

**PROVINCIAL ADMINISTRATION: NORTH WEST
PROVINCIAL TREASURY**

The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Women, People with Disabilities and Youth are encouraged to apply as the targeted groups as per our employment equity plan. The Employment Equity Plan for the Department will be considered when filling vacant positions. It is our intention to promote representivity.

APPLICATIONS : Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, or N Marengwa, 2nd Floor, Garona Building. You can also email your application to ptvacancies@nwpg.gov.za. The maximum limit is 35MB for applications to be transmitted successfully, otherwise you will have to send more than one email. When you submit by email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Applications should be submitted on time. Applications received after the closing date will not be accepted and considered.

CLOSING DATE : 04 October 2024 at 16h00

NOTE : Applications must quote the relevant reference number and be submitted on the NEW Z83 form, obtainable from any Public Service Department or the DPSA website at <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using the incorrect application for employment (old Z83), it will not be considered. The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, certificates, skills, competencies, and knowledge, specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service). At least two contactable referees should be provided. (Telephone numbers and email addresses must be indicated). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and training certificates as well as a driver's license where necessary. This must be submitted on or before the day of the interviews. Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by a SAQA evaluation report on the qualification. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such an evaluation report (only when shortlisted). It will be expected of candidates to be available for interviews and assessments on the date and time and at a place as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and Directorships that they may be associated with and declare any business they had or are conducting with an Organ of State. It will be required by employees who fall within the designated groups to do financial disclosures to submit such within three months of their appointment. Failure to comply with the above requirements will result in the disqualification of the application. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only. Requirements For Senior Management Posts (SL13-16): The requirements for appointments

at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course, endorsed by DPSA and the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS. The full details can be sourced at the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website at: www.thensg.gov.za. No appointment to an SMS post will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools. Please note that women will be targeted for SMS posts as per the Department's Employment Equity Plan.

MANAGEMENT ECHELON

<u>POST 33/274</u>	:	<u>DEPUTY DIRECTOR-GENERAL: SRM REF NO: NWFIN/2024/01</u> Programme: Sustainable Resource Management Branch: Sustainable Resource Management
<u>SALARY</u>	:	R1 741 770 – R2 051 715 per annum (Level 15), (all-inclusive salary package), (on the salary scale)
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho As a minimum an Honours Degree or Post Graduate Diploma in Finance/ Accounting/ Economics, or equivalent NQF 8 qualifications in related field. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. Ten (10) years' experience of which a minimum of eight (8) years must be at senior management level and of which 3 years should be at the executive management level (at least minimum of 3 years of which must be with any Organ of State as defined in the Constitution). Must have a valid driver's license as it will be expected to travel. Sound analytical, interpretive, and high-level communication skills. A proven track record of the ability to multi - task and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills, problem solving. Organization skills, people management, financial management and systems management. Planning, organization, and stakeholder relationship management including the ability to liaise and operate within intergovernmental context. Knowledge of Public Service Act, 1994 as amended and Public Financial Management Act (PFMA). Deep understanding of intergovernmental system and budgeting process in government.
<u>DUTIES</u>	:	Ensure policy formulation and implementation of adequate fiscal resources for the utilization of the provincial government. Promote the effective and efficient management of the provincial resources by developing, implementing, monitoring, and evaluating systems for speed- up service delivery. Manage the province's fiscal resources actively and ensuring responsive, credible, and sustainable budget and distribution of financial resources throughout the provincial departments and public entities. Promote and ensure budgetary/expenditure alignment to plans and priorities between the different spheres of government. Oversee the provision of effective technical and strategic support to infrastructure development and implementation processes within the Departments. Ensure development of the economic analysis for both the local and provincial spheres which will inform planning, decision making and equitable resource allocations. Ensure the development, implementation, and monitoring of the provincial revenue enhancement/collection strategies as well as coordination of credible revenue budget. Ensure the development and implementation of appropriate supply chain management strategies for the provincial administration. Provide strategic and business planning leadership to internal and external clients including directorates within the division.

<u>ENQUIRIES</u>	:	Mr. NI Kunene Tel No: (018) 388 4441
<u>POST 33/275</u>	:	<u>CHIEF DIRECTOR: PROV. SCM REF NO: NWFIN/2024/02</u> Programme: Asset and Liability Management Sub-Programme: Interlinked and support (Prov. SCM)
<u>SALARY</u>	:	R1 436 022 – R1 716 933 per annum (Level 14), (all-inclusive salary package), (on the salary scale)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a Bachelor Degree or Advanced Diploma in SCM/ Logistics / Finance/ Commerce/ Accounting, or equivalent NQF 7 qualification. A minimum of 10 (ten) years practical experience in a Public Sector SCM management environment. A minimum of 5 (five) years should be senior management experience within the SCM environment. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. Valid Code 08 drivers' license is a necessity. Sound and in-depth knowledge of relevant prescripts/ legislative framework governing the public services including the Constitution of the Republic of South Africa, 1996, Public Finance Management Act (PFMA) and related regulations, Preferential Procurement Policy Framework Policy (PPPFA) Act and its regulations and/ or Public Procurement Act, Broad Based Black Economic Empowerment (BBBEE) Act and its Code of Good Practice and Charters, National Treasury Instructions/Practice Notes/Circulars and Guidelines, Construction Industry Development Board (CIDB) Prescripts, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, PAJA, PAIA and Public Service Regulations, various Bargaining Council Resolutions and other relevant related prescripts. Provide strategic leadership/ managerial, planning and organising, compilation of reports, research/analyzing. Understanding of the Supply Chain Management aligned needs and priorities of the province. Effective understanding of Supply Chain Related risk management principles, concepts and strategies. Ability to formulate, interpret and apply policy. Analytical and innovative thinking. Co-ordination of research on SCM related issues. Report writing. Presentation and facilitation skills. Provision of strategic management and leadership. Ability to organize, provide project management, conflict management and strategic management. Ability to adapt during changes to meet the goals, change/diversity management. Negotiation, people management, computer literacy and good communication (written and verbal) skills. Self-driven and motivated with the ability to work irregular hours and under pressure where necessary.
<u>DUTIES</u>	:	Ensure the establishment of uniform SCM policy Norms and Standards. Establishment of SCM governance compliance monitoring and evaluation in provincial department and public entities. Ensure co-ordination of the provincial inputs and engagement with National Treasury. Ensure the promotion of SCM Stakeholder relations as well as implementation of strategic sourcing and procurement. Manage the modernization of SCM ICT. Manage the identification and implementation of strategic sourcing areas.
<u>ENQUIRIES</u>	:	Mr. NI Kunene Tel No: (018) 388 4441
<u>POST 33/276</u>	:	<u>DIRECTOR: PROVINCIAL RISK MANAGEMENT REF NO: NWFIN/2024/03</u> Programme: Financial Governance Sub-Programme: Risk Management Directorate: Provincial Risk Management
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package), (on the salary scale)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum, a Bachelor's degree or Advanced Diploma in Risk Management / Internal Auditing or equivalent NQF 7 qualification. Ten (10) years' relevant experience in Risk Management in the public sector of which five (5) years must be on middle management. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. A valid driver's license as it will be expected to travel. Good understanding and knowledge of the Public Sector Risk Management Framework, PFMA, Treasury Regulations and other related risk management prescripts. Good strategic capability and leadership. Good financial management skills. Good people management skills, empowerment, problem-solving and change management intervention skills. Client orientated and customer focused. Good verbal and written

- communication. Conflict management, accountability and good ethical conduct. Knowledge of development of guidelines and standards at different management levels. Computer literacy with a working knowledge of computer spreadsheets, word processors and presentations.
- DUTIES** : Provide support to Provincial Departments, North West Provincial Legislature and Public Entities by: monitoring and assessing the implementation of effective risk management in line with relevant prescripts; assisting in the development of risk management policies, strategies and procedures and their implementation and maintenance; building of risk management capacity; prescribing relevant norms and standards and monitoring implementation.
- ENQUIRIES** : Mr. Geo Paul Tel No: (018) 388 3039
- POST 33/277** : **DIRECTOR: TRANSVERSAL ACCOUNTING REF NO: NWFIN/2024/04**
 Programme: Financial Governance
 Sub-Programme: Transversal Accounting
 Directorate: Transversal Accounting
- SALARY** : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package), (on the salary scale)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum, a Bachelor's Degree or Advanced Diploma in Accounting or equivalent NQF 7 qualification. Chartered Accountancy or completed articles will be an added advantage. Ten (10) years' relevant experience in accounting and reporting in the public sector of which five (5) years must be on middle management. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. A valid driver's license is a necessity. Strong financial management and analytical skills. Good understanding and knowledge and advisory skills of Modified Cash Standard (MCS) in Public Service and GRAP standards. Ability to prepare and interpret financial statements. Good understanding and knowledge of the PFMA, Treasury Regulations and other related risk management prescripts. Good strategic capability and leadership. Good people management skills, empowerment, problem-solving and change management intervention skills. Client orientated and customer focused. Good verbal and written communication. Conflict management, accountability and good ethical conduct. Knowledge of development of guidelines and standards at different management levels. Computer literacy with a working knowledge of computer spreadsheets, word processors and presentations. Ability to solve complex issues. The successful candidate should have the ability to work independently and within a dynamic team. Ability to facilitate workshops, provide training, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.
- DUTIES** : Manage the development and implementation of systems and processes to improve sound financial management and audit outcome of the Departments, Entities and Provincial Revenue Fund. Review and report on the quality of Interim (IFS) and Annual Financial Statements (AFS) of Provincial Departments and Entities. Provide audit support and participate in audit steering committee for Departments and Entities and make presentations to Audit committee. Preparation of Financial Statements for Tribal and Trust Account, Provincial Revenue Fund and Consolidated Financial Statements for the Provincial Departments and Entities. Development of Provincial standard operating procedures and ensure implementation and adherence by all Provincial Departments. Implement National Treasury prescripts and approved accounting standards. Facilitate Provincial SARS forums and resolve all tax related matters. Prepare and present at various workshops in the Directorate and in the Department and any other forums as well as facilitating at CFO forums. Participate in the Departmental management committee and all other activities. Liaise with banking institutions and other stakeholders in the province. Manage the accounting work of the Provincial Revenue Fund and Tribal and Trust Accounts. Manage the review and reporting on the quality of Interim (IFS) and Annual Financial Statements (AFS) of Provincial Departments and Entities in line with modified cash standards and GRAP which includes the Provincial Revenue Fund. Manage the clearance of monthly suspense and inter-department accounts for provincial departments. Review the implementation of National Treasury prescripts and approved accounting standards. Prepare an audit file/s to support the Consolidated Annual Financial

		Statements, which includes the Provincial Revenue Fund. Liaise with external stakeholders. Manage the component. Provide administrative support and human resource management.
<u>ENQUIRIES</u>	:	Mr. Geo Paul Tel No: (018) 388 3039
<u>POST 33/278</u>	:	<u>DIRECTOR: MUNICIPAL FINANCE DISTRICT MANAGEMENT REF NO: NWFIN/2024/05</u>
		Programme: Sustainable Resource Management
		Sub-Programme: Municipal Finance
		Directorate: Governance, Institutional Management & Kenneth Kaunda District
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package), (on the salary scale)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a Bachelor's Degree or Advanced Diploma in Finance/ Financial Management/ Economics/ Accounting or equivalent NQF 7 qualification. Ten (10) years' relevant experience in public or private sector finance environments of which five (5) years must be on middle management. Experience in municipal finance environment will be an added advantage. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. A valid driver's license as it will be expected to travel. Ability to write reports, analyse financial statements, compile multi-year budgets, annual financial statements and cash flows. Computer literacy. Good communication skills (written and spoken). Interpersonal skills. Client orientation and customer focus. Willingness to be placed at any district in the province as directed by Provincial Treasury.
<u>DUTIES</u>	:	Reporting to the Chief Director, the incumbent will be responsible for: Analysing and providing advice on municipal budgets, revenue and expenditure management to inform appropriate corrective action by all stakeholders. Developing sustainable revenue enhancement strategies and turnaround plans for municipalities in financial distress. Establishing supply chain management best practices within municipalities. Facilitating the development and implementation of policies for effective asset management in municipalities. Providing guidelines and hands-on support to municipalities on key processes such as budgets, audit issues, and annual financial statement preparation, noting the reporting requirements and best practices on Local Government Finance. Reporting on Local Government performance to inform decision making by all relevant stakeholders. Coordinate reporting on MFMA compliance by municipalities. Support institutional development and capacity building programmes. Coordinate, monitor and report on municipal governance and implementation. Report on municipal performance. Provincial reporting on grants. Prepare reports for National and Provincial Departments as well as Legislature. Management of functions related to effective and efficient operations of the Directorate including quarterly reporting of the Annual Performance Targets.
<u>ENQUIRIES</u>	:	Ms. Linda Nengovhela Tel No: (018) 388 2142
<u>POST 33/279</u>	:	<u>DIRECTOR: MUNICIPAL FINANCE DISTRICT MANAGEMENT REF NO: NWFIN/2024/06 (X2 POSTS)</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package), (on the salary scale)
<u>CENTRE</u>	:	Mmabatho (Dr. RSM) (X1 Post) Rustenburg (Bojanala) (X1 Post)
<u>REQUIREMENTS</u>	:	As a minimum a Bachelor's degree or Advanced Diploma in Finance/ Financial Management/ Economics/ Accounting or equivalent NQF 7 qualification. Ten (10) years' relevant experience in public or private sector finance environments of which five (5) years must be on middle management. Experience in municipal finance environment will be an added advantage. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. A valid driver's license as it will be expected to travel. Ability to write reports, analyse financial statements, compile multi-year budgets, annual financial statements and cash flows. Computer literacy. Good communication skills (written and spoken). Interpersonal skills. Client orientation and customer focus. Willingness to be placed at any district in the province as directed by Provincial Treasury.

DUTIES : Reporting to the Chief Director, the incumbent will be responsible for: Analysing and providing advice on municipal budgets, revenue and expenditure management to inform appropriate corrective action by all stakeholders. Developing sustainable revenue enhancement strategies and turnaround plans for municipalities in financial distress. Establishing supply chain management best practices within municipalities. Facilitating the development and implementation of policies for effective asset management in municipalities. Providing guidelines and hands-on support to municipalities on key processes such as budgets, audit issues, and annual financial statement preparation, noting the reporting requirements and best practices on Local Government Finance. Report on Local Government performance to inform decision making by all relevant stakeholders.

ENQUIRIES : Ms. Linda Nengovhela Tel: (018) 388 2142

POST 33/280 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NWFIN/2024/07**
Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Departmental Supply Chain Management

SALARY : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package) (on the salary scale:)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a Bachelor's Degree or Advanced Diploma in SCM/ Logistics Management/ Advance Procurement Management or equivalent NQF 7 qualification. Ten (10) years' relevant experience in supply chain management of which five (5) years must be on middle management. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. A valid driver's license as it will be expected to travel. Thorough knowledge on Supply Chain Management, PPPFA, PFMA, Treasury Regulations, practice notes and prescripts, GIAMA, Broad Based Black Economic Empowerment, Cooperatives/SMME development, supplier trends and commodities analysis. Knowledge of financial systems used in the Department for procurement. Ability to conduct financial analysis. Bidding process, procurement planning and demand management. Credit management. Good interpersonal relations and the ability to work effectively with officials across all levels within and outside the Department. Good planning, decision making and problem-solving skills. Must be computer literate, have good communication and numeracy skills. Project Management, presentation skills, ability to work under pressure and the knowledge of supplier performance evaluation. Negotiation and excellent communication skills (Verbal and written), willingness to travel, work under pressure. Must be knowledgeable about Policy Development and Policy Compliance Monitoring. Ability to find workable solutions while dealing with multiple constituents and conflicting objectives. Facilitate continuous improvement and Programme and Project Management.

DUTIES : Provide advice on policy and regulatory matters of Supply Chain Management. Manage and implement Supply Chain Management policies and system in the department. Ensure effective demand and acquisition and logistics service provision in the department, Ensure effective and efficient management of transport within the department. Ensure effective and efficient contract management within the department. To provide proper Assets Management and processes in line with the Assets Management Policy. To take effective and appropriate steps to prevent unauthorised, irregular and fruitless and wasteful expenditure. Prepare procurement delegations, process charts and manage the payment of suppliers within 30 days. Ensure that effective and efficient sourcing strategies are developed and promote the development and utilization of BEE companies. Manage acquisitions in order to minimize related risks. Administer and manage service provider contracts and service level agreements by developing SLA's and monitor contracts outcomes and supplier performance. Ensure that the department meets financial performance expectations and complies with all relevant legislation, including PFMA, PPPFA, BEE, BBBEE, Treasury regulations and instructions.

ENQUIRIES : Ms. AB Hassim Tel No: (018) 388 2834

<u>POST 33/281</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: NWFIN/2024/08</u> Programme: Administration Sub-Programme: Corporate Services Directorate: Human Resource Management and Development
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package) (on the salary scale:)
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho As a minimum a Bachelor's Degree or Advanced Diploma in HRM/ Public Administration and Management/ Social Sciences or equivalent NQF 7 qualification. Ten (10) years' relevant experience in Human Resources Management and Development (HRM & D), of which five (5) years must be on middle management. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. A valid driver's license as part of the job functions requires travelling. Thorough knowledge and understanding of all Acts, Regulations, Prescripts and Directives governing the HRM & D environment. Knowledge and understanding of Persal. Ability to conduct analysis on various HR functions. Good interpersonal relations and the ability to work effectively with officials across all levels within and outside the Department. Good planning, decision making and problem-solving skills. Must be computer literate, have good communication and numeracy skills. Project Management, presentation skills and ability to work under pressure. Negotiation and excellent communication skills (Verbal and written), willingness to travel. Must be knowledgeable about Policy Development, Compliance and Monitoring. Ability to find workable solutions while dealing with multiple constituents and conflicting objectives. Facilitate continuous improvement and Programme and Project Management.
<u>DUTIES</u>	:	Manage the provision and utilization of personnel. Manage the administration of conditions of service and remunerative matters. Manage the implementation and provision of HRMIS. Manage Employee Health and Wellness programmes through the monitoring of quality of worklife within the Department and monitoring the implementation of occupational health and safety programmes in the Department. Manage the promotion of optimal development of employees in the Department, through ensuring the training and development of employees. Ensure the management of internships and learnerships. Manage the provision of effective labour relations services.
<u>ENQUIRIES</u>	:	Ms. M.J. Jansen Tel No: (018) 388 3419/ 4849
<u>POST 33/282</u>	:	<u>DIRECTOR: SCM POLICIES, M&E AND CAPACITY BUILDING REF NO: NWFIN/2024/09</u> Programme: Asset and Liability Management Sub Programme: Support and Interlinked (Prov. SCM) Directorate: SCM Policies, M&E and Capacity Building
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive salary package), (on the salary scale)
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho As a minimum a B Degree or Advanced Diploma in SCM/ Finance/ Commerce/ Logistics or LLB, or equivalent NQF 7 qualifications. A minimum of 10 (ten) years practical experience in a Public Sector SCM management environment. A minimum of 5 (five) years should be middle management experience within the SCM environment. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. Valid Code 08 drivers' license is a necessity. Substantial knowledge of relevant prescripts and regulatory/legislative framework governing Supply Chain Management and the Public Service including the Constitution of the Republic of South Africa, 1996, Public Finance Management Act (PFMA) and related regulations, Preferential Procurement Policy Framework Policy (PPPFA) Act and its regulations and/ or Public Procurement Act Public Service Act and its regulations, Broad Based Black Economic Empowerment Act (BBBEE) Act and its Codes of Good Practice and Charters, National Treasury instructions/ Practice Notes/ Circulars and guidelines, Construction Industry Development Board (CIDB) Prescripts, Public Service Act and its regulations including various Bargaining Council Resolutions. Strategic managerial functions, including need analysis, planning and organizing, compilation of reports. Effective understanding of Supply Chain Management related risk management methodologies and

strategies. Ability to co-ordinate the development, interpretation and application of policy and legislative positions and reforms. Analytical and innovative thinking. Research skills. Effective report writing, presentation and facilitation skills. Project management, conflict management skills. Adaptability during changes to meet the goals, change/ diversity management. Self-driven and motivated. Computer literacy and good communication (written and verbal) skills.

- DUTIES** : Co-ordinate the development and/ or review the provincial SCM Policies, norms and standards. Coordination of provincial inputs and engagement with National Treasury. Management the monitoring and evaluation efforts in provincial institutions. Ensure provision of capacity building/ training on strategic Supply Chain Management related areas in the province. Ensure the provision of Supply Chain Management advisories and support provincial institutions. Manage the establishment of general Supply Chain Management Governance, Compliance.
- ENQUIRIES** : Adv. T Sekoboane Tel No: (018) 388 1852

OTHER POSTS

- POST 33/283** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) (OSD POST) REF NO: NWFIN/2024/23**
 Programme: Administration
 Sub-Programme: Corporate Services
 Directorate: Legal Services

- SALARY** : R884 268 per annum, all-inclusive. Salary will be determined in accordance with Occupational Specific Dispensation (OSD).

- CENTRE** : Mmabatho

- REQUIREMENTS** : As a minimum an LLB/ BJuris or equivalent 4-year Law degree (NQF 7). A post graduate qualification will be an added advantage. Admitted as an Attorney or Advocate. At least eight (8) years' experience in civil litigation, legislative drafting, drafting of legal opinions, contracts, documents, and briefing of counsel in civil matters, four (4) years must be on junior management level. Valid Code 08 drivers' license is a necessity. Knowledge of the Constitution of South Africa, PFMA, Treasury Regulations, MFMA, Labour Relations, PAIA, PAJA, Public Service Act and its Regulations as well as other legislation regulation Government. Computer Literacy, Supervisory and Leadership Skills. Good interpersonal relations. Written and Verbal Communication skills and Research Skills. Project Management and report writing skills. Good conflict resolution and mediation skills. Computer literacy. Ability to work under pressure.

- DUTIES** : Provide legal advice to the Executive Authority and line management on a variety of issues. Manage Litigation of the Department. Draft contracts and service level agreements entered into by/with the Department. Provide legal opinions on matters affecting the Department. Liaise with the Premier's Office, Chief State Law Adviser, State Attorney's office and other legal firms regarding legal issues.

- ENQUIRIES** : Ms. Annelize Lee Tel No: (018) 388 3354

- POST 33/284** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: NWFIN/2024/10**
 Programme: Sustainable Resource Management
 Sub-Programme: Budget Management
 Directorate: Budget Management

- SALARY** : R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package

- CENTRE** : Mmabatho

- REQUIREMENTS** : As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a Public Finance, Budgeting, Financial Management and Reporting environment of which three (3) years must be on a junior management level. A valid driver's license. Conversant with PFMA, Treasury Regulations and the Division of Revenue Act. Effective oral and writing skills. Strong analytical skills. Conversant with WALKER/BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. Competency in compiling and evaluating financial reports. Report writing and Presentation skills.

DUTIES : Manage the planning and implementation of the provincial budgets. Analyze departmental and public entities budgets against strategic and annual performance plans for compliance with the laid down prescripts and advise the Manager accordingly with a view to ensuring firm linkages between budgeting, planning and service delivery. Compile, analyse and present the departmental budget databases, policy proposals and associated budgetary allocations over the MTEF. Evaluate the MTEF budget submissions of the departments for compliance with the laid down prescripts and advise the Manager accordingly. Analyse and finalize the departmental EPRE and AEPRE documents for tabling. Assist the manager with compilation, analysis and advising on the propriety of budget allocations to departments and attend to departmental budgetary queries raised. Attend and participate actively in financial and non-financial provincial and national sectoral meetings. Perform monthly and quarterly performance assessments of provincial departments and public entities' measurable information to improve alignment of their stated objectives towards the desired provincial socio-economic outcomes according to their Strategic and Annual Performance Plans. Monitoring and reporting on all National Conditional Grants received and their corresponding expenditure. Improve the design of analytical instruments to analyse and assess the qualitative impact of service delivery on the applicable socio-economic variables in relation to budget, revenue and expenditure trends, strategies and service delivery indicators. Evaluate and investigate expenditure trends on a monthly basis and engage departments in bilateral on such expenditure reports. Draft operational plans for section and management of performance of subordinates. Perform generic management and administrative functions.

ENQUIRIES : Mr. N. Sidumo Tel No: (018) 388 2227

POST 33/285 : **DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS REF NO: NWFIN/2024/11**
Programme: Sustainable Resource Management
Sub-Programme: Macro Economic Analysis and Fiscal Policy
Directorate: Fiscal Policy and Financial Asset Management
Sub Directorate: Fiscal Policy

SALARY : R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Finance / Economics / Accounting or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a fiscal policy environment / revenue management environment of which three (3) years must be on a junior management level. A valid driver's license. Willingness to travel and work extra hours. Conversant with Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, Procurement Act, and any other related Finance Prescripts. Effective communication and writing skills. Strong in Quantitative and Analytical skills. Conversant with Basic Accounting System (BAS) and Vulindlela System. Computer literacy in Microsoft WORD, Excel, and PowerPoint. Report writing skills. Competency in evaluating written reports. Leadership abilities and conflict resolution skills. Confident in conducting workshops and strong presentation.

DUTIES : Coordinate the analysis of the revenue budget inputs from departments for inclusion in the Provincial Budget Statement. Critically analyse provincial revenue budgets and monthly revenue collection for inclusion in the In Year Monitoring (IYM) monthly reporting. Monitor the daily and monthly revenue collection in order to detect any possible variances and report accordingly. Prepare written reports on achievements and challenges relating to departmental revenue collection. Develop and monitor the implementation of Provincial Revenue Enhancement Strategy. Coordinate that departments review the tariff structures annually to maximize the provincial revenue envelope. Ensure that provincial revenue policies and procedures are revised annually. Confirm the overall monthly revenue deposits from department against the Provincial Revenue Fund Bank Statements and formulate interventions where the departments fail to execute deposits. Coordinate the Provincial Revenue Forum. Perform other administrative duties within the Directorate.

ENQUIRIES : Busisiwe Pule Tel No: (018) 388 3130

POST 33/286

INFRASTRUCTURE SPECIALIST REF NO: NWFIN/2024/12

Programme: Sustainable Resource Management
Sub-Programme: Public Finance Management
Directorate: Infrastructure Management

**SALARY
CENTRE
REQUIREMENTS**

R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
Mmabatho
As a minimum a National Diploma or Advance Certificate in Built Environment in Civil Engineering/Quantity Surveying/Construction Management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in the Built Environment/ infrastructure environment of which three (3) years must be on a junior management level in the supervision and monitoring of infrastructure projects/programmes. Professional registration with Engineering Council of South Africa (ECSA), South African Council for the Quantity Surveying Profession (SACQSP), South African Council for the Project and Construction Management Professions (SACPCMP) or Project Management Institute (PMI) will be an added advantage. A valid driver's license. Willingness to travel and work extra hours. Sound knowledge of forms of contracts in the construction industry in South Africa including but not limited to, General Conditions of Contract for Construction Works (GCC), Joint Building Contracts Committee (JBCC), New Engineering Contract (NEC), etc. Strong knowledge of government infrastructure legislation and policies, budgeting processes, and regulatory frameworks. Knowledge of the Infrastructure Delivery Management System (IDMS) and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Knowledge of infrastructure procurement and associated processes. Experience in labour-intensive construction and management of expanded public works programmes (EPWP). Excellent knowledge and understanding of building materials/tools available in the built environment sector. An understanding of the relevant regulatory processes applicable to the Built Environment sector. A high level of project and financial management experience and expertise. Experience in managing large-scale infrastructure projects within the public sector. Knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act, Intergovernmental Relations Act and Treasury Regulations. Knowledge of financial management and project management. Good interpersonal, organizing, planning and analytical skills. Excellent analytical, conceptual abilities, and report writing skills; excellent communication skills both verbal and written. Computer literacy and experience in the application of software tools including Word, PowerPoint, and Excel.

DUTIES

Assist and manage the contribution of infrastructure funding framework, long-term planning and expenditure in sector departments and provincial public entities. Support and assist departments with the compilation of infrastructure plans. Assess and provide feedback and corrective measures for departmental User Asset Management Plans (U-AMPs) to endorse value for money, financial credibility and compliance. Ensure that there is an adequately assessed response for Provincial Custodian Asset Management Plans (C-AMP) as indicated in the U-AMPs. Ensure that the Infrastructure Programme Management Plan (IPMP) of departments determines feasibility, integrated planning in sectors and across sections, optimization of value for money and adequate institutional capability. Support and assist departments on the Preliminary and Final Project list (Table B5) and budget. Conduct support workshops and working sessions to assist departments in populating Infrastructure Reporting Model (IRM) planning reports including capturing cash flow projections. Analyse and assess draft infrastructure MTEF database for provincial departments and public entities. Assess and manage the provincial infrastructure plans, budgets and provide feedback to provincial departments. Ensure compliance with the Framework for Infrastructure Delivery and Procurement Management (FIDPM) and Infrastructure Delivery Management System (IDMS). Facilitate the provision of training and support to departments on the use of the web-based Infrastructure Reporting Model. Ensure that committed budgets and expenditures are correctly captured for departments. Ensure alignment and correctness of data between In-Year-Monitoring (IYM), Infrastructure Reporting Model (IRM) and Basic Accounting Systems (BAS)/Vulindlela. Review monthly expenditures and conduct physical progress through site visit inspections and writing site visit reports. Prepare monthly reports for submission to the Provincial and National Treasury based on the

		sector departments' infrastructure performance. Provide inputs on identified gaps in the IRM. Attend sector departments' Infrastructure focus groups and make inputs. Provide technical support to departments and public entities.
<u>ENQUIRIES</u>	:	Mr. L Leeu Tel No: (018) 388 3500
<u>POST 33/287</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL BUDGET MANAGEMENT REF NO: NWFIN/2024/13 (X2 POSTS)</u> Programme: Sustainable Resource Management Sub-Programme: Municipal Finance Management Directorate: Ngaka Modiri Molema District and Dr RSM District
<u>SALARY CENTRE</u>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
	:	Mmabatho
	:	Ngaka Modiri Molema District (X1 Post)
	:	Dr RSM District (X1 Post)
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate in Public Finance/Accounting/ Business Economics or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a budgeting or financial management environment of which three (3) years must be on a junior management level. A valid driver's license. Knowledge of economics, budgeting and financial analysis, Municipal Finance Management Act (MFMA), Municipal Budgets and Reporting Regulations, Treasury Regulations, MFMA Circulars & Municipal Property Rates Act.
<u>DUTIES</u>	:	Analyse and assess municipal medium-term revenue and expenditure (MTREF) budgets (draft/final/adjustment budgets) in line with relevant legislation and policies to ensure compliance, credible and funded municipal budgets. Monitor and evaluate monthly outcomes of municipal budgets to enhance financial management. Monitor and evaluate mid-year budget and performance assessment reports. Monitor the municipal MTREF budget processes to ensure adherence to tabled budget timelines. Monitor municipal standard charts of accounts (MSCOA) compliance. Report on grants and prepare reports for National and Provincial Departments as well as Legislature.
<u>ENQUIRIES</u>	:	Ms. Linda Nengovhela Tel No: (018) 388 2142
<u>POST 33/288</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL INSTITUTIONAL MANAGEMENT REF NO: NWFIN/2024/14</u> Programme: Sustainable Resource Management Sub-Programme: Municipal Finance Management Directorate: Dr Kenneth Kaunda District Management Sub Directorate: Municipal Institutional Management
<u>SALARY CENTRE</u>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate Public Administration / Public Finance/ Strategic Management/ Financial Management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a local government finance environment or consulting of which three (3) years must be on a junior management level. A valid driver's license. Knowledge of the Municipal Financial Management Act (MFMA), Division of Revenue Act, Intergovernmental Relations Act (DORA), Treasury Regulations, Municipal Systems Act (MSA), Computer literate.
<u>DUTIES</u>	:	Coordinate MFMA related training, workshops and Intergovernmental relations fora. Support in building capacity in financial management in cooperation with other role players. Oversee skills development and internship/learnership.
<u>ENQUIRIES</u>	:	Ms. Linda Nengovhela Tel No: (018) 388 2142
<u>POST 33/289</u>	:	<u>DEPUTY DIRECTOR: ACCOUNTING AND REPORTING REF NO: NWFIN/2024/15</u> Programme: Sustainable Resource Management Sub-Programme: Municipal Finance Management Directorate: Dr RSM District
<u>SALARY CENTRE</u>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
	:	Mmabatho

<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate in Accounting/Financial Accounting or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a local government finance environment or consulting of which three (3) years must be on a junior management level. A valid driver's license. Knowledge of the Municipal Financial Management Act (MFMA), Division of Revenue Act, Intergovernmental Relations Act (DORA), Treasury Regulations, Municipal Systems Act (MSA), Generally Recognised Accounting Principles (GRAP). Computer literate.
<u>DUTIES</u>	:	Promote adherence to GRAP standards. Monitor and report on the implementation of the Audit Action Plan by municipalities. Promotion of improved audit outcomes in municipalities. Provide technical support and capacity building to municipalities on financial management and accounting. Supporting the monitoring and compliance with the financial accounting reporting requirements.
<u>ENQUIRIES</u>	:	Ms. Linda Nengovhela Tel No: (018) 388 2142
<u>POST 33/290</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ASSETS AND LIABILITIES REF NO: NWFIN/2024/16</u> Programme: Sustainable Resource Management Sub-Programme: Municipal Finance Management Directorate: Dr RSM District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate Public Finance/Accounting/ Business Economics or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a local government finance environment or consulting of which three (3) years must be on a junior management level. A valid driver's license. Knowledge of the Municipal Financial Management Act (MFMA), Division of Revenue Act, Intergovernmental Relations Act (DORA), Treasury Regulations, Municipal Systems Act (MSA), Generally Recognised Accounting Principles (GRAP). Computer literate.
<u>DUTIES</u>	:	Guiding municipalities to implement effective internal controls to perform the necessary reconciliations for all sources of revenue to achieve completeness of revenue requirements. Assist municipalities in developing workable strategies and plans that will ensure measurable improvements in revenue performance and efficiencies in the revenue value chain management. Providing technical support and guidance to municipalities across the key elements of the revenue value chain, i.e. customer data and accounts, meter reading, billing, payments and collections, credit control and debt collection, indigent management, customer care, etc. Undertake independent valuation roll to municipal billing system reconciliations and cost reflective tariff calculations (using the respective National Treasury tools) and ensure / facilitate integration thereof as part of the assessment of whether budgets are annually funded. Monitor compliance with National Treasury tariff calculation and valuation roll reconciliation timeframes and submission requirements, etc.
<u>ENQUIRIES</u>	:	Ms. Linda Nengovhela Tel No: (018) 388 2142
<u>POST 33/291</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL SCM REF NO: NWFIN/2024/17 (X3 POSTS)</u> Programme: Sustainable Resource Management Sub-Programme: Municipal Finance Management Directorate: Ngaka Modiri Molema District; Dr RSM District and Bojanala District
<u>SALARY CENTRE</u>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package Mmabatho and Rustenburg:
<u>REQUIREMENTS</u>	:	Ngaka Modiri Molema District (X1 Post) Dr RSM District (X1 Post) Bojanala District (X1 Post) As a minimum a National Diploma or Advance Certificate in Public Finance/Accounting/ Business Economics / Supply Chain Management/ Retail Business Management or equivalent NQF 6 qualification. A Degree or post

graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a supply chain management environment of which three (3) years must be on a junior management level. A valid driver's license. Knowledge of the Municipal Finance Management Act (MFMA) and Circulars, Preferential Procurement Policy Framework and Regulations, Broad Based Black Economic Empowerment Act, Public Service Regulations, Supply Chain Management Regulations, etc. Computer literate.

DUTIES : Oversee the review of municipal supply chain management policies and report on compliance with regulations. Monitor, evaluate and ensure compliance with the Municipal Finance Management Act, supply chain management frameworks and guidelines, and accounting standards. Provide support and advice on supply chain management processes, policies and compliance with regulations. Review and report on contract management, irregular expenditure, and functionality of supply chain management committees. Support, review and monitor supply chain management procurement plans. Monitor and review reports on functionality and quality supply chain management systems and processes. Review and provide advice and guidance on the structuring and functionality of supply chain management committees. Implement supply chain management reforms and perform an oversight function within the delegated municipalities. Set complimentary standards within the parameters as set by the National / Provincial Treasury and the relevant supply chain management frameworks. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to supply chain management within the delegated municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management.

ENQUIRIES : Ms. Linda Nengovhela Tel No: (018) 388 2142

POST 33/292 : **DEPUTY DIRECTOR: NON-GOVERNMENT ACCOUNTS REF NO: NWFIN/2024/18**

Programme: Financial Governance
 Sub-Programme: Provincial Accounting Services
 Directorate: Transversal Accounting and Support
 Sub Directorate: Transversal Accounting and Support (NGA)

SALARY CENTRE REQUIREMENTS : R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in Commerce (Accounting and Auditing) NQF 6 qualification. A Degree or post graduate qualification on NQF 7 and completed Articles will be an added advantage. A minimum of six (6) years relevant experience in Public Finance and administration environment of which three (3) years must be on a junior management level. A valid driver's license is a necessity. Knowledge of PFMA, WALKER, BAS, SCOA, Modified Cash Standards and GRAP. Ability to prepare, review and interpret Annual financial statements. Report Writing skills. Strategic capability and leadership skills. Programme and project management skills. Strong financial management and analytical skills. Problem-solving and conflict and change management. Client orientation and customer focus. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). The successful candidate should have the ability to work independently and within a dynamic team. Ability to facilitate workshops, provide training, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.

DUTIES : Administer the Non – Governmental Tribal and Trust Accounts in the North West Province by providing financial information on the Non – Governmental Accounts to the relevant authorities as well as Traditional Leaders. Administer the Non – Governmental cash books and bank reconciliations. Be responsible for activities in the Non – Governmental Electronic Financial System (Walker). Manage Non – Governmental Investments. Reconcile Tribal Council Cash Books with the Department of Finance Cash Book. Develop or improve and ensure completion of the Monthly Checklist for the Non – Governmental Tribal and Trust Accounts. Manage the development and implementation of systems and processes to improve sound financial management of Traditional Councils and provide audit support. Develop Provincial standard operating procedures and ensure implementation of the Traditional Khoisan Leadership Act as well as other guidelines/frameworks. Manage the review and reporting on the quality of Interim (IFS) and Annual Financial Statements (AFS). Review and

interpret the implementation of National Treasury prescripts and approved accounting standards. Conduct research and issue guidelines and best practices on the implementation of accounting policies and procedures applicable to Traditional Councils. Develop training material and conduct training sessions on the interpretation and application of accounting standards to be used by Traditional Councils. Provide administrative support and human resource management and assist with the development of provincial policies and procedures to comply with minimum requirements.

ENQUIRIES

: Ms. Harriet Kasirivu Tel No: (018) 388 1082

POST 33/293

: **DEPUTY DIRECTOR: IT AUDITS REF NO: NWFIN/2024/19**

Programme: Financial Governance
Sub-Programme: Provincial Internal Audit
Directorate: Internal Audit Support
Sub Directorate: IT audits

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
: Mmabatho
: As a minimum a National Diploma, or Degree in auditing (external, internal or IT auditing). A post graduate qualification in IT audit on NQF 7 or a CISA will be an added advantage. A minimum of six (6) years relevant experience in audit with a minimum of (3) years exposure to IT audit of which three (3) years must be on a junior management level. A valid driver's license is a must. Must be knowledgeable in performing IT audits which includes IT Governance, IT general and application control reviews, IT risk management, cybersecurity control and ICT service continuity/disaster recovery audits. Must have a good practical understanding of the International Professional Practices Framework for Internal Auditors, DPSA's CGICT framework, IT control frameworks (COBIT, ITIL etc), Treasury regulations and public service regulations. Able to execute CAATs on transactional data.

DUTIES

: Prepare a risk-based internal audit plan for IT audits covering 11 Departments. Manage IT audit team and ensure roll-out of approved Internal audit plan for IT audits. Manage audit projects from planning, execution and reporting phase including communication with all key stakeholders. Design of IT audit procedures based on assessment of IT risks and IT control environment. Ensure that quality is managed during planning, execution and reporting phases of the audit being performed through supervision and coaching. Attend key strategic meetings such as PGITOC meetings to provide and gain insights. Attend and present IT audit reports at audit committee meetings. Perform general administrative duties like monthly reporting on progress of projects, ensure timesheets are captured, performance reviews of IT audit team members. Report to Director of Internal audit support.

ENQUIRIES

: Mr. Razvan Hartopanu Tel No: (018) 388 4755

POST 33/294

: **DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: NWFIN/2024/20**

Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Supply Chain Management
Sub Directorate: Demand and Acquisition Management

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in SCM Management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in Public Sector Supply Chain Management environment of which three (3) years must be on a junior management level. A valid driver's license. Knowledge and experience in the application of prescripts/ legislative frameworks that governs supply chain management in the Public Service environment, including but not limited to Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), Broad-Based Black Economic Empowerment Act (BBBEE), National Treasury Instruction Notes and Practice Notes. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of the financial and Central Supplier Database (CSD) system. Strong planning,

management and co-ordination abilities. Sound interpersonal and presentation skills and a track record in the preparation, implementation and management of strategic, operational demand and acquisition plans and projects. Attention to detail and deadline driven.

DUTIES : Develop, design, implement and manage demand and acquisition management, policies, processes and systems, as well as internal controls and audit trails across all levels in the department in order to ensure effective and efficient service delivery as well as compliance with policies and prescripts. Oversee the conducting of market research and needs analysis. Design, review and manage the implementation of strategic sourcing techniques. Coordination, compilation, management and reporting of procurement and demand management plans. Oversee secretariat duties and provide sound advice to Bid Specification, Bid Evaluation and Bid Adjudication committees and Management thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulation, PFMA, and Service Level Agreements. Compile and analyse management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management prescripts and guidelines. Ensure compliance with Central Supplier Database (CSD) requirements.

ENQUIRIES : Ms. AB Hassim Tel No: (018) 388 2834

POST 33/295 : **DEPUTY DIRECTOR: LOGISTICS REF NO: NWFIN/2024/21**
Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Supply Chain Management
Sub Directorate: Demand and Acquisition Management

SALARY CENTRE REQUIREMENTS : R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in SCM Management/Logistics or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in Supply Chain Management Logistics Management of which three (3) years must be on a junior management level. A valid driver's license. Knowledge and experience in the application of prescripts/ legislative frameworks that governs supply chain management in the Public Service environment, including but not limited to Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), Broad-Based Black Economic Empowerment Act (BBBEE), National Treasury Instruction Notes and Practice Notes. Excellent verbal communication and report-writing skills. Analytical skills. Computer literacy in Microsoft Word, Excel, PowerPoint. Knowledge of Financial Systems. Skill in the evaluation of written reports. Sound interpersonal and presentation skills and a track record in the preparation, implementation and management of strategic, operational logistics plans and projects. Attention to detail and deadline driven.

DUTIES : Design and develop logistics policies and procedures. Manage and implement logistics management support. Ensure timeous processing of requisitions for goods and services. Placement of orders for goods and services. Ensure timeous payment of invoices. Prepare and submit management reports. Manage and ensure compliance with specifications related to all approved orders. Manage and implement compliance with supply chain management processes. Manage and monitor vendor/supplier performance. Identify processes deficiencies, as well as develop and implement improvement plans. Overall resource management (financial, human and assets). Give effect to strategic and operational plans of the Sub-directorate.

ENQUIRIES : Ms. AB Hassim Tel No: (018) 388 2834

POST 33/296 : **DEPUTY DIRECTOR SECURITY SERVICES REF NO: NWFIN/2024/22**
Programme: Administration
Sub-Programme: Corporate Services
Directorate: Information Management
Sub Directorate: Security Services

SALARY CENTRE : R849 702 - R1 000 908 per annum (Level 11), all-inclusive salary package
: Mmabatho

- REQUIREMENTS** : As a minimum a Degree/National Diploma in Security Management/Public Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. Intelligence Security Management Course will be an added advantage. A minimum of six (6) years relevant experience in Security Management environment of which three (3) years must be on a junior management level. A valid driver's license. Sound and in-depth knowledge of relevant government procedures, policies and prescripts. Knowledge of the legislative framework governing the public service such as Minimum-Security Standards (MISS), Promotion of Access of Information Act, PAIA, Electronic Communication and Transaction Act, PFMA. Ability to develop and implement policies. Planning, problem solving skills, Information and Project Management skills. Computer literacy.
- DUTIES** : Management of total security functions in the department. Develop and implement security management policies, systems, standard operating procedures. Manage physical security. Manage personnel suitability checks, screening and vetting of all staff and service providers to the Department. Ensure establishment and monitoring of security committee/s. Develop and implement security workshops/awareness for staff. Develop and monitor implementation of key control. Administer and monitor the implementation of security measures.
- ENQUIRIES** : Ms. K. Gill Tel No: (018) 388 3584
- POST 33/297** : **DEPUTY DIRECTOR: PLANNING, MONITORING & EVALUATION REF NO: NWFIN/2024/24**
 Programme: Administration
 Sub Programme: Corporate Services
 Directorate: Strategic Management
 Sub-Directorate: Planning, Monitoring and Evaluation
- SALARY** : R849 702 - R1 000 908 per annum, (all-inclusive salary package), (on the salary scale)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a National Diploma or Advance Certificate in Public Administration/ Public Management or equivalent NQF 6 qualifications. Six (6) years relevant experience in strategic planning, monitoring and evaluation of which (3) years should be on junior management level. Valid Code 08 drivers' license is a necessity. A thorough understanding of planning, policy and administrative processes of Government. Especially government planning and Monitoring and Evaluation frameworks. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.
- DUTIES** : Co-ordinate integrated planning and reporting in the department; To ensure the development and implementation of policies in relation to strategic planning, monitoring and evaluation; Ensure the compilation of the Annual Performance Plan, Strategic Plan of the department in line with National Treasury guidelines and frameworks; Co-ordinate monitoring and evaluation in the department; Undertake regular analysis of departmental performance data and formulate recommendations to address the weaknesses. Compile departmental performance assessments reports and communicate the results of the findings to the relevant stakeholders; Ensure compliance with all public sector planning, monitoring and evaluation prescripts; To ensure all audit queries and findings are adequately addressed and resolved. Supervise and assess performance of sub-ordinates; To perform any other duties that might be expected from time to time and supervise and assess performance of sub-ordinates.
- ENQUIRIES** : Mr G. Lethogile Tel No: (018) 388 4999

<u>POST 33/298</u>	:	<u>DEPUTY DIRECTOR: ENTERPRISE RISK AND INTEGRITY MANAGEMENT</u> <u>REF NO: NWFIN/2024/25</u> Programme: Administration Sub Programme: Management Support Directorate: Enterprise Risk and Integrity Management
<u>SALARY</u>	:	R849 702 - R1 000 908 per annum, (all-inclusive salary package), (on the salary scale)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate in Risk Management/ Accounting/ Auditing or equivalent NQF 6 qualifications. Six (6) years relevant experience in a risk/ integrity management environment of which (3) years should be on junior management level. Valid Code 08 drivers' license is a necessity. Knowledge of Public Finance and Management Act (PFMA) and Treasury Regulations, Public Sector Risk Management Framework, Public Service Anti-Corruption Strategy, Public Service Act and Public Service Regulations. Computer literacy – MS. Word, Excel and PowerPoint. Extensive knowledge of the risk and integrity management prescripts and policies. Working knowledge of the functioning of National/ Provincial and Local Government. Sound analytical and problem-solving skills. Excellent interpersonal and customer relation skills. Creativity & innovation. Ability to work independently and in a team. Sound Report writing. Ability to apply technical/professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure and with precision. Applied strategic thinking and decision making.
<u>DUTIES</u>	:	Develop, implement, maintain and communicate the Risk Management Policy, Risk Management Strategy and Risk Management Implementation Plan, Fraud Prevention Strategy, Fraud Implementation Plan and Whistleblowing policy. Develop systems & processes for the continued improvements of the Department's risk management culture and philosophy. Ensure compliance with risk management requirements contained in legislation, frameworks, instruction notes and best practice. Ensure integration of risk management with all management activities. Ensure timeous development of risk registers and oversee roll-out of awareness programs on risk management, fraud prevention, whistle-blowing and internal controls. Ensure development and implementation of internal control systems in the Department and test the effectiveness thereof. Report findings, progress and recommendations to relevant stakeholders, including but not limited to: HOD, Senior Management, Risk Management Committee and Audit Committee. Develop and implement action plans to address the findings of assurance providers. Promote the implementation of the Public Service Code of Conduct. Management of Financial disclosure including analysis of results. Management of applications for remunerative work outside the public service, gifts, and ethics in the Department. Facilitate the ethics survey and prepare reports accordingly. Advice senior managers and other staff on ethics matters. Perform secretariat functions for the ethics committee. Develop and implement a continuous ethics awareness program for the Department. Facilitate the development of relevant policies and procedure manual on ethics management. Supervise and assess performance of subordinates, manage the financial resources of the sub-directorate, and perform any related management and administrative duties that may be required from time to time.
<u>ENQUIRIES</u>	:	Ms M Jansen Tel No: (018) 388 3419
<u>POST 33/299</u>	:	<u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO:</u> <u>NWFIN/2024/26</u> Programme: Sustainable Resource Management Sub-Programme: Budget Management Directorate: Budget Management
<u>SALARY</u>	:	R444 036 - R532 602 per annum
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a Public Finance, Budgeting, Financial Management and Reporting environment of which two (2) years must be on a junior management level. A valid driver's

- license. Conversant with PFMA, Treasury Regulations and the Division of Revenue Act. Effective oral and writing skills. Strong analytical skills. Conversant with WALKER/BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. Competency in compiling and evaluating financial reports. Report writing and Presentation skills.
- DUTIES** : Analyze departmental and public entities budgets against strategic and annual performance plans for compliance with the laid down prescripts and advise the Manager accordingly in view of ensuring firm linkages between budgeting, planning and service delivery. Monitor the planning and implementation of the provincial budgets. Compile and analyse the departmental budget databases, policy proposals and associated budgetary allocations over the MTEF. Analyse and compile the departmental EPRE and AEPRE documents for tabling. Assist the Deputy manager with compilation, analysis and advising on the proprietary of budget allocations to departments and attend to departmental budgetary queries raised. Participate actively in financial and non-financial provincial and national sectoral meetings. Execute monthly and quarterly performance assessments of provincial departments and public entities' measurable information to improve alignment of their stated objectives towards the desired provincial socio-economic outcomes according to their Strategic and Annual Performance Plans. Design analytical instruments to analyse and assess the qualitative impact of service delivery on the applicable socio-economic variables in relation to budget, revenue and expenditure trends, strategies and service delivery indicators. Evaluate and investigate expenditure trends on a monthly basis and engage departments in bilateral on such expenditure reports. Draft operational plans for section and management performance of subordinates. Perform generic management and administrative functions.
- ENQUIRIES** : Mr. N. Sidumo Tel No: (018) 388 2227
- POST 33/300** : **ASSISTANT DIRECTOR: PUBLIC FINANCE REF NO: NWFIN/2024/27 (X2 POSTS)**
 Programme: Sustainable Resource Management
 Sub-Programme: Budget and Public Finance Management
 Directorate: Public Finance & Data Management
 Sub Directorate: Public Finance
- SALARY CENTRE REQUIREMENTS** : R444 036 - R532 602 per annum (Level 09)
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a public finance, budgeting, financial management and reporting environment of which two (2) years must be on a junior management level. A valid driver's license. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela/ Basic Accounting Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. Competency in evaluating written reports. Report writing skills.
- DUTIES** : Monthly and quarterly analysis and monitoring of the provincial departmental expenditure against their approved Budget, Strategic and Annual Performance Plan. Compile monthly & quarterly performance reports on financial & non-financial data of provincial departments. Consolidate monthly in-year monitoring reports on expenditure of provincial departments. Compile the monthly and quarterly Compensation of Employees performance information. Liaise with National and Provincial Departments on required expenditure and statistical data. Receive and check the departmental in-year monitoring submissions to ensure they are numerically accurate as per Financial Systems, Budget Statements, DoRA, etc. Validate Section (32) & (40) information for submissions and publications. Participate actively in financial and non-financial provincial sectoral meetings. Perform generic administrative functions.
- ENQUIRIES** : Ms B Moalosi Tel No: (018) 388 3999

POST 33/301 : **ASSISTANT DIRECTOR: PUBLIC FINANCE (CONDITIONAL GRANTS) REF NO: NWFIN/2024/28**
Programme: Sustainable Resource Management
Sub-Programme: Budget and Public Finance Management
Directorate: Public Finance & Data Management
Sub Directorate: Public Finance

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a public finance, budgeting, financial management and reporting environment of which two (2) years must be on a junior management level. A valid driver's license. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela/ Basic Accounting Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. Competency in evaluating written reports. Report writing skills.

DUTIES : Monthly and quarterly analysis and monitoring of the provincial departmental expenditure against their approved Budget, Strategic and Annual Performance Plan. Compile monthly & quarterly performance reports on financial & non-financial data of provincial departments. Consolidate monthly in-year monitoring reports on expenditure of provincial departments. Compile the monthly and quarterly Compensation of Employees performance information. Liaise with National and Provincial Departments on required expenditure and statistical data. Receive and check the departmental in-year monitoring submissions to ensure they are numerically accurate as per Financial Systems, Budget Statements, DoRA, etc. Validate Section (32) & (40) information for submissions and publications. Participate actively in financial and non-financial provincial sectoral meetings. Perform generic administrative functions.

ENQUIRIES : Ms B Moalosi Tel No: (018) 388 3999

POST 33/302 : **ASSISTANT DIRECTOR ACCOUNTING AND REPORTING REF NO: NWFIN/2024/29**
Programme: Sustainable Resource Management
Sub-Programme: Municipal Finance Management
Directorate: Dr Kenneth Kaunda District

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in Accounting/Financial Accounting or equivalent NQF 6 qualifications. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in local government finance environment or consulting. A valid driver's license. Knowledge of the Municipal Financial Management Act (MFMA), Division of Revenue Act, Intergovernmental Relations Act (DORA), Treasury Regulations, Municipal Systems Act (MSA), Generally Recognised Accounting Principles (GRAP). Computer literate.

DUTIES : Promote adherence to GRAP standards. Monitor and report on the implementation of the Audit Action Plan by municipalities. Promotion of improved audit outcomes in municipalities. Provide technical support and capacity building to municipalities on financial management and accounting. Supporting the monitoring and compliance with the financial accounting reporting requirements.

ENQUIRIES : Ms. Linda Nengovhela Tel No: (018) 388 2142

POST 33/303 : **ASSISTANT DIRECTOR: ACCOUNTING & REPORTING REF NO: NWFIN/2024/30**
Programme: Financial Governance
Sub-Programme: Provincial Accounting Services
Directorate: Transversal Accounting
Sub Directorate: Accounting And Reporting

SALARY : R444 036 - R532 602 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Mmabatho
	:	As a minimum a National Diploma or Advance Certificate in Commerce (Accounting and Auditing) NQF 6 qualification. A Degree or post graduate qualification on NQF 7 and completed Articles will be an added advantage. A minimum of four (4) years relevant experience in a Public Finance and administration environment of which two (2) years must be on a junior management level. A valid driver's license is a necessity. Sound Knowledge of PERSAL, BAS and Walker systems is important to this position. Knowledge and understanding of SCOA, PFMA, DORA and Treasury Regulations is crucial. Sound application and interpretation of standards of Modified Cash Standards (MCS) and GRAP /IFRS is crucial to this position. Strong financial management and analytical skills, Problem-solving, conflict and change management. Client orientation and customer focus. The successful candidate should have the ability to work independently and within a dynamic team. Ability to facilitate workshops, provide training, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.
<u>DUTIES</u>	:	Develop and implement systems and processes to improve sound financial management and audit outcomes of the Departments and Provincial Revenue Fund. Interpret National Treasury prescripts and approved accounting standards to provide guidance and support to Departments and Revenue Fund. Review and report on the quality of Interim (IFS) and Annual Financial Statements (AFS) of Provincial Departments and Entities. Prepare Annual Financial Statements of the Provincial Revenue Fund and Provincial Consolidation. Prepare and present at various workshops. Provide technical assistance in terms of accounting training with regards to best practices. Develop training material where necessary and conduct training sessions on the interpretation and application of accounting standards to be used by Departments and Entities. Provide administrative support and human resource management and assist with the development of provincial policies and procedures to comply with minimum requirements.
<u>ENQUIRIES</u>	:	Ms. Harriet Kasirivu Tel No: (018) 388 1082
<u>POST 33/304</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTING COMPLIANCE REF NO: NWFIN/2024/31</u> Programme: Financial Governance Sub-Programme: Provincial Accounting Services Directorate: Transversal Accounting Sub Directorate: Accounting Compliance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09)
	:	Mmabatho
	:	As a minimum a National Diploma or Advance Certificate in Commerce (Accounting and Auditing) NQF 6 qualification. A Degree or post graduate qualification on NQF 7 and completed Articles will be an added advantage. A minimum of four (4) years relevant experience in a Public Finance and administration environment of which two (2) years must be on a junior management level. A valid driver's license is a necessity. Sound Knowledge, application and understanding of PERSAL, BAS and Walker systems, SCOA, PFMA, Treasury Regulations, Skills Development Act and Income Tax Act are crucial for this position. Sound working knowledge of the PAYE Reconciliation process and ability to solve complex tax matters is crucial. Problem-solving, conflict and change management. Client orientation and customer focus. The successful candidate should have the ability to work independently and within a dynamic team. Ability to facilitate workshops, provide training, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.
<u>DUTIES</u>	:	Monitor the implementation of systems and processes to ensure integrity of financial data. Interpret the implementation of National Treasury prescripts, PERSAL and approved accounting standards relating to PAYE and other tax matters. Review and report on the quality of Interim (IFS) and Annual Financial Statements (AFS) for Provincial departments and Entities. Provide support to Departments on all tax-related matters and queries from SARS and PERSAL to resolve problems. Prepare presentations for workshops between SARS and Departments and participate in the Provincial PERSAL forums. Review, assess and report on National Treasury compliance with accounting related legislative

requirements. Monitor the provision of all financial information and report on all operational aspects of PMG bank accounts. Develop training material and conduct training sessions on the interpretation and application of accounting standards to be used by Departments and Entities. Provide administrative support and human resource management and assist with the development of provincial policies and procedures to comply with minimum requirements.

ENQUIRIES

:

Ms. Harriet Kasirivu Tel No: (018) 388 1082

POST 33/305

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ASSISTANT DIRECTOR: NON-GOVERNMENT ACCOUNTS REF NO: NWFIN/2024/32

Programme: Financial Governance
Sub-Programme: Provincial Accounting Services
Directorate: Transversal Accounting
Sub Directorate: Transversal Accounting & Support (NGA)

**SALARY
CENTRE
REQUIREMENTS**

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R444 036 - R532 602 per annum (Level 09)

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Mmabatho

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As a minimum a National Diploma or Advance Certificate in Commerce (Accounting and Auditing) NQF 6 qualification. A Degree or post graduate qualification on NQF 7 and completed Articles will be an added advantage. A minimum of four (4) years relevant experience in a Public Finance and administration environment of which two (2) years must be on a junior management level. A valid driver's license is a necessity. Sound Knowledge of BAS and Walker systems are crucial to this position. Knowledge and understanding of SCOA, PFMA and Treasury Regulations. Strong financial management and analytical skills. Problem-solving, conflict and change management. Client orientation and customer focus. The successful candidate should have the ability to work independently and within a dynamic team. Ability to facilitate workshops, provide training, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity. Administering the Non-Governmental Traditional Councils Receipts and Payments. Administer the Non – Governmental cash books and bank reconciliations. Be responsible for activities in the Non – Governmental Electronic Financial System (Walker). Facilitate the development and Implementation of an Accounting Framework & Preparation of AFS and Audit files for Non-Governmental Tribal and Trust Accounts. Provide training to all Traditional Councils officials in all the districts in the province on accounting related matters and guidelines. Provide support to the Traditional Leadership Support Directorate. Monitor and implement Non-Governmental Investments. Monitor the Tribal & Trust Cashbooks and Bank Reconciliation. Develop or improve and ensure completion of the Monthly Checklist for the Non-Governmental Tribal and Trust Accounts. Prepare and present at various workshops in the Directorate. Provide administrative support and human resource management and assist with the development of provincial policies and procedures to comply with minimum requirements.

DUTIES

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Administering the Non-Governmental Traditional Councils Receipts and Payments. Administer the Non – Governmental cash books and bank reconciliations. Be responsible for activities in the Non – Governmental Electronic Financial System (Walker). Facilitate the development and Implementation of an Accounting Framework & Preparation of AFS and Audit files for Non-Governmental Tribal and Trust Accounts. Provide training to all Traditional Councils officials in all the districts in the province on accounting related matters and guidelines. Provide support to the Traditional Leadership Support Directorate. Monitor and implement Non-Governmental Investments. Monitor the Tribal & Trust Cashbooks and Bank Reconciliation. Develop or improve and ensure completion of the Monthly Checklist for the Non-Governmental Tribal and Trust Accounts. Prepare and present at various workshops in the Directorate. Provide administrative support and human resource management and assist with the development of provincial policies and procedures to comply with minimum requirements.

ENQUIRIES

:

Ms. Harriet Kasirivu Tel No: (018) 388 1082

POST 33/306

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ASSISTANT DIRECTOR: PERSAL TRAINING REF NO: NWFIN/2024/33

Programme: Financial Governance
Sub-Programme: Accounting Services
Directorate: Financial Systems
Sub Directorate: Financial Systems Training

**SALARY
CENTRE
REQUIREMENTS**

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R444 036 - R532 602 per annum (Level 09)

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Mmabatho

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As a minimum, a National Diploma or Advance Certificate in Human Resource Management / Information Systems / Public Administration or equivalent NQF Level 6 qualification. A qualification on NQF Level 7 will be an added advantage. A minimum of four (4) years relevant experience in a Training / Skills Development environment of which two (2) years must be at a supervisory level. A valid driver's license. Knowledge of Public Service Act, Skills Development Act, Public Service Regulations, Human Resource Development Policies, Treasury Regulations, Project Management, Diversity Management. Sound knowledge of the PERSAL System. Presentation Skills, People Management, Problem solving, Planning & Organising, Policy Analysis & Development, Communication, Report writing and Computer Literacy.

<u>DUTIES</u>	:	Facilitate the provision of PERSAL System Training. Monitor the administration of PERSAL System training to users in North West Provincial Departments. Develop and implement skills training strategies. Monitor that training facilities and appropriate equipment are always available and upgraded. Develop training programmes to address identified needs by the Departments. Facilitate the compilation and updating of training manuals. Monitor that weekly consolidation of training statistics duties are done. Ensure compliance with all the Provincial PERSAL Policies. Submit and ensure that accurate stats are captured on APP report. Consolidate monthly report for the entire training and submit it to supervisor.
<u>ENQUIRIES</u>	:	Mr. Tseliso May Tel No: (018) 388 1164
<u>POST 33/307</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: NWFIN/2024/34 (X2 POSTS)</u> Programme: Financial Governance Sub Programme: Internal Audit Services Directorate: Risk Based Audits
<u>SALARY CENTRE</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>REQUIREMENTS</u>	:	Mmabatho (X1 Post) Rustenburg (X1 Post) As a minimum a National Diploma or Advance Certificate in Accounting and Auditing or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years' relevant experience in the auditing environment of which two (2) years should be in internal audit and two (2) years on a junior management level. A valid driver's license. Extensive knowledge of the International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field is required. A thorough understanding of government processes and the role and function of internal audit in the public sector. Sound analytical and problem-solving skills. Good communication and interpersonal skills. A creative and innovative orientation. Be able to work independently and in a team. Good report writing and computer skills. Design and implementation of effective actions and processes to ensure that the audit plan is managed, and due dates are timely met. Supervision, training, and guiding all personnel reporting to you. The ability to work under pressure. The ability to analyse processes and identify appropriate, value adding and key audit criteria and root causes and to prioritize and assess audit outcomes during the full audit cycle. To be able to do introspection.
<u>DUTIES</u>	:	Provide inputs into the three-year strategic plan and annual audit plan of a department. Assist with monitoring risk on a continuous basis and also the recommendation of amendments of the annual audit plans when required. Manage and supervise the rollout of the audits as per the annual audit plan inclusive of the full process requirements of the planning, execution and reporting phases per audit, audit team utilisation and complying with the planned audit timeframe and budgeted hours. Develop audit programs and sampling strategies that address the objectives, scope and risk of the audit subject area. Perform timeous and appropriate review of the work of subordinates. Where required perform audit work from planning to reporting. Compile quality and value adding draft audit reports that include appropriate root cause identification and recommendations. Ensure that work performed by the audit team fully complies with the IPPF and the Quality Assurance Improvement Program of the unit and take effective correction where required. Respond to coaching notes. Provide the job training/coaching/mentoring to subordinates. Perform PMDS requirements.
<u>ENQUIRIES</u>	:	Mr. A. Nel Tel No: (018) 388 1616
<u>POST 33/308</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: NWFIN/2024/35</u> Programme: Administration Sub-Programme: Financial Management Services Directorate: Supply Chain Management Sub Directorate: Demand and Acquisition Management
<u>SALARY CENTRE</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>SALARY CENTRE</u>	:	Mmabatho

<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate in Supply Chain Management/Procurement or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a supply chain management demand and acquisition environment of which two (2) years must be on a junior management level. A valid driver's license. Knowledge and experience in the application of prescripts/ legislative frameworks that governs supply chain management in the Public Service environment, including but not limited to Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), Broad-Based Black Economic Empowerment Act (BBBEE), National Treasury Instruction Notes and Practice Notes. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of the financial and Central Supplier Database (CSD) system. Strong planning, management and co-ordination abilities. Sound interpersonal and presentation skills and a track record in the preparation, implementation and management of the operational demand and acquisition plans and projects. Attention to detail and deadline driven.
<u>DUTIES</u>	:	Coordinate, review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement, and maintain supplier database. Coordinate, review and execute the quotation process. Coordinate, review and compile the list of prospective providers for quotations and source quotations from the database according to the threshold values determined by the Departmental policies. Communicate with stakeholders (Written and verbal) and give detailed advice on procedural and technical related matters in respect of Supply Chain Management (Demand and Acquisition and Bid Administration) policies and procedures to ensure compliance. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.
<u>ENQUIRIES</u>	:	Ms. AB Hassim Tel No: (018) 388 2834
<u>POST 33/309</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: NWFIN/2024/36</u> Programme: Administration Sub-Programme: Corporate Services Directorate: Strategic Management Services Sub - Directorate: Planning, Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum, a National Diploma in Public Management / Public Management / Monitoring and Evaluation or any relevant degree. A minimum of four (4) years' relevant experience in Public Sector Planning and Monitoring and Evaluation environment of which two (2) years must be on a junior management level. A valid driver's license. A thorough understanding of monitoring and evaluation processes of government. Computer literacy – Word & PowerPoint. Strong planning, monitoring and evaluation skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Extensive implementation experience, good co-ordination and facilitation skills. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking. Problem solving skills, research and analytical skills.
<u>DUTIES</u>	:	Manage M & E frameworks and systems; Facilitate the development and implementation of monitoring and evaluation principles and practices; Facilitate the collection, storage and analysis of M & E information; Ensure the accuracy and integrity of captured information. Ensure the production monthly, quarterly and annual performance reports, including monitoring SOPA, Budget Speeches, Makgotla reports and perform any other duties that might be expected from time to time and supervise and assess the performance of subordinates.
<u>ENQUIRIES</u>	:	Mr. Gordon Letlhogile Tel No: (018) 388 4999/8

POST 33/310 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: NWFIN/2024/37**
Programme: Administration
Sub-Programme: Corporate Services
Directorate: Strategic Management
Sub Directorate: Organisational Development

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in HRM/ Public Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a Human Resource planning environment of which two (2) years must be on a junior management level. Computer literacy (Power Point and Advanced Excel theory and practical application of pivot tables), facilitation and report writing, good communication, good client orientation and customer focus, problem solving, decision making, analytical skills, ability to conduct research, work under pressure, to work independently and as part of a team. Knowledge and application of Public Service regulatory framework (PSA, PSR, Employment Relations policies, HR Planning Strategic Framework)

DUTIES : Development of the Human Resource Plan through consultative process linked to the strategic priorities and medium- term strategic framework. Develop action plans to implement identified strategies. Engage with line and executive managers to monitor and evaluate performance on the implementation of the Human Resource Plan. Development, monitoring and maintenance of effective Human Resource and Administrative delegations. Prepare quarterly and annual progress reports on Human Resource Plan and delegations of authority. Management of Human Resources and administrative functions.

ENQUIRIES : Ms M. Mokotedi Tel No: (018) 388 2149

POST 33/311 : **ASSISTANT DIRECTOR: TRAINING AND CAPACITY DEVELOPMENT REF NO: NWFIN/2024/38**
Programme: Administration
Sub-Programme: Corporate Services
Directorate: Human Resource Management and Development
Sub Directorate: Human Resource Development

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in Human Resource Management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a HRD / Training environment of which two (2) years must be on a junior management level. At least 2 years' experience as a Skills Development Facilitator. Experience as a facilitator of CIP (Compulsory Induction Programme) will be an advantage. Applicants must have the ability to manage Training and Development issues in a changing/ transforming environment. Valid drivers' license is a necessity. Applicants should possess sound and in-depth knowledge of relevant HRD Legislation and prescripts, Ability to work independently and as a team member, good communication skills (verbal and written), Presentation skills, Sound Analytical and Interpretive skills, Policy formulation, People management, Financial Management, Planning, Organization skills as well as sound knowledge of MS Word packages (Excel, Word, and PowerPoint). Planning and organizing; Problem solving and decision making; Team leadership.

DUTIES : Conduct the determination of the Departmental Training needs and skills audit activities. Coordinate the development of the Workplace Skills plan and the implementation thereof. Oversee the Departmental Bursary programme. Oversee the Departmental Career Guidance programme. Coordinate and/or conduct the Departmental Induction and Orientation programme. Implement and Facilitate the Compulsory Induction Programme (CIP) for new entrants in the Public Service. Develop and/ or review policies aligned to Human Resource Development. Ensure that internal and external queries related to skills development in the Department are timeously handled.

ENQUIRIES : Ms. H Venter Tel No: (018) 388 3485

<u>POST 33/312</u>	:	<u>ASSISTANT DIRECTOR: HR ADMINISTRATION REF NO: NWFIN/2024/39</u> Programme: Administration Sub-Programme: Corporate Services Directorate: Human Resource Management and Development Sub Directorate: HR Administration and Practices
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Mmabatho As a minimum a National Diploma or Advance Certificate in Human Resource Management or equivalent NQF 6 qualification. A minimum of four (4) years' experience in a HR Management environment, of which two (2) years should be on a supervisory level in the HR Administration and Practices environment. Registration with relevant professional bodies, such as the SABPP would be an added advantage. The following PERSAL Certificates are compulsory: PERSAL Introduction, Personnel Administration, Leave Management and Establishment Management. Proven, working experience on PERSAL is compulsory. Knowledge of the Public Service Legislations that governs Human Resource Management administration and practices. Good communication and report writing skills; Presentation skills; Computer literacy especially on MS Office package or equivalent packages. Ability to interpret and apply policy. Analytical and innovative thinking skills. Report writing skills. Leadership skills. Conflict Management Skills. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management. People Management. Planning. Time Management.
<u>DUTIES</u>	:	Administer the implementation of Conditions of Service of Employees. Administer the implementation of Leave, inclusive of PILIR Management. Administer the implementation of various allowances. Administer the implementation of terminations and pension withdrawals. Administer the implementation of notch amendments/ adjustments. Ensure the safekeeping, maintenance and disposal of personnel records and files (HR Registry). Administer the implementation of the establishment and related functions. Provide HR Statistics and PERSAL reports. Act as Personnel PERSAL Controller. General management of the HR Administration Unit.
<u>ENQUIRIES</u>	:	Ms. H Venter Tel No: (018) 388 3485
<u>POST 33/313</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: NWFIN/2024/40</u> Programme: Administration Sub-Programme: Corporate Services Directorate: Information Management Sub Directorate: Records Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Mmabatho A minimum a National Diploma or Advance Certificate in Records Management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in Records Management environment of which two (2) years must be on a junior management level. A valid driver's license. Knowledge of National Archives of South Africa Act No. 43 of 1996 as amended. Specialist knowledge of records management practices. Information management and project management. Computer literacy.
<u>DUTIES</u>	:	Ensure implementation of departmental records management policy, file plan, records control schedule. Manage and implementation of systematic records disposal programme. Develop and implement records management induction/training programme. Develop departmental records management evaluation criteria for regular monitoring. Facilitate the introduction and maintenance of electronic records management system compliant with all related legislative framework.
<u>ENQUIRIES</u>	:	Mr. M. Kgalapa Tel No: (018) 388 4356

<u>POST 33/314</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: NWFIN/2024/41</u> Programme: Administration Sub Programme: Management Support Services Sub-Directorate: Enterprise Risk and Integrity Management Section: Enterprise Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Mmabatho As a minimum a National Diploma or Advanced Certificate in Risk Management/ Auditing or equivalent NQF 6 qualification. Four (4) years' relevant experience in Risk Management of which two (2) years must be on a supervisory level. Knowledge of the PFMA, Treasury Regulations, Public Sector Risk Management Framework, Public Sector Anti-Corruption Strategies. Excellent interpersonal skills and customer relations. Creative and innovative thinking. The ability to work independently and in a team. Sound report writing skills. The ability to apply technical/ professional knowledge and skills in immediate work area and wider environment. The ability to work under pressure. Good coordination and facilitation skills. Computer literacy.
<u>DUTIES</u>	:	Assist the supervisor with the development, implementation and maintenance of a Risk Management Strategy, Risk Management Policy, Fraud Prevention Plan. Facilitate the compilation of strategic and operational risk registers. Monitor implementation of risk response strategies. Assist the supervisor with reporting all risk related matters including findings, risk positions and recommendations to all stakeholders. Conduct risk, fraud, and whistle-blowing awareness campaigns amongst departmental staff. Coordinate the activities of the Risk Management Committee and perform secretarial functions. Ensure compliance with all prescripts, frameworks, regulations, and guidelines. Perform any other duties that may be expected from time to time.
<u>ENQUIRIES</u>	:	Ms. M Jansen Tel No: (018) 388 3419
<u>POST 33/315</u>	:	<u>ASSISTANT DIRECTOR: SCM COMPLIANCE REF NO: NWFIN/2024/42 (X2 POSTS)</u> Programme: Assets and Liabilities Management Sub-Programme: Support and Interlinked Programmes (SCM) Directorate: SCM Policies, Monitoring, Evaluation and Capacity Building Sub Directorate: SCM Compliance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Mmabatho As a minimum, a National Diploma or Advanced Certificate in SCM/ logistics Management/ Advanced procurement management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in SCM environment. A valid driver's license. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the Public service such as: Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/Practice Notes/Circulars and Guidelines, CIDB Prescripts, other SCM related Prescripts, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act and its regulations, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Managerial functions, Finance, Supply Chain Management Regulations, Human Resource matters, Planning and organizing, Compilation of reports, Research\analyzing, Needs and priorities of the Department, Risk management Application of Supply Chain Management Regulations, Human Resource management, Compilation of reports, Conflict Management, Strategic Management, Policy formulation, Change/ diversity management, Negotiation skills, Facilitation, Computer Literate and Communication skills.
<u>DUTIES</u>	:	Develop Provincial SCM control framework, facilitate adherence to SCM Control Framework, Conduct Analysis and report on SCM compliance, Provide Technical support to Government institutions on SCM issues. Evaluate interventions on SCM system and monitor Departments and their Entities on Supply Chain Management in line with SCM regulatory framework and performance reports.

ENQUIRIES : Mr Moagise Tlang Tel: (018) 388 5145

POST 33/316 : **ASSISTANT DIRECTOR: DISTRICT STAKEHOLDER MANAGEMENT REF NO: NWFIN/2024/43**
 Programme: Assets and Liabilities
 Sub-Programme: Support and Interlinked Programmes (SCM)
 Directorate: Stakeholder Management and Strategic Sourcing
 Sub Directorate: Stakeholder Management

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum, a National Diploma or Advanced Certificate in SCM /Logistics Management/Procurement or Degree in Public Administration or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in a SCM environment of which two (2) years must be on a junior supervisory/management level. Valid driver's license. Knowledge of relevant prescripts, framework and variety of work ranges and procedures governing the public service such as: Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE, National Treasury Instructions/Practice notes/Circulars and Guidelines, CIDB Prescripts, other SCM Related Prescripts, Skills Development Act, Promotion of Access to Information Act, Treasury Regulations, Supply Chain Management Regulations, Planning and Organizing, Compilation of Reports and Research/Analyzing. Ability to interpret and apply policy, Research, Report writing, Workshop presentation and facilitation, Organizing, Project management, Conflict management, Adaptability during changes to meet the goals, Negotiation Skills, People Management, planning, Time Management, Computer Literate and communication Skills.

DUTIES : Planning for an outreach program project, Facilitation and conducting of community outreach workshops, Liaison with different stakeholders for supplier development purposes, Facilitate CSD training in the province. Management of subordinates.

ENQUIRIES : Mr S M Gaasenoe Tel No: (018) 388 2579

POST 33/317 : **ASSISTANT DIRECTOR: STRATEGIC SOURCING REF NO: NWFIN/2024/44 (X2 POSTS)**
 Programme: Assets and Liabilities
 Sub-Programme: Stakeholder Management and Strategic Sourcing
 Directorate: Stakeholder Management and Strategic Sourcing
 Sub Directorate: Strategic Sourcing

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in SCM/ Logistics management/ Advanced procurement management or equivalent NQF 6 qualifications. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of four (4) years relevant experience in an SCM environment of which two (2) years must be on a junior management/supervisory level. A valid driver's license. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the public service such as: Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE and its codes of good practice and charters, National Treasury Instructions/Practice notes/Circulars and Guidelines, CIDB Prescripts, Other SCM Related Prescripts, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labor Relations Act, Public Service Act; its regulations and various Bargaining Council Resolutions, Administrative Justice Act, Promotion of Access To Information Act, Managerial functions and Finance. Ability to interpret and apply policy, Analytical and Innovative thinking, Ability to conduct research, Report writing, Workshop presentation and facilitation, Leadership, organizing, Project management, Conflict management, Strategic management, Policy formulation, Adaptability during changes to meet the goals, Change/Diversity management, Negotiation Skills, People management, Planning, Time management, Co-ordination, Computer literacy and communication.

DUTIES

: Development of Strategic Procurement Strategies, conduct research on goods and services commonly procured in the province, Supervise the arrangement and maintenance of transversal contracts by facilitating demand management, bid evaluations and bid adjudications processes, monitor secretariat services for the cross-functional teams, monitor the arrangement of Provincial Supply Chain Management Forum, Conduct Contract Management, and general financial management in the unit.

ENQUIRIES

: Mr S M Gaasenoe Tel No: (018) 388 2579