



dpwrt

Department:
Public Works, Roads and Transport
North West Provincial Government
Republic of South Africa

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DIRECTORATE: HUMAN RESOURCE MANAGEMENT

NORTH WEST PROVINCIAL DEPARTMENT OF PUBLIC WORKS,ROADS & TRANSPORT

This Department Is an Equal Opportunity Affirmative Action Employer.

It is our intention to promote representatively (race, gender and disability) in the Department through the filling of this post and candidates whose transfer/promotion/appointment will promote representatively will receive preference.

An indication in this regard will facilitate the processing of applications

- APPLICATIONS** : **The Head of Department, Department of Public Works, Roads & Transport, Bag X2080, Mmabatho, 2735**
- FOR ATTENTION** : **Ms N.V Sebitloane : Office No. 160, 1st Floor, New Head Office Complex- Old Parliament Building – Modiri Molema Road**
- NOTES** : Applications must be accompanied by signed Z83 and a recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID- document and the names of three referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding advertised posts must direct their enquiries to Ms T Motsamai, Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.
Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

POST : SENIOR STATE ACCOUNTANT – REVENUE

SALARY : R 161 971 p.a (Level 8)

CENTRE : Head Office (Mmabatho)

REF NO. : 13/2010

REQUIREMENTS : **QUALIFICATIONS AND EXPERIENCE:** Grade 12 Certificate or Degree in Accounting or National Diploma in Financial Management or equivalent qualification coupled with 3 years' experience in the financial field ▪ Basic Accounting Systems. Driver license will be an added advantage. **KNOWLEDGE:** • Extensive knowledge of Revenue Management, prescripts, regulations ▪ Division of revenue Act ▪ Public Finance Management Act (PFMA) Treasury Regulations and Revenue processes ▪ Public Service Act ▪ Computer literacy (MS Excel, MS Word and MS Power Point) ▪ Basic Accounting System ▪ Performance Management Development System ▪ Labour Relations ▪ Good knowledge of accounting principles **SKILLS:** • Good communication skills and interpersonal relations • Analytical and problem solving skills • Negotiation and conflict resolution • Creative and innovative • Ability to work independently and under pressure • Ability to interact with stakeholders on various levels • Sound report writing • Presentation skills.

DUTIES : Monitor monthly revenue receipts received for capturing. Ensure that all the records received are properly recorded into incoming and outgoing register ▪ Verify the information captured on the system against the records received from Districts ▪ Monitor and control Batches against the captured receipts ▪ Ensure that all the documents are properly filed ▪ Assist in the absence of his/her supervisor ▪ Ensure compliance with Public Financial Management Act ▪ Supervise, evaluate and develop personnel in the unit

POST : STATE ACCOUNTANT: DEBTORS MANAGEMENT

SALARY : R 130 425 p.a (SL 07)

REF : 14/2010

CENTRE : Head Office, Mmabatho

REQUIREMENTS : A relevant three year tertiary or equivalent qualification in Accounting plus appropriate experience. Prior learning and 2-3 years experience

in Debtors Management may also be considered. Computer literate in the Basic Accounting System (BAS) Proven ability of understanding, interpreting and correctly applying financial policy and prescripts pertaining to Debtors management. Working knowledge of MS office application (MS Word and Excel). Well developed reasoning, mathematical, analytical and problem solving ability. Very conscientious and orientated towards teamwork as well as producing effective, correct work. Ability to effectively and professionally investigate and follow up on debt recovery. **Knowledge and Skills:**

- ♦ Basic knowledge of and exposure to the prescribed processes and procedures with regard to collection, recording and management of departmental debt in the Public Service. Ability to communicate effectively with clients/debtors.

DUTIES : Render effective and continued support and assistance to the Assistant Director Debtors Management in controlling and maintaining current as well as new Departmental debt. Implementing effective actions to recover outstanding Departmental debt. Implementing and maintaining processes and procedures to effectively control Departmental debt. Controlling and verifying outgoing correspondence and all accounting transactions. Liaising and corresponding with the office of State Attorney. Investigating, following-up and reporting of all finance related irregularities. Supervising; training, guiding and developing subordinates who report under control of this post. Managing all assets, material, information and documentation reporting under control of this post.

POST : **SENIOR STATE ACCOUNTANT -BANK RECONCILIATION**

SALARY : **R 161 970 p.a (Level 8)**

CENTRE : **Head Office (Mmabatho)**

REF NO. : **15/2010**

REQUIREMENTS : **QUALIFICATIONS AND EXPERIENCE:** • Grade 12 Certificate or Degree in Accounting or National Diploma in Financial Management or equivalent qualification coupled with 3 years' experience in the financial field • Basic Accounting Systems. Driver license will be an added advantage. **KNOWLEDGE:** • Extensive knowledge of Bank Reconciliation Management, prescripts, regulations • Division of revenue Act • Public Finance Management Act (PFMA) Treasury Regulations and Revenue processes • Public Service Act • Computer literacy (MS Excel, MS Word and MS Power Point) • Basic Accounting System • Performance Management Development System • Labour Relations • Good knowledge of accounting principles **SKILLS:** • Good communication skills and interpersonal relations • Analytical

and problem solving skills • Negotiation and conflict resolution • Creative and innovative • Ability to work independently and under pressure • Ability to interact with stakeholders on various levels • Sound report writing • Presentation skills.

DUTIES : Request Bank Statement on daily basis from the bank to identify whether all the revenue received is reflecting
Ensure that all the revenue captured by income capturing section and revenue received tally with Bank Statement.
Perform Bank reconciliation to clear differences. Know how to clear suspense account to relevant ledger account. Ensure that all the documents are properly filed ▪ Assist in the absence of his/her supervisor ▪ Ensure compliance with Public Financial Management Act. Supervise, evaluate and develop personnel in the unit

POST : **Senior Accounting Clerk: Creditors' payments (2 posts)**

REF NO : **16/2010**

SALARY : **R 105 645 p.a. (SL 6)**

CENTRE : **Head Office**

REQUIREMENTS : Grade 12 with at least 3 years experience a Diploma / Bachelor Degree in Financial management will be an added advantage. Knowledge of BAS, WALKER, PFMA and Supply Chain Management Practice Notes. Be computer literate, reliable, trustworthy and have good interpersonal relations.

DUTIES Processing Creditors Payments: Recording service provider payment vouchers in their respective files, capturing vouchers in WALKER system, updating payment registers, send vouchers for payment, updating service providers' files and filing. Administering of open order (0 to 9) Receive and record open orders, liaise with cost center clerks and send orders for payment Capturing sundry payments and disbursement collect, sort, distribute and post cheques.

ENQUIRIES : **Ms S.S. Kalebe** **Tel .(018) 388 1187**

POST : Senior State Accountant: Creditor's payments (1 post)

REF NO : 17/2010

SALARY : R161 970 p.a. (SL 8)

CENTRE : Head Office

REQUIREMENTS: National Diploma/Bachelor Degree in Commercial/Financial Management or Grade 12 with at least 8 years relevant experience in financial field. Knowledge of WALKER, BAS and financial prescripts such as PFMA, Treasury Regulations Act, Public Service Resolutions, Supply Chain Management Policies and Practice Notes and other related legislative prescripts in particular those related to Department of Public Works, Roads and Transport. Be computer literate, verbal and writing skills, reliable, trustworthy and good interpersonal relation. Be willing to work under pressure.

DUTIES : Ensure compliance with Departmental policies and prescripts, Supply Chain Management practice notes, PFMA and Treasury regulations. Check and approve payment vouchers, compile monthly and quarterly financial reports. Check and authorize sundry payments and disbursement. Attend to suppliers queries. Authentication of cheques. Execute HR Performance management.

ENQUIRIES : Ms S.S. Kalebe Tel.No (018) 388 1187

SALARY : R161 970 p.a (SL 8)

REF : 18/2010

CENTRE : BUDGET SECTION - NGAKA MODIRI MOLEMA DISTRICT & Dr KENNETH KAUNDA DISTRICT

REQUIREMENT : National Diploma/Degree in Financial Management or Grade 12 with seven years experience in Finance field.
KNOWLEDGE: Through knowledge of Financial Management in the Public Service. Thorough understanding of PFMA (Public Financial Management Act). Treasury Regulations and other related prescripts and ability to implement them. Knowledge of the new Government budget reform process. Knowledge of accounting practices. Knowledge of the public Financial Systems (Walker), Microsoft Excel and Powerpoint.

DUTIES : Consolidate monthly expenditure report. Monthly and Quarterly budget review. Consolidate monthly cash flow input. Monitor District expenditure (Creditors payments and salaries). Maintain records of financial transactions. Avail monthly Cash Flow projections. Ensure compliance to Public Finance Management Act. Supervise, evaluating and development of personnel in the unit.

ENQUIRIES : **Ms O Mokolobate** **Tel (018) 397 8060**

POST : **SENIOR PROVISIONING OFFICER (1 POST)**

REF : **19/2010**

SALARY : **R161 970 p.a (SL 8)**

CENTRE : **SUPPLY CHAIN MANAGEMENT – Ngaka Modiri Molema DISTRICT**

REQUIREMENT : National Diploma/Degree in Financial Management or Grade 12 with (7) seven years experience in Finance field. Thorough knowledge of Supply Chain Management in the Public Service. Thorough understanding of PFMA (Public Financial Management Act). Treasury Regulations and other related prescripts and ability to implement them. Knowledge of the new Government budget reform process. Knowledge of accounting practices. Knowledge of the public Financial Systems (Walker), Microsoft Excel and Powerpoint.

DUTIES : Consolidate monthly expenditure report. Monthly and Quarterly budget review. Consolidate monthly cash flow input. Monitor District expenditure (Creditors payments and salaries). Maintain records of financial transactions. Avail monthly Cash Flow projections. Ensure compliance to Public Finance Management Act. Supervise, evaluating and development of personnel in the unit.

ENQUIRIES : **Ms O Mokolobate** **(018) 3978 060**

**POST : STATE ACCOUNTANT – FINANCIAL ADMINISTRATION
(2 POSTS)**

REF : 20/2010

SALARY : R130 425. p.a (SALARY 7)

**CENTRE : BUDGET SECTION
Dr RUTH SEGOMOTSI MOMPATI DISTRICT &
Dr KENNETH KAUNDA DITRICT**

REQUIREMENTS : **QUALIFICATIONS AND EXPERIENCE:** •
National Diploma / Bachelor's Degree in Financial Management /
Commerce or Grade 12 coupled with 4 years' experience in the
financial field • Walker /BAS Financial system or Persal ID will be an
added advantage. **KNOWLEDGE:** • Extensive knowledge of Supply
Chain Management, prescripts, regulations and tender regulations
• Preferential Procurement Policy Framework Act • Public Finance
Management Act (PFMA) Treasury Regulations and budgeting
process • Public Service Act • Computer literacy (MS Excel, MS Word
and MS Power Point) • Walker Financial System • Persal System •
Performance Management Development System • Labour Relations •
Good knowledge of accounting principles **SKILLS:** • Good
communication skills and interpersonal relations • Analytical and
problem solving skills • Negotiation and conflict resolution • Creative
and innovative • Ability to work independently and under pressure •
Ability to interact with stakeholders on various levels • Sound report
writing • Presentation skills.

DUTIES : Coordinate and monitor District budget • Monitor monthly
expenditure • Analyse Walker and Persal Financial reports •
Compile monthly and quarterly reports • Reconcile creditors'
payments and administer payrolls • Monitor and control petty cash •
Avail monthly cash flow projections • Coordinate and monitor salary
functions • Ensure compliance with Public Financial Management Act
• Supervise, evaluate and develop personnel in the unit.

ENQUIRIES : Mr V George (018) 388 1399

CLOSING DATE: 09 April 2010