



dpwrt

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

Chief Directorate: Financial Management

Deputy Director: Revenue Management

Salary: R378 456 per annum (Level 11) (Ref. 10/2010)

Head Office (Mmabatho)

Requirements: • An appropriate BCom degree/diploma, with Accounting and Auditing as majors and/or an equivalent qualification, coupled with 5 years' experience in a financial management environment • A driver's licence will be an added advantage • **Knowledge:** * Extensive knowledge of Revenue Management, debtors, suspense and Government prescripts * Division of Revenue Act * Public Finance Management Act (PFMA), Treasury Regulations and revenue processes * Public Service Act * Basic Accounting System * Performance Management Development System * Labour Relations * Good knowledge of accounting principles • Computer literacy (MS Excel, Word and PowerPoint) • **Skills:** • Good communication and interpersonal relations • Analytical and problem-solving • Negotiation and conflict resolution • Creativity and innovation • The ability to work independently and under pressure • The ability to interact with stakeholders at various levels • Sound report writing • Presentation.

Duties: • Be accountable for the Revenue Management process and system implementation by formulating strategies and advising on the integration of the revenue management process with other value chains, ie supply chain and others • Provide support to Senior Management and other managers within the Public Works and Roads field by advising them on debt management • Ensure the process to register all incoming and outgoing documentation is effective and in place • Ensure that appropriate training programmes are developed and implemented in line with Revenue Management • Monitor adherence to and compliance with the provincial revenue policy, PFMA and Treasury Regulations • Ensure timeous and accurate reporting on Revenue Management KPI • Monitor performance against collection targets of revenue • Co-ordinate the effectiveness of the monthly reporting process by analysing and interpreting trends • Continuously improve and adjust the monthly reporting and measurement processes • Liaise with relevant stakeholders and evaluate inputs to the monthly report • Ensure that unallocated revenue with respect to revenue received from external clients and other provincial departments via the bank are properly and timeously allocated • Establish and maintain stakeholder forums to improve business relations.

Enquiries: Mr LP Modise, tel. (018) 388-1189/1463.

Assistant Director: Cash Flow Management

Salary: R192 540 per annum (Level 9) (Ref. 11/2010)

Head Office (Mmabatho)

Requirements: • An appropriate Bachelor's degree in Finance or Accounting, plus 4 years' experience in financial management and administration • **Knowledge:** * Basic accounting * Public Finance Management Act (PFMA) and Treasury Regulations * Public Service Act * Batho Pele principles * Financial systems (BAS) • **Skills:** * Computer literacy * Good communication and negotiation (both verbal and written) * Good interpersonal relations * Creativity and innovation * The ability to work independently and under pressure * Budget planning and organising * Problem solving * The ability to interpret and apply policies * Presentation * Financial management and accounting * Analytical * People management.

Duties: • Obtain and consolidate cash flow requirements • Compile monthly, quarterly and annual expenditure reports • Project manage departmental cash flow • Consolidate the departmental cash flow projections • Analyse the register of payments with what is available in the bank account and check if there will be sufficient funds to cater for expected payments • Ensure that the Department does not have excessive money in the bank account, or the that account is overdrawn • Ensure that the approved estimates of expenditure are not exceeded • Assist in the compilation of financial systems • Provide advice to relevant stakeholders regarding financial matters • Supervise subordinates and check the quality of their work • Perform other administrative functions in the component • Prepare bi-weekly Early Warning Reports.

Enquiries: Mr LP Modise, tel. (018) 388-1189/1463.

Assistant Director: Financial Reporting

Salary: R192 540 per annum (Level 09) (Ref. 12/2010)

Financial Management, Head Office

Requirements: • An appropriate degree or diploma in Financial Management, with Accounting as major, or equivalent qualifications plus 3 years' relevant experience in Public Finance and the BAS and Walker Financial Systems • A valid driver's licence • **Knowledge:** * The PFMA * Good knowledge of accounting principles * Treasury Regulations • **Skills:** * Computer literacy, especially in MS Excel, PowerPoint and Word • Good communication and interpersonal relations • Analytical and problem-solving skill • Creativity and innovation • The ability to work independently and under pressure • The ability to interact with stakeholders at various levels • Sound report-writing • Presentation.

Duties: • Consolidate quarterly and annual financial statements • Prepare the In-year Monitoring (IYM) report • Prepare the Infrastructure Reporting Model (IRM) report • Liaise with the District for monthly reporting purposes • Prepare various other financial reports • Prepare monthly variance reports for the Programme Managers • Ensure that all other reporting is done in line with the PFMA • Liaise with the Office of the Auditor-General during the audit.

Enquiries: Mr LP Modise, tel. (018) 388-1189/1463.

Airport Electrician

Chief Directorate: Transportation

Salary: R161 970 per annum (Level 08) (Ref. 21/2010)

Civil Aviation: Mafikeng Airport

Requirements: • An appropriate 3-year Electrical degree/diploma or equivalent qualification in Aviation Electricity • An HT Voltage qualification, coupled with extensive experience in airport electrical work • **Skills:** * Management * Communication * Interpersonal * The ability to work under pressure.

Duties: • Check and replace airport electrical equipment • Maintain runway, apron and approach lights • Check all airport generators • Check and replace all electrical equipment • Check electrical cabling • Monitor and update DB boards (time switches) • Maintain electricity supply in airport buildings • Maintain street lights • Check high-tension lines and high-tension transformers • Perform any other relevant duty assigned by the Airport Manager.

Enquiries: Ms M Nelson, tel. (018) 385-1120/1027.

Please forward applications for this post for the attention of Ms T Motsamai.

Closing date: 16 April 2010 (only for reference 21/2010).

This Department is an Equal Opportunity, Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications

Notes: Applications must be accompanied by a signed Z83 Form and a recently 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 reference of the post in their applications. 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 and time and at a place as determined by the Department.

Applications must be forwarded to the Head of Department, Department of Public Works, Roads and Transport, Bag X2080, Mmabatho 2735, or delivered to Office No 160, 1st Floor, New Head Office Complex, Old Parliament Building, Modiri Molema Road, for the attention of Ms NV Sebitloane (unless otherwise stated).

Closing date: 9 April 2010 (unless otherwise stated).

Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months of the closing date, please accept that your application has been unsuccessful.