

Chief Directorate: Financial Management (Office of the CFO)

Personal Assistant (SL7)

Salary: R242,475 pa

(Salary Scale: R242,475 – 285,630)

• Reference No: FinNW/25/2018

• Mmabatho

Requirements: • Grade 12 with four (4) years' relevant experience OR a National Diploma/Advanced Certificate in Office Management/Secretarial with two (2) years' relevant experience rendering a support service to Senior Management • 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 • A high level of reliability • Written communication skills • The ability to act with tact and discretion • The 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: Mr R Soofie, tel: (018) 388 3266

Chief Directorate: Financial Management Services

Sub Directorate: Departmental Internal Control

Deputy Director: Departmental Internal Control (SL11)

Salary: R697,011 all inclusive salary package pa

(Salary Scale: R697,011 – R821,052)

• Reference No: FinNW/26/2018

• Mmabatho

Requirements: • As a minimum a National Diploma or Advanced Certificate in Financial Management/Auditing or equivalent qualification (NQF Level 6) with auditing as a major subject • Minimum of eight (8) years' relevant experience in a public financial administration, auditing environment, or risk management environment of which two (4) years' should be at junior management level • A valid driver's license • Knowledge of Public Finance Management Act, Treasury Regulations, Public Sector Financial Management Systems, Supply Chain Management Framework, Public Sector processes and the Public Service Act/Regulations • Understanding of Public Sector Risk Management Framework and COSO Framework of Internal Control • Applicants should have the following skills: • Report writing, Facilitation skills, Investigation/auditing skills, Time management, People management and empowerment, Project management, Problem solving and analysis, Excellent verbal and communication skills, Computer literacy.

Duties: • Develop and maintain a written compliance policy, which sets out and communicates the department's commitment, philosophy, and approach to compliance, as well as what is expected of all employees • Facilitate the review, and assess and monitor implementation of all the departmental policies as well as financial/HR delegations • Evaluate and make recommendations for enhancement/improvement of departmental processes/checklists/systems/templates and participate in the development and monitoring the implementation of internal control systems • Manage the facilitation of assurance services including the facilitation of the Auditor – General regularity audit and Internal Audit processes • Liaise with responsible managers on any audit matters that require attention • Manage the coordination of the implementation of audit recommendations • Monitor records retention and filing is performed • Monitor the completeness, accuracy and validity of internal controls relating to processed transactions • Put systems in place to prevent and detect unauthorised, irregular and fruitless and wasteful expenditure • Perform adhoc reviews.

Enquiries: Mr R Soofie, tel: (018) 388 3266

Directorate: Information Management

Sub Directorate: Information Technology Services

Assistant Director: ICT User Support (SL9)

Salary: R356,289 pa

(Salary Scale: R356,289 – R419,679)

• Reference No: FinNW/27/2018

• Mmabatho

Requirements: • As a minimum a National Diploma or Advanced Certificate in an Information Technology field or equivalent NQF 6 qualification • Industry certificates A+, N+, Server +, MCSE would be added advantage • Six (6) years' experience in Desktop and Network administration of both software and hardware • A valid driver's license • Knowledge of infrastructure and application virtualization technologies and solutions • Working knowledge of networking and server operating system architecture • Reliability in ensuring network security and data protection of confidential information • Working knowledge of ITIL, COBIT and IT Project Management methodologies • Good working strengths within the technical team to achieve best results • Ability to troubleshoot technical problems and report generation • Ability to lead and adapt to change • Experience and ability to setup and maintain all Microsoft windows operating system platforms • Experience with Windows server 2008-2016 including Microsoft Azure, Active Directory, and Group Policy • Experience with Novell GroupWise and MicroFocus • Experience with Backup and Recovery design, implementation, operation, optimization and disaster recovery • Strong project management skills with focus on delivering under tight timelines with limited resources • Ability to interact with stakeholders at all levels • Experience and proven ability to communicate technical issues to non-technical audience • Ability to communicate innovative ideas and receptive to suggestions • Innovative, Creative,

Analytical, Negotiation skills, ability to assess and evaluate information, ability to resolve conflict, decision-making driven, solution driven.

Duties: • Provide both physical and telephonic 3rd line ICT support for helpdesk on transversal systems (WALKER, PERSAL, BAS, Pro-Quote) and system peripheral operations • Facilitate management of ICT continuity in line with business continuity plans • Perform impact analysis with new application system and databases and monitor load levels on systems • Facilitate management of infrastructure and operational security to ensure protection of financial information • Maintain systems configuration and adherence to set standards • Provide inputs and oversee monitoring of information technology policy in respect of networks, servers, internet and workstation devices • Ensure networks planning and that systems run at all times and that backups and restores are performed • Provide leadership/managerial support to the unit.

Enquiries: Mr G Mohaule, tel: (018) 388 4393

Directorate: Provincial Asset Management

Assistant Director: Asset Management (SL9)

Salary: R356,289 pa

(Salary Scale R356,289 – R419,679)

• Reference No: FinNW/28/2018

• Mmabatho

Requirements: • As a minimum a National Diploma/Advance Certificate in Finance/Accounting/Asset Management or equivalent NQF 6 qualification • Six (6) years' experience in either private or public sector asset management • A valid driver's license is a necessity and must be able to drive • Knowledge of the Public Finance Management Act (PFMA), Modified cash standard (MCS), Generally recognized accounting practice (GRAP), Accounting manual for departments (AMD), asset and inventory management framework, Treasury Regulations and GIAMA (Government Immovable Asset Management Act) • Must have an in-depth knowledge of financial management and systems, the framework for Asset, inventory, and risk management, Supply Chain Management, financial management processes • Experience in any enterprise wide asset and inventory management system will be an added advantage. The candidate must have a working knowledge of a computer spreadsheet (Microsoft Excel), word processor, presentations, the ability to communicate at all levels, and report writing skills • Ability to work independently and within a team • Ability to facilitate workshops, provide training, present policies, and produce written policies • Must have interpersonal, communication, management, report writing, research and analytical skills • Must have the ability to work under pressure, conduct financial analysis, and prepare reports and proposals.

Duties: • The incumbent will be responsible to coordinate and monitor the implementation of Asset Management strategies by provincial departments and public entities and ensure such strategies comply with regulatory framework, and keep abreast with new developments • Monitor the application of provincial asset management policies by departments and public entities • Provide technical support on the application of the standards of Generally Recognised Accounting Practice (GRAP) to Provincial Public Entities and Provincial Legislature • Provide technical support on the application of the modified cash standards and 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 accounting and reporting for immovable assets and facilitate the section 42 transfers between user departments and the Department of Public Works and Roads • Monitor the adherence to Legislative framework and prescripts regarding assets • Monitor the provincial procedural guidelines and policies regarding assets • Coordinate and provide training and support on asset management • Monitor 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 • Monitor 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

Chief Directorate: Provincial SCM

Directorate: SCM Policies, Monitoring and Evaluation, and Capacity Building

Sub-Directorate: SCM Policies and Capacity Building

Assistant Director: SCM Policy Norms (SL9)

Salary: R356,289 pa

(Salary Scale: R356,289 – R419,679)

• Reference: FinNW/29/2018

• Mmabatho

Requirements: • As a minimum a National Diploma/Advance Certificate in Finance/SCM/Public Administration or equivalent NQF 6 qualification • Six (6) years' experience of which three (3) years' must be on supervisory level • Three (3) years' functional experience in policy development. A valid Code 08 driver's license • 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 such as: SA Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/Practice Notes/Circulars and Guidelines, CIDB Prescripts, Skills Development Act and Other SCM Related Prescripts. Working knowledge must include MS: Excel, Word and PowerPoint • Extensive knowledge of Supply Chain Management and all its elements • Self-driven and motivated • Facilitation and presentation skills • Good communication (written and verbal) skills • Good research, analytical and innovative • Good managerial/leadership skills • Prepared to work irregular hours and under pressure without supervision.

Duties: • Develop SCM Policy, Norms and Standards • Research and develop provincial SCM Policy, Norms and Standards • Analyze and identify gaps in relation to Instruction Notes • Support the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders • Ensure continuous Improvement of the SCM System • Research, analyze, review and improve SCM policies, norms and standards as informed by National and Provincial priorities • Provide Advice, Guidance and Support on Implementation of SCM Policy, Norms and Standards • Coordinate and conduct training on SCM Policy, Norms and Standards • Provide advice and guidance to departments and Entities on SCM policy, norms and standards

Enquiries: Mr H Mashao, tel: (018) 388 4225/4

Chief Directorate: Provincial SCM

Directorate: SCM Client Support & Strategic

Procurement

Sub-Directorate: SCM Stakeholder Management

(Bojanala & Kaunda District Support)

Assistant Director: District Stakeholder Management

(Bojanala & Kaunda District Support) (SL9) (2 Posts)

Salary: R356,289 pa

(Salary Scale: R356,289 – R419,679)

• Reference: FinNW/30/2018

• Rustenburg

Requirements: • As a minimum a National Diploma/Advance Certificate in SCM/Public Administration or equivalent NQF 6 qualification • Six (6) years' experience of which three (3) years' must be on supervisory level • At least 2 years' should preferably be in a Government SCM Outreach environment • Knowledge and understanding of Supply Chain Management processes, including Supply Management Regulatory Framework is a must • The incumbent must have a working knowledge of a Computer Spread Sheet, Word Processor and PowerPoint • Strong Leadership, Managerial, Communication, Research and Analytical, Module Designing, Presentation and Facilitation, as well as Conceptual skills • Background on implementing and rendering Community Outreach Programs is a must • Since this post involves extensive travelling to all the Districts in the Province • A valid driver's license is a must.

Duties: • Implement, facilitate, manage and conduct Outreach Workshops on government procurement, especially aimed at the previously disadvantaged businesses, SMMEs and rural communities • Facilitate supplier's access to the Government procurement processes • Conduct research on supplier skills development opportunities • Build partnership between Government and suppliers in order to achieve job creation • Provide Tender advisory services to Departments, suppliers and communities • Update the Departmental website about outreach programs and workshops • Create partnerships with different stakeholders for supplier empowerment opportunities.

Enquiries: Ms Seipati Leshomo, tel: (018) 388 4226

Chief Directorate: Provincial SCM

Directorate: SCM Client Support & Strategic

Procurement

Sub-Directorate: SCM Stakeholder Management

Senior Administration Officer (SCM) (SL8)

1 Post for Molema & Mompoti District Support

1 Post for Bojanala & Kaunda District Support

Salary: R299,709 pa (Salary Scale R299,709 – R353,043)

• eference: FinNW/31/2018

• Mmabatho/Rustenburg

Requirements: • As a minimum Matric with at least six (6) years' experience in the Supply Chain Database Administration environment OR National Diploma/Advance Certificate in Supply Chain/Financial Management with four (4) years' experience • A tertiary qualification will be an added advantage • Introductory Training in Supply Chain Management field, as well as advanced knowledge of the CSD (Central Supplier Database) system is a must • The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor • Facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain and to communicate registration and SCM processes to suppliers • Extensive travelling throughout the Province is anticipated.

Duties: • Provide training and support to Departmental CSD Users and suppliers • Maintenance of the Supplier Database • Liaising with National treasury on CSD verification issues • Mentor and assist suppliers to register on CSD • Provide tender advisory services to suppliers and SCM Practitioners • Conduct Community Outreach Programs on government procurement processes and CSD Registration, especially aimed at the previously disadvantaged businesses, SMMEs and rural communities • Distribute the Provincial Tender Bulletin to suppliers and rural communities during Outreach Programs

Enquiries: Ms Seipati Leshomo, tel: (018) 388 4226

Chief Directorate: Provincial SCM

Directorate: SCM Client Support & Strategic

Procurement

Sub-Directorate: SCM Strategic Procurement

Assistant Director: Strategic Sourcing (SL9)

Salary: R356,289 pa (Salary Scale R356,289 – R419,679)

• Reference: FinNW/32/2018

• Mmabatho

Requirements: • As a minimum a National Diploma/Advance Certificate in SCM/Public Administration or equivalent NQF 6 qualification • Six (6) years' experience in Supply Chain Management environment of which three (3) years' must be on supervisory level • The incumbent must have the ability to interpret and apply policies, analytical and innovative thinking, research skills, report writing skills, presentation skills, computer skills etc • Sound knowledge of relevant prescripts (both Supply Chain Management and Human Resource) eg. Legislative framework, and all other laws such as South African Constitution, PFMA, PPPFA and its regulations, BBBEE and its codes of good practice and charters, National Treasury instruction notes, circulars and guidelines, CIDB prescripts and other related directives.

Duties: • Develop Supply Chain Management compliance monitoring and evaluation templates/checklists • Monitor Supply Chain Management processes and procedures against relevant legislation and prescripts • Facilitate the submission of reports on Supply Chain Management performance • Analyse Supply Chain Management data to identify unacceptable trends, issues and weaknesses • Monitor the establishment of bid committees, facilitate the vetting/clearance of all Supply Chain practitioners and bid committee members etc.

Enquiries: Mr Goitseone Tong, tel: (018) 388 4223

Chief Directorate: Macro-Economic Analysis and Fiscal Policy

Directorate: Fiscal Policy Management

Deputy Director: Fiscal Policy Analysis (SL11)

Salary: R697,011 all inclusive salary package pa

(Salary Scale: R697,011 – R821,052)

• Reference No: FinNW/33/2018

• Mmabatho

Requirements: • As a minimum a National Diploma or Advanced Certificate in Finance/Economics/Accounting/ Budget or equivalent NQF 6 qualification • Eight (8) years' relevant experience in government budgeting of which a minimum of 4 years' must be at supervisory/

junior management level • Code 08 drivers' license is a necessity • Willingness to travel and work extra hours • Conversant with Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, Procurement Act and any other related Financial Acts • Oral and written communication skills • Quantitative and analytical skills • Conversant with Basic Accounting System (BAS) and Vulindlela System • Computer literacy in Microsoft Word, Excel and PowerPoint • Report writing skills • Competency in evaluating written reports.

Duties: • Coordinate the preparation and consolidation of revenue budget inputs from departments for inclusion in the Provincial Budget Statement • Ensure the coordination, evaluation and compile of monthly and quarterly revenue reports • Critically analyse revenue collection for inclusion in the IYM monthly reporting • Monitor the daily and monthly revenue collection in order to detect any possible variances and report accordingly • Prepare written reports on achievements and challenges relating to departmental revenue collection • Manage and ensure the 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 • Perform other administrative duties within the Directorate.

Enquiries: Ms B Pule, tel: (018) 388 5369

Chief Directorate: Municipal Financial Management

Directorate: Bojanana and Kaunda District Management

Assistant Director: Municipal Accounting & Reporting (SL9)

Salary: R356,289 pa (Salary Scale R356,289 – R419,679)

• **Reference No: FinNW/33/2018**

• **Rustenburg**

Requirements: • As a minimum a National Diploma or Advanced Certificate Finance/Economics/Accounting/Budget/Municipal Finance or equivalent NQF 6 qualification • Six (6) years' relevant experience in Municipal Finance • A valid driver's license • Extensive knowledge of the Municipal Finance Act, Municipal Systems Act, Municipal Structures Act and other legislation that governs local government • Knowledge of Municipal and Government operations • Knowledge of Management Processes • Computer literacy, planning, organising, financial analysis and report writing skills • The ability to facilitate workshops, give training and present policies • The ability to produce written material such as reports.

Duties: • Oversee the implementation of municipal accounting reforms in line with accounting standards • Provide technical support and training to municipal officials • Analyse information from municipalities and compile reports for stakeholders • Identify capacity needs of municipalities and develop intervention strategies • Promote sound financial management practices by municipalities • Support the Unit Manager in the management and operations of the Unit.

Enquiries: Ms L Nengovhela, Tel: (018) 388 1852

Chief Directorate: Municipal Financial Management

Directorate: Molema and Mompoti District Management

Deputy Director: Supply Chain Management (SL11)

Salary: R697,011 all inclusive salary package pa (Salary Scale R697,011 – R821,052)

• **Reference No: FinNW/34/2018 • Mmabatho**

Requirements: • As a minimum a National Diploma or Advance Certificate in Finance/Economics/Accounting/Budget/Municipal Finance/Supply Chain Management or equivalent NQF 6 qualification • Eight (8) years' relevant experience in Public Sector of which two (2) years' in local government and four (4) years' on a supervisory/junior management level • Extensive knowledge of the Municipal Finance Management Act, Municipal Systems Act and Municipal Structures Act. An in-depth understanding of Municipal Supply Chain Process and Regulations • Knowledge of Municipal and Government operation • Computer literacy, planning, organising, financial analysis and report writing skills • The ability to facilitate workshops, give training and presents policies • The ability to produce written material such as reports.

Duties: • Support the implementation of Supply Chain Management reforms in all delegated municipalities and to play an oversight role • Ensure compliance with the MFMA and all related SCM framework by municipalities • Set complimentary standards within the parameters as set by the National Treasury and the relevant SCM frameworks • Assist with the coordinating and managing the established of functional municipal supply chain management structures • Provide guidance on the development and implementation of procurements plans • Monitor and report on policy outcomes • Analyse information from municipalities and compile reports for stakeholders • Access and identify capacity gaps • Provide technical assistance and training with regard to SCM in all delegated municipalities • Assist and advice on improving the supply chain management function within municipalities • Monitor, Evaluate and report on compliance with Supply Chain Management Regulatory Framework • Support the Director in the management and operations of the Directorate.

Enquiries: Ms L Nengovhela, Tel: (018) 388 1852

Chief Directorate: Municipal Financial Management

Directorate: Bojanala and Kaunda District Management

Deputy Director: Supply Chain Management (SL11)

Salary: R697,011 all inclusive salary package pa (Salary Scale R697,011 – R821,052)

• **Reference No: FinNW/35/2018**

• **Rustenburg**

Requirements: • As a minimum a National Diploma or Advance Certificate in Finance/Economics/Accounting/Budget/Municipal Finance/Supply Chain Management or equivalent NQF 6 qualification • Eight (8) years' relevant experience in Public Sector of which two (2) years' in local government and four (4) years' on a supervisory/junior management level • Extensive knowledge of the Municipal Finance Management Act, Municipal Systems Act and Municipal Structures Act. An in-depth understanding of Municipal Supply Chain Process and Regulations • Knowledge of Municipal and Government operation • Computer literacy, planning, organising, financial analysis and report writing skills • The ability to facilitate workshops, give training and presents policies • The ability to produce written material such as reports.

Duties: • Support the implementation of Supply Chain Management reforms in all delegated municipalities and to play an oversight role • Ensure compliance with the MFMA and all related SCM framework by municipalities • Set complimentary standards within the parameters as set by the National Treasury and the relevant SCM frameworks • Assist with the coordinating and managing the established of functional municipal supply chain management structures • Provide guidance on the development and implementation of procurements plans • Monitor and report on policy outcomes. Analyse information from municipalities and compile reports for stakeholders • Access

and identify capacity gaps. Provide technical assistance and training with regard to SCM in all delegated municipalities • Assist and advice on improving the supply chain management function within municipalities • Monitor, Evaluate and report on compliance with Supply Chain Management Regulatory Framework • Support the Director in the management and operations of the Directorate.

Enquiries: Ms L Nengovhela, Tel: (018) 388 1852

Chief Directorate: Budget and Public Finance Management

Directorate: Budget Management

Assistant Director: Budget Management (SL9)

Salary: R356,289 pa (Salary Scale R356,289 – R419,679)

• **Reference No: FinNW/36/2018**

• **Mmabatho**

Requirements: • As a minimum a National Diploma or Advanced Certificate Finance/Economics/Accounting/Budget or equivalent NQF 6 qualification • A Bcomm Degree will be an added advantage • Six (6) years' relevant experience in government budgeting • A valid driver's license • Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act, effective oral and writing skills, strong analytical skill, conversant with Vulindlela/Basic Accounting Systems, computer literacy in Microsoft Word, Excel and Powerpoint, competency in evaluating written reports; report writing skills.

Duties: • Support the Unit to co-ordinate and evaluate the MTEF budgets submissions during the planning phase and final stage of the MTEF budgets • Support the Manager during Medium Term Expenditure Meetings with relevant information for respective departments and compile a report • Assist in attending to queries raised by the departments • Contribute to National Treasury information for publication: by verifying numbers in the Estimates of Provincial Revenue Expenditure and other provincial treasury's publications, assist with formatting documents (tables), presentations including charts for analysis • Evaluate and analyse the Strategic and Annual Performance Plans and submit a report • Engage with departments on the expenditure deviations versus performance • Ensure that the budget loaded in the financial systems reconciles with the Estimates of Provincial Revenue and Expenditure and the Appropriation Act • Monthly and quarterly performance assessments of provincial departments and public entities' performance information to improve alignment of their stated objectives towards the desired provincial socio-economic outcomes according to their Strategic and Annual Performance Plans • Evaluate virement submissions and advise accordingly.

Enquiries: Mr L Sidumo or Mr E Abrahams, Tel: (018) 388 3709/2227

Chief Directorate: Budget and Public Finance Management

Directorate: Public Finance & Data Management

Sub-Directorate: Data Management Budget Analyst (SL8)

Salary: R299,709 pa (Salary Scale R299,709 – 353,043)

• **Reference No: FinNW/37/2018**

• **Mmabatho**

Requirements: • As a minimum a National Diploma or Advanced Certificate in Financial Information System, Information Technology or Programming or equivalent NQF 6 qualification • Four (4) years' relevant experience • Acquainted with government financial modelling, financial data manipulation, financial management and reporting, infrastructure performance monitoring and reporting in terms of the PFMA, DoRA and Treasury Regulations, Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act • Effective oral and writing skills • Strong analytical skill • Conversant with Vulindlela/Basic Accounting Systems • Competency in evaluating financial reports.

Duties: • Prepare analysis tools to analyse budget inputs. Update analysis tools with recent data • Assist to develop budget tools in line with National treasury's requirements/guideline • Assist in consolidation of budget inputs of departments • Assist in development and maintenance of models • Pre-loading of budget templates with data • Assist to check and verify if the expenditure items are correctly categorised according to their economic classifications • Assist to provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes • Maintain and ensure proper managements of financial records.

Enquiries: Ms B Moalosi, Tel: (018) 388-3999

Chief Directorate: Budget and Public Finance Management

Directorate: Public Finance and Data Management

Assistant Director: Data Management (SL9)

Salary: R356,289 pa (Salary Scale R356,289 – R419,679)

• **Reference No: FinNW/38/2018**

• **Mmabatho**

Requirements: • As a minimum a National Diploma or Advanced Certificate in Financial Management, Information System, Information Technology or Programming • A minimum of six (6) years' working experience in government financial modelling, financial data manipulation, models development, financial management and reporting • Conversant with PFMA, Treasury Regulations Divisions of Revenue Act and the Budget Process • Effective oral and writing skills • Strong analytical skill • Conversant with Vulindlela/Basic Accounting Systems, high level computer literacy in Data modeling systems, Visual Basic, Macros, Microsoft Word, Excel and Powerpoint • Competency in evaluating written reports • Report writing skills.

Duties: • Prepare analysis tools to analyse budget inputs and update analysis tools with recent data • Prepare analysis tools and tables for monthly reporting • Assist in development and maintenance of financial and reporting models • Assist with formatting documents (tables)/presentations including inserting tables/charts for analysts • Assist in preparation of tools used during annual MTEC discussions, benchmark/post benchmark engagements • Provide technical support in drafting of annual provincial budget guidelines in line with budget reforms and budget formats • Maintain databases in line with provincial budget reforms and budget formats; Provide data with regard to the provincial adjusted estimates process, preliminary to final provincial MTEF allocation • Consolidation of budget inputs of departments for contribution to the tabling of provincial Estimates of Provincial Revenue and Expenditure and the Appropriation Act • Provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes • Maintain and ensure proper managements of financial records.

Enquiries: Ms B Moalosi, Tel: (018) 388-3999

Chief Directorate: Budget and Public Finance Management

Directorate: Infrastructure Management

Sub-Directorate: Infrastructure Performance

Assistant Director: Infrastructure Management (SL9)

Salary: R356,289 pa (Salary Scale R356,289 – R419,679)

• **Reference No: FinNW/39/2018 • Mmabatho**

Requirements: • As a minimum a National Diploma or Advanced Certificate in Financial Management or equivalent NQF 6 qualification • A qualification in Project Management will be an added advantage • Six (6) years' relevant experience in Financial and non Financial analytical and/or related field • The incumbent must have analytical and inovative thinking abilities • Planning, project and time management abilities • Report writing, workshop presentation and facilitation, research and coordination skills.

Duties: • Analyse and provide any statistics related to the rollout of the Infrastructure Delivery Improvement Programme (IDIP) in all NW Provincial Departments • Analyse compliance of departments to infrastructure procurement processes to alleviate bottlenecks for quality improvement within the infrastructure departments and provide reports • 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 organizational design models and departmental capacitation plans for optimal infrastructure delivery in North West • Analyse the impact of any training initiatives based on the Capacitation plan • 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 • Provision of 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 • Monthly and Quarterly analysis and reporting on the infrastructure and maintenance expenditure, infrastructure performance and delivery of provincial departments through Infrastructure Reporting Model (IRM) and other prescribed models.

Enquiries: Mr M Daantjie, Tel: 018 388 3500

Directorate: Provincial Risk Management

Assistant Director: Risk Management (SL 9)

Salary: R356,289 p.a. (Salary scale: R356,289 – R419,679)

• **Reference No: FinNW/40/2018 • Mmabatho**

Requirements: • As a Minimum a Degree/National Diploma or an Advanced Certificate in Accounting/Internal Audit/Risk Management or equivalent NQF 6 qualification with 5 years' experience in Public Sector Risk Management or Internal Audit, of which three (3) years' must be on supervisory level • Preference will be given to applicants with Public Sector Risk Management experience • Good understanding and knowledge of Public Sector Risk Management Framework, PFMA, Treasury Regulations and other related prescripts • Good verbal and written communication, interpersonal and analytical skills • Knowledge and understanding of risk management practices, development of guidelines 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 prepare reports and proposals.

Duties: • Build risk management capacity, monitor and assess the implementation of risk management and enforce the PFMA and other relevant prescripts • Develop and facilitate the implementation of effective risk management • Establish, implement and maintain an appropriate risk management strategy, policy and procedure • Build risk management capacity • Ensure effective response to corporate accountability and risk management goals • Review the risk management literatures/documents and provide inputs for improvements • Co-ordinate the following within the Provincial Departments, Provincial Legislature and Public Entities: • Development of risk management and fraud prevention policies and strategies • Establishment and maintenance of Risk Management Committees. Maintenance of information sharing and peer to peer learning platforms • Facilitation of risk assessments and development of risk registers • Provision of risk management training • Development of quarterly risk management progress reports.

Enquiries: Mr K Mahila, Tel: (018) 388 3091

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.

Note: 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. 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.

NB: All short-listed candidates for post 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

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, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building.

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

Closing date: 02 November 2018 at 16:00 pm

Applications should be submitted on time. Applications received after the closing date will not be accepted.



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Finance
North West Provincial Government
REPUBLIC OF SOUTH AFRICA