



# dpwrt

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

Ngaka Modiri Molema Road  
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## CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

### NORTH WEST PROVINCIAL DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

*This Department Is an Equal Opportunity Affirmative Action Employer.*

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

*An indication in this regard will facilitate the processing of applications*

**APPLICATIONS** : **The Head of Department, Department of Public Works, Roads and Transport, Private Bag X2080, Mmabatho, 2735**

**FOR ATTENTION** : **Ms N.V Sebitloane: Office No. 160, Old Parliament (New Building), Ngaka Modiri Molema Road, Mmabatho**

**NOTES** :

- (a) 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.
- (b) 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).
- (c) Candidates must indicate the number of the post/reference number in their applications.
- (d) Candidates requiring additional information regarding an advertised post, must direct their enquiries to Ms Sebitloane: Recruitment
- (e) 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.
- (f) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.
- (g) **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.**

**CLOSING DATE:** 04 FEBRUARY 2011

**POST** : Assistant Director – Budget Control

**REF NO.** : 01/2011

**CENTRE** : Head Office : Mmabatho

**NOTCH** : 206 982,00 p.a

**SALARY LEVEL** : 09

**REQUIREMENTS:** **Minimum Qualifications:** Applicants must be in possession of an appropriate financial Degree/ Diploma or equivalent qualification, sound experience in financial management, policy development would serve as an advantage. **Experience:** Three (3) years relevant and practical experience. **Statutory Requirements:** PFMA, Treasury Regulations and other related legislation. **Knowledge:** Thorough knowledge of financial management in the public service. Thorough understanding of PFMA, Treasury Regulations and other related prescripts and ability for their implementation. Knowledge of the New Government budget reform process. Thorough knowledge of Accounting practices. Knowledge of Public Services systems (**BAS, PERSAL, WALKER**). Compilation of financial statements and appropriation accounts. Computer Literacy (Microsoft Office). An understanding and knowledge of the department, its clients, markets and line function business units would be an advantage. **Skills:** Proven management ability and attributes of dynamic leadership skills, good budget planning and analytical skills. Strong financial management and cost accounting skills. The ability to maintain positive interpersonal relations and to work well as part of a team as well as on individual basis. Computer skills, spreadsheets preferably Excel. Good presentation skills, problem – solving abilities. Accuracy with specific reference to numeracy. The ability to work under pressure. Proven skills in respect of report writing. **Communication:** Strong liaison; communication and negotiation skills. Ability to prepare complex submissions and reports for approval and decision – making support.

**Creativity:** A creative, assertive and confident approach, ability to lobby support and motivate. Ample initiative and an independent work ethic, self- motivated and reliable, integrity and honesty.

**Core Functions/ Job Outputs:** Compiling of the Annual budget, monthly and quarterly review of the budget, compiling of monthly expenditure reports, liaise close with Provincial Treasury, maintaining of records on financial transactions.

**Other Key Responsibilities:** Manage/ formulate/ maintain and report on the budget of the department. Analyse early warning figures obtained through WALKER and Vulindlela (Management Report system) on a monthly basis, allocate and move funds on the budget and provide outcomes of Departmental Budget.

**Enquiry** : Mr August Moeketsi

**Tel(018) 388 1177**

**POST : Senior State Accountant- Budget Control & Administration**

**REF No. : 02/2011**  
**CENTRE : Head Office**  
**NOTCH : R 174 117,00 p.a**  
**SALARY LEVEL : 08**

**REQUIREMENTS** : Applicants must be in possession of an appropriate financial degree or diploma or equivalent qualification and sound knowledge of financial management policies. **Experience:** Three (3) years relevant and practical experience on budget planning and monitoring.

**DUTIES** : To prepare budget management reports, render sound financial and budgetary advice. Manage and formulate the programme expenditure report. Assist with funds shifts, virements, and adjustments and roll over. Liase with Provincial Treasuries regarding budget matters. Prepare and provision of documents relating to budget and expenditure controls. Ensure compliance with PFMA, DORA and Treasury regulations and report any irregularities to programme managers.

**Enquiries** : Mr A Moeketsi **Tel : (018) 388 1177**

**POST : State Accountant -Bookkeeping**

**REF NO. :03/2011**  
**CENTRE : Head Office**  
**NOTCH : R140 208,00 p.a**  
**SALARY LEVEL : 07**

**REQUIREMENTS** : **Qualifications:** Applicants must be in possession of an appropriate financial Degree or Diploma or equivalent qualification and sound knowledge of financial management policies. **Experience:** Two (2) years relevant and practical experience on financial bookkeeping.

**DUTIES** : Prepare and capture journals. Maintain proper filing and ensure the attachment of relevant supporting documents. Ensure that ledger control account balances with trial balance on monthly basis before closure of the period. Reconcile suspense accounts on monthly basis before closure of period. Ensure compliance with financial policies.

**Enquiries** : Mr A Moeketsi

**Tel : (018) 388 1177**

**POST : State Accountant- Budget Revenue & Costing**

**REF NO. : 04/2011**

**CENTRE : Head Office**

**NOTCH : R 140 208,00 p.a**

**SALARY LEVEL : 07**

**REQUIREMENTS** : Applicants must be in possession of an appropriate financial degree or diploma or equivalent qualification and sound knowledge of financial management policies. **Experience:** Two (2) years relevant and practical experience on revenue management.

**DUTIES** : Monitor and coordinates revenue trends on monthly basis. Analyze BAS revenue reports. Reconcile revenue received and avail monthly revenue total received from District per code. Monitor and control incoming and outgoing revenue records register. Ensure compliance with financial policies.

**Enquiries:** Mr A Moeketsi

**Tel:** (018) 388 1177

**CLOSING DATE:** 04 FEBRUARY 2011