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

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DPW Provincial Head Office
Mmabatho, 2735
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DIRECTORATE: HRM

Ref : 3/3/3
Enq : Mr. D.L. Smith
Tel : 018-387 2043
Email : DLSmith@nwpg.gov.za

CIRCULAR NO: 06/2008

1. INTRODUCTION AND GENERAL MEASURES

- 1.1 The contents of this circular must be brought to the attention of all employees on the payroll of Departments in the Public Service.

2. DIRECTIONS TO APPLICANTS

- 2.1 Interested persons must submit applications on Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV with certified copies of qualifications, skills, competencies/experience and certified copy of ID.
- 2.2 It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applicant's educational qualifications will be verified, and references will be checked.
- 2.3 Enquiries regarding any advertised posts in this circular must be directed to the relevant person as indicated in the advertisement.
- 2.4 Faxed, e-mailed and late applications will not be accepted.
- 2.5 The Department reserves the right not to make an appointment. Short-listed applicants must be available on the date, time and venue as will be determined by the Department. If you have not heard from the Department within three months after the closing date, please regard your application as unsuccessful. Correspondence will be limited to short-listed candidates only.

- 2.6 **Please note: Short-listed candidates will be subjected to a process of security clearance and qualification verification.**
- 2.7 The Department of Public Works in the North West Province is an Equal Opportunity, Affirmative Action Employer that observes Employment Equity.
- 2.8 **People with Disabilities are encouraged to apply.**
- 2.9 Forward your applications to the Head of Department as follows:

**The Director: HRM
Attention: Mr. D.L. Smith
Department of Public Works
Private Bag X2037
MMABATHO
2735**

Visit our Website: [www.nwpg.gov.za/public works](http://www.nwpg.gov.za/public%20works)

Closing Date: 19 December 2008

**Deputy Director: CFO's Strategic Support
Salary: R 344 052 p.a. (salary level 11)
Centre: Head Office (Mmabatho)
Ref No: 1/12/19/2008**

Requirements: *Bachelor of commerce with Accounting as a major subject/ equivalent qualification with Accounting as a major subject *Knowledge of the PFMA, Treasury Regulations and all other specific policies relevant to the post *At least 3 years of relevant financial management experience at senior level *Analytical, communication, interpersonal relations, report writing and computer skills.

Duties: *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 the

same with in-year-monitoring report *Reviewing, monitoring and evaluation of the Departmental performance against the Annual performance plans, MEC's Budget speech etc. *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. M.X.A. Mtyhuda, tel: (018) 387 2376

Signed

**DIRECTOR: HRM
MR. P.J. MOREMEDI**

27 November 2008

DATE