the Chief Director • Manage phone calls • Perform advanced typing work • Record engagements of the Chief Director • Compile realistic schedules of appointments • Render administrative support services • Ensure the effective flow of information and documents to and from the office of the manager • Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies • Respond to enquiries received from internal and external stakeholders • Draft documents as required • File documents for the Manager • Collect, analyse and collate information requested by the Manager • Clarify instructions and notes on behalf of the Manager • Ensure that travel arrangements are well coordinated • Prioritise issues in the office of the Chief Director • Manage the leave register and telephone accounts for the unit • Handle the procurement of items for the office • Obtain necessary signatures on documents • Provide support to the Chief Director regarding meetings • Scrutinise documents to determine actions/information required for meetings • Collect and compile all necessary documents for the Manager • Record minutes/decisions and communicate to relevant role-players and follow up on progress made • Prepare briefing notes for the Manager • Coordinate logistical arrangements.

Enquiries: Ms L Nenghovela, tel. (018) 388-2142

PROGRAMME: ADMINISTRATION

Chief Directorate: Corporate Services

Directorate: Legal Services

Director: Legal Services

Salary: R898 743 all-inclusive salary package per annum
(Salary scale: R898 743-R1 058 691) (SL13) (Ref. 6/2017) • Mmabatho

Requirements: • LLB or equivalent 4-year Law degree (NQF 7) coupled with at least 10 years' legal experience of which a minimum of 5 years should be at middle management level • Valid driver's licence is essential • Admission and enrolment as an Advocate or Attorney is compulsory • Experience in and understanding of the constitutional framework and South African Judicial System.

Competencies: • Legal research and drafting of legislation and litigation procedures • Interpretation, good communication and interpersonal skills • Dispute resolution skills • Project management • Report writing and analytical thinking • Planning and decision-making skills • Strategic capabilities and leadership skills • Knowledge of Government and Departmental policies and strategies • Maintenance of confidential information.

Duties: • Prepare and provide general legal advice on matters affecting the Department • Draft legal documents and contracts entered into by/with the Department • Provide litigation support to the Department • Liaise with different stakeholders, particularly the Office of the Premier and Office of the State Attorney • Obtain responses and/or clarifications from line functionaries on queries and questions raised by the State Attorney's Office • Provide assistance and strategic input in the overall management of the Directorate • Undertake efficient budgetary and expenditure control and procurement in terms of the PFMA, Treasury Regulations and other prescripts • Provide legal training and presentation on the acts provided by or that have a bearing on the Department.

NB: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools.

Women are encouraged to apply.

Enquiries: Ms M Jansen, tel. (018) 388-3419

PROGRAMME: SUSTAINABLE RESOURCE MANAGEMENT

Chief Directorate: Budget and Public Finance Management

Directorate: Budget Management

Director: Budget Management

Salary: R898 743 all-inclusive salary package per annum
(Salary scale: R898 743-R1 058 691) (SL13) (Ref. 8/2017) • Mmabatho

Requirements: • Bachelor of Commerce/Public Finance/Economics, or equivalent NQF 7 qualification in related field • 10 years' relevant experience in Government budgeting of which a minimum of 5 years must have been at middle management level • Code 08 driver's licence is a necessity.

Competencies: • Sound analytical, interpretive, and high-level communication skills • Proven track record of the ability to multi-task and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems • Policy formulation and analysis, research, report-writing, coordination, leadership, facilitation and problem-solving skills • People management, financial management and systems management • Planning, organisation and stakeholder relationship management including the ability to liaise and operate within intergovernmental context • Knowledge of Public Service Act, 1994 as amended and Public Financial Management Act (PFMA) • Deep understanding of intergovernmental system and budgeting process in Government.

Duties: • Promote the effective and optimal resource allocation in the provincial administration and public entities through efficient allocation of Government priorities • Develop and facilitate the provincial budget process in line with national budgetary processes • Manage the consolidation, preparation and printing of the provincial administration budget (main budget and adjustment budget) for tabling in the Provincial Legislature • Monitor and evaluate the financial and non-financial performance of provincial departments and public entities • Provide strategic advice on budgetary matters to the different stakeholders including the intergovernmental system • Promote and drive budget reforms processes including the capacity building programmes relating to budgetary matters • Manage, coordinate and maintain an integrated budget planning process • Provide strategic leadership to internal and external clients including directorates within the division • Provide support and guidance in the implementation of PFMA and Treasury Regulations in all provincial departments and public entities.

NB: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools.

Women are encouraged to apply.

Enquiries: Mr M Bogosi, tel. (018) 388-4351

Chief Directorate: Macro-Economic Analysis

Directorate: Revenue Oversight

Director: Revenue Oversight

Salary: R898 743 per annum all-inclusive salary package per annum
(Salary scale: R898 743-R1 058 691) (SL13) (Ref. 2/2017) • Mmabatho

Requirements: • Bachelor of Commerce/Public Finance/Economics, or equivalent NQF 7 qualification in related field • 10 years' relevant experience in Government budgeting of which a minimum of 5 years must have been at middle management level • Code 08 driver's licence is a necessity.

Competencies: • Experience with the implementation of Government revenue management policies • Understanding of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, Procurement Act and any other related Financial Acts • Verbal and written communication skills • Strong quantitative and analytical skills • Conversant with Basic Accounting System (BAS) and Vulindlela System • Computer skills including Microsoft Word, Excel and PowerPoint • Research and report-writing skills.

Duties: • Ensure the preparation and consolidation of revenue budget inputs from departments for inclusion in the Provincial Budget Statement • Ensure the coordination, evaluation and compiling of monthly and quarterly revenue reports by the Directorate • Analyse revenue budgets and monthly revenue collection for inclusion in the IYM monthly reporting • Prepare written reports on revenue performance • Provide technical support on the development and implementation of provincial revenue enhancement strategy (PRES) • Ensure that departments review the tariff structures annually as well as maximisation of provincial revenue envelope • Ensure that provincial revenue policies and procedures are revised annually • Ensure the attainment of the strategic objectives of the Directorate.

NB: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools.

Women are encouraged to apply.

Enquiries: Mr M Mogoane, tel. (018) 388-4410

PROGRAMME: FINANCIAL GOVERNANCE

Chief Directorate: Internal Audit

Directorate: Risk-based Audits

Director: Risk-based Audits (2 Posts)

Salary: R898 743 per annum all-inclusive salary package
(Salary Scale: R898 743-R1 058 691) (SL13) (Ref. 9/2017) • Mmabatho

Requirements: • A BCom degree in Accounting and Auditing/diploma in Internal Auditing, coupled with at least 10 years' audit experience of which at least 5 years should preferably have been in internal auditing and with a minimum of 5 years' Middle Management/Senior Management experience (experience should include: comprehensive planning of/for audit projects; review of audit work papers; and compilation of the relevant audit reports/report writing; staff appraisal; on-the-job training and submission of progress reports • A valid driver's licence is essential • A professional qualification (CA/CIA) or postgraduate degree will be an added advantage • Extensive knowledge of IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology • Knowledge of development in the Internal Audit field.

Duties: • Establish strategic and operational risk-based audit plans for the Cluster • Prepare and monitor cluster budgets • Oversee the management of all cluster audits and ensure that audits are completed in line with the annual audit coverage plan and comply with quality standards • Finalise and approve audit reports • Communicate the results of the IA engagement to the relevant stakeholders • Establish and maintain client relationships • Assume responsibility for quality assurance of all audit work performed in the cluster • Conduct peer reviews • Coordinate the activities of the Cluster Audit Committee and perform the Secretariat function for the Cluster • Coordinate the activities of internal audit with those of other assurance providers • Conduct training to subordinates and do presentations internally and externally where needed • Execute PMDS requirements • Oversee monthly and quarterly reporting to the CAE, the Cluster Departments and the Audit Committee.

Enquiries: Mr A Nel, tel. (018) 388-1616

Audit Committee Members (14 Positions)

(Ref. 34/2017)

Applications are invited from prospective candidates who wish to serve on the North West Provincial Audit Committee for a term of office of 3 years.

Applicants should possess sound knowledge of and relevant experience in any of the following areas: Finance; economics; law; accounting; management; and internal control. The following skills and attributes would be advantageous: • Integrity • Independence • An understanding of public sector business • Corporate governance • Knowledge of the Public Finance Management Act. Experience in or exposure to the provincial department environment as well as audit and board committees would be an added advantage.

The Audit Committee discharges its responsibilities in terms of an Audit Committee Charter, setting out the authority, purpose, responsibility and formal terms of reference. The Committee meets at least five times per year.

Members will be remunerated for preparation time, attendance of meetings and the performance of related duties, according to an hourly rate as determined by the annual South African Institute of Chartered Accountants guideline on fees for audits done on behalf of the Auditor-General South Africa from time to time, or as per a remuneration policy approved by the MEC for Finance. They will also be reimbursed for accommodation, transport and out of pocket expenses incurred for attending Audit Committee meetings.

Enquiries: Mr G Paul, tel. (018) 388-4238 or Mr A Nel, tel. (018) 388-1616

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. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered.

NB: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools. Women are encouraged to apply for SMS posts.

It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department.

Appointment of successful candidates will be strictly subject to the result/outcome of personnel suitability checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done.

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

NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

Closing date: 17 February 2017

