



dpwrt

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

Assistant Director: Cash Flow Management

Head Office (Mmabatho)

Salary: R206 982 per annum (SL 09) (Ref. 06/2011)

Requirements: • Appropriate Financial or Accounting diploma/degree or equivalent qualification • Three years' relevant and practical experience in cash flow management • Knowledge of BAS, PFMA and Treasury Regulations, PSA and Batho Pele principles • Computer literacy • Analytical and numerical skills • Interpersonal, problem-solving and people management skills.

Duties: • Consolidate cash flow inputs from programmes • Forecast the departmental cash flow requirements • Analyse expenditure to ensure the approved cash flow projection is not exceeded • Reconcile actual expenditure and approved cash flow on a monthly basis • Prepare and compile Annual Financial Statements, IYM report and expenditure reports • Monitor the departmental bank account • Supervise and monitor the work of subordinates • Prepare bi-weekly early warning reports.

Assistant Director: Salary Management

Head Office (Mmabatho)

Salary: R206 982 per annum (SL 09) (Ref. 07/2011)

Requirements: • Appropriate Financial or Accounting diploma/degree or equivalent qualification • Three years' relevant and practical experience in salary management • Knowledge of the PERSAL system, BAS, PFMA and Treasury Regulations, PSA, Batho Pele Principles and Labour Relations Act • Computer literacy • Analytical and numerical skills • Interpersonal, problem-solving and people management skills • Ability to work independently and within a team • Written and verbal communication skills.

Duties: • Check and verify all staff claims and their approvals • Calculate and pay the approved salaries and related allowances • Reconcile and pay over all salary-related deductions • Ensure that correct tax is deducted and paid over to SARS • Amend IRP5 tax certificates and reconcile all salary ledgers accounts on a monthly basis • Ensure that unauthorised expenditure wrt PERSAL is effectively prevented • Manage and monitor pay-points and payrolls • Manage the collection of all PERSAL claims cheques • Approve and authorise garnishee order deductions • Attend to all audit queries relevant to the unit and respond appropriately • Supervise and monitor the work of subordinates.

Enquiries: Mr August Moeketsi, tel. (018) 388-1177.

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. Candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

Note: • 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 Qualifications Authority (SAQA) • Candidates must indicate the post reference number 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.

All applications must be forwarded to: The Head of Department: Public Works, Roads and Transport, Private Bag X2080, Mmabatho 2735, for attention: Ms Tshepi Motsamai, Office No 160, Old Parliament (New Building), Modiri Molema Road, Mmabatho.

Closing date: 13 May 2011.

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.