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**Department of Public Works**  
North West Provincial Government  
Republic of South Africa

**Post: Assistant Director: Budget**  
**Salary: R 174 243 pa (Level 09)**  
**Centre: Head Office (Mmabatho)**  
**Ref No:K48198/2**

**Requirements:** \*Relevant tertiary qualification with Accounting with 3 years relevant experience \*Knowledge and understanding of the PFMA, Public Service Regulations and other related government prescripts \*Must possess strong accounting skills, be able to build networks internally and externally outside Government \*Advanced computer literacy skills (Microsoft Excel, Microsoft Word, PowerPoint, E-mail and Internet)

**Duties:** \*Assist with the preparation of financial statement in the prescribed format \*Consistent with National Treasury prescribed accounting standards \*Preparation and consolidation of Departmental budget within available resources taking into account government broad policy imperatives \*Preparation of monthly and quarterly financial and non-financial reports and taking or advising of corrective measures to be undertaken where deviations are found \*Ensuring preparation of Infrastructure reporting model and reconciliation of same with in-year-monitoring report \*Reviewing, monitoring and evaluation of the Departmental Performance against the Annual Performance Plans MEC's Budget speech e.t.c. \*Development and consolidation of the Departmental Strategic Plan \*Assist the CFO or the HoD and Programme Managers in the execution of their duties \*Acting as a linkage between Treasuries (Provincial and National) and the CFO's office.

**Enquiries: Mr. Israel Mokgwamme, tel.: (018) 387 2039**

**Post: Fixed Asset Systems Administrator**  
**Salary: An all-inclusive salary package of R 615 633 per annum, to be structured in accordance with the rules of the Senior Management Service. The successful candidate must enter into an annual performance agreement and annually disclose his/her financial interests (Level 13)**  
**Centre: Head Office (Mmabatho)**  
**Ref No:K48198/1**

**Requirements:** \*A recognized tertiary qualification in Information Technology or matric with more than 5 years appropriate experience in systems administration \*Extensive experience in system analysis and design, system development and maintenance \*Technical experience in Government systems will be an added advantage.

The following key competencies, skills and knowledge are essential:

\*Knowledge and understanding of the following Acts: The Land Administration Act, The Government Immovable Asset Management (GIAMA), The Public Services Act and related Acts and Regulations governing the Public Service, Government's procurement system and related legislation (e.g. PPPFA and PFMA) \*Knowledge and understanding of the relevant General Conditions of Contract \*Willingness to travel and work beyond normal working hours \*Knowledge and understanding of the National Infrastructure Delivery Improvement Programme (IDIP) and the CIDB Toolkit requirements \*Knowledge and understanding of the government policies for the Expanded Public Works Programme (EPWP) and the National Youth Services (NYS) \*The potential incumbent must also be competent in accordance with the Senior Management Service Competency Framework

**Duties:** \*Management of the State Land Register (Fixed Asset Register), the Rental Administration Solution System and the tenant database \*Integration and interfacing of all sub-fixed assets database- inventories in the Property Management Directorate and Districts \*Update the Building Maintenance Management System and determine maintenance requirements for Provincial Fixed assets \* Develop and implement software solutions as and when required. \*Managing pro-active valuations of properties \*Implement databases quality assurance \*Compile policies and procedures and other documentation for data validation and back up \*Budget and expenditure control \*Implementation of the Performance Management and Development System (PMDS)

**Enquiries: Mr. O E Mongale, tel.: (018) 387 2063**

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**The Provincial Department of Public Works is an Equal Opportunity, Affirmative Action employer. As such it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.**

**People with disability are strongly encouraged to apply.**

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Short-listed candidates will be subjected to a process of security clearance and qualification verification and references will be checked.

**Applications:** Interested persons may submit applications on forms Z83 obtainable from any Public Service Department, together with certified copies of qualifications, detailed CV and a certified copy of ID to:

**Head Office:** The Head of Department, Department of Public Works, Private Bag x 2037 MMABATHO 2735, for the attention: Ms N.Y.P Mocheke for posts at Head Office.

**Please note:** Late and faxed or e-mailed applications will not be accepted. If you have not heard from the Department within three months of the closing date, please regard your application as unsuccessful.

**NB: The Department reserves the right not to make an appointment.**

**Short-listed applicants must avail themselves on the date, time and venue as shall be determined by the Department.**

**Closing date: 22 May 2009**