

## Department of Public Works and Roads

### Assistant Director: Internal Control x2

Salary: R382 245 per annum, (SL9)

• REF NO: H/O 22/2022 • Centre: Head Office - Mahikeng

**Requirements:** • *Qualification and Experience:* • National Senior Certificate plus National Diploma Degree in Accounting/Auditing/Risk Management • Minimum of 3 to 5 years' experience in Internal Control, Forensic Auditing and Internal Auditing with 3 years' supervisory level • Minimum of 2 years' in investigation will be added advantage • A valid driver's license.

**Process competencies:** • Service delivery innovation, problem solving and analysis, client orientation and customer focus and ability to communicate well (written and verbally).

**Technical competencies:** • Knowledge and understanding of the Public Finance Management Act, SCM Regulations, Treasury Regulations, Irregular Expenditure Framework, Fruitless and Wasteful Expenditure Framework, Generally Recognised Accounting Principles (GRAP) and Basic Accounting System (BAS), policy development, statistical and qualitative analysis, advance computer proficiency in MS office, general ledger reconciliation and analysis and report writing.

**Duties:** • Investigate Irregular Expenditure and Fruitless and Wasteful Expenditure, Identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks • Co-ordinate the assurance process (e.g. response to external and internal auditor's queries, management responses, etc.) and facilitate the development and implementation of Departmental action plans to address identified control deficiencies relating to Irregular Expenditure and Fruitless and Wasteful Expenditure • Facilitate the implementation and maintenance of the Departmental loss control system and serve as Secretariat of the Departmental Loss Control Committee • Fraud prevention and awareness.

**Enquiries:** Mr. TN Rasodi, tel. (018) 388 4533

### Senior State Accountant- Internal Control

Salary: R321 543 per annum, (SL8)

REF NO: H/O 23/2022 Centre: Head Office - Mahikeng

**Requirement:** • *Qualification and Experience:* • National Senior Certificate plus Degree or National Diploma in Financial Management/Auditing or Risk Management qualification • 2-3 years' relevant experience • A valid driver's license.

**Process competencies:** • Knowledge of Financial Management Systems, Supply Chain Management Framework • Understanding of PFMA, PPPFA, BBBEE, Treasury Regulations, Irregular Expenditure framework and Unauthorised and Fruitless and Wasteful Expenditure.

**Technical competencies:** • Excellent verbal and written communication skills • Problem-solving, analytical skills and computer literacy • Strong planning and co-ordination abilities.

**Duties:** • Facilitate the review and assessment of the departmental policies and procedures • Evaluate and make recommendations for enhancement/improvement of departmental processes and further participate in the review, development and monitoring the implementation of internal control systems • Investigate and ensure that effective internal control systems are in place to prevent and detect unauthorised, irregular, and fruitless and wasteful expenditure • Review financial transactions for accuracy, completeness and correctness to ensure compliance with laws and regulations • Co-ordinate internal audits, auditor general and other relevant stakeholders and monitor implementation of the audit action plans • Provide support, advice and guidance to all responsibility managers to ensure compliance with policies and procedures • Supervision of staff when required.

**Enquiries:** Mr. TN Rasodi, tel. (018) 388 4533

### Senior State Accountant: Risk Management

Salary: R321 543 per annum, (SL8)

REF NO: H/O 24/2022 Centre: Head Office - Mahikeng

**Requirements:** • *Qualification and Experience:* • National Senior Certificate plus National Diploma (NQF 6) in Risk Management/Internal Audit or equivalent qualification • 2 to 3 years' relevant experience in Risk Management • A valid driver's license.

**Process competencies:** • Knowledge of the PFMA, Treasury Regulations, Public Sector Risk Management Framework, King IV Report, Public Sector Anti-Corruption Strategies.

**Technical competencies:** • Excellent interpersonal skills and customer relations • Creative and innovative thinking • The ability to work independently and in a team • The ability to apply technical/professional knowledge and skills in immediate work area and wider environment • The ability to work under pressure • Computer literacy.

**Duties:** • Assist in the implementation and maintenance of the Risk Management Strategy, Risk Management Policy, Fraud Prevention Policy and Fraud Prevention Strategy • Assist with the compilation of the financial and operational risk register • Assist in the conduct of risk, ethics and fraud awareness campaigns amongst Departmental staff • Co-ordinate the activities of the Risk Management Committee and perform secretarial function • Perform any other duties that may be expected from time to time.

**Enquiries:** Mr. E Magole, tel. (018) 388 1116

### Administrative Officer: Land Administration

Salary: R261 372 per annum (SL 7)

• REF NO: H/O 25/2022 • Centre: Head Office-Mahikeng

**Requirements:** • *Qualification and Experience:* Matric/Grade 12 plus a three-year tertiary qualification (NQF Level 6 or 7) as recognised by SAQA in Property Management/Immovable Asset Management/Public Administration/Public Management or any related qualification • At least 3 years' practical working experience in property or land administration environment • A valid driver's license.

**Knowledge:** • Knowledge and understanding of the following acts and policies: North West Land Administration Act, No. 4 of 2001, Government Immovable Asset Management Act, No. 19 of 2007, Public Financial Management Act, No. 1 of 1999, as amended, National Treasury Regulations, Deeds Registries Act, No. 47 of 1937, Spatial Planning Land Use Management Act, No. 16 of 2013, Restitution of Land Rights Act, No. 22 of 1994, Alienation of Land Rights Act, No. 68 of 1981, and other government policies and prescripts.

**Technical competencies:** • A Computer literacy with application of Microsoft Office Suite (Word, PowerPoint, Excel) • Good verbal and excellent communication skills • Report writing. Interpersonal skills • Flexibility • Teamwork.

**Duties:** • Compile and maintain immovable asset register of provincial accommodation needs and redundant State-owned fixed properties (land and buildings) • Ensure optimum utilization of unutilized State owned immovable assets • Prepare commercial lease database and revenue collected reports • Collect information on disposal of redundant State-owned properties and conduct land audit in all four districts in the province • Assist with preparation of annual/periodical acquisition plans and reports of redundant State-owned Immovable Assets • Arrange meetings with stakeholders to address disputes on land matters • Identify unsurveyed and unregistered State-owned immovable assets • Rectification of land encroachments in State owned immovable properties • Attend to all enquiries and requests from internal and external clients • Administer subdivisions, land consolidations and registration thereof with Office of the State Attorney/Deeds Offices • Liaise with Office of the Surveyor General regarding outstanding SG Diagrams approvals • Assist with preparation of monthly/quarterly reports for Senior Management.

**Enquiries:** Ms. T Matsietsa, tel. (018) 388 4630

### Assistant Director: Planning and Portfolio Analysis

Salary: R477 090 per annum (SL10)

• REF NO: H/O 26/2022 • Centre: Head Office - Mahikeng

**Requirements:** • *Qualifications and experience:* • National Senior Certificate plus a three year National Diploma or Bachelor's degree in Real Estate/Property Studies/Town and Regional Planning/Urban Land Planning/Local Government or equivalent to Property Management qualification • Minimum 3-5 years' relevant experience of which 3 years' must be at supervisory level (SL8) in management of properties at national, provincial or local sphere of government including private sector • A valid driver's license is a requirement.

**Knowledge:** • Knowledge and understanding of the following acts and policies: North West Land Administration Act, No.4 of 2001, Government Immovable Asset Management Act (GIAMA), No.19 of 2007, Public Financial Management Act (PFMA), No.1 of 1999, as amended, National Treasury Regulations, Division of Revenue (DoRA), Town Planning and Townships Ordinance No. 15 of 1986, Alienation of Land Act, No. 68 of 1981, and applicable government policies.

**Skills:** • Computer Literate (Microsoft Word, PowerPoint and Excel), Problem Solving, Analytical, Good communication skills (written & verbal) and interpersonal, Presentation, Facilitation and report writing skills, Conflict resolution skills.

**Duties:** • Develop and maintain Departmental Immovable Asset Portfolio (Portfolio Management) • Develop and manage Custodian Asset Management Plan (C-AMP) • Develop and manage User Asset Management Plan (U-AMP) • Develop and manage Infrastructure Programme Management Plan (IPMP) • Co-ordinate and facilitate Departmental User Forums, and ensure compliance with GIAMA minimum requirements • Manage immovable assets throughout their life cycle • Co-ordinate monitoring and reporting on infrastructure asset operation and management • Supervision of personnel.

**Enquiries:** Ms BJ Mathabatha, tel. (018) 388 4627

### Groundsman: Property Management (x27 posts)

#### Re-Advertisement

Salary: R104 073 per annum (SL 2)

• REF NO: H/O 27/2022 • Centre: Head Office - Mahikeng

**Requirements:** • *Qualification and Experience:* • Basic Literacy Grade 1-7 (std 1-5) or equivalent ABET Level 1-3 • No experience required.

**Knowledge:** • Understand OHS • Ability to use garden chemicals and operate garden equipment and tools.

**Skills:** • Basic Literacy and numeracy skills, Good communication skills, Time management, People management, Planning and organising, Problem solving, Effective communication.

**Duties:** • Maintain premises and surroundings • Clean premises and surroundings • Empty dirty bins • Maintain the garden • Watering the garden • Prune and trim flowers and trees • Mow the grass • Remove weeds and garden refuse • Apply insecticides • Cultivate the soil for trees and flowers • Maintain garden equipment's and tools • Detect and report malfunctioning of gardening equipment and tools • Repair minor defects of gardening equipment and tools • Load and off-loading deliveries. Comply with OHS.

**Enquiries:** Ms KP Matshe, tel. (018) 388 4639

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

**Compliance:** It is compulsory to fill all fields on the New Amended Z83 Form (No. 81/971431) as prescribed with effect 01 January 2021, which must be signed, initialed and dated. The form is obtainable at any National or Provincial Department, www.gov.za.

The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details and experience, including three (3) names of contactable referees. Attached all required qualification(s), including Grade 12 Certificate or equivalent and all applicants with tertiary qualification(s) must be accompanied by copies of academic record/transcript(s); attached ID copy.

Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from South African Qualifications Authority (SAQA). Applicant's previous information for background/reference checks about the records will be verified through referees.

Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Faxed, e-mailed applications will not be accepted and failure to submit the requested documents you will be disqualified.

Shortlisted candidate(s) will be required to undergo personnel suitability checks (vetting) and will be subjected to security screening which include, criminal records, citizenship, financial credits and all qualifications will be verified.

Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicants must indicate the Post, the Center and the Reference number on the Z83 Form application.

The successful candidate will enter into an annual performance agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated.

**NB:** Communication and 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.

All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, 2735. For Attention: HR Recruitment - Mr. M.E Khauoe.

**Closing Date:** 16 September 2022

(Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered).



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Department: Public Works and Roads  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA