



**NORTHERN CAPE PROVINCIAL ADMINISTRATION
PROVINCIAL TREASURY**

POST: DEPUTY DIRECTOR: CASH FLOW MANAGEMENT (X1)

REFERENCE: NCPT/2018/11

CENTRE: KIMBERLEY

SALARY: R 697 011.00 – R 821 052.00

LEVEL: SR: 11

REQUIREMENTS: Degree/Diploma (NQF: 6/7) in Accounting, Economics or Banking. 3-5 years' junior management experience within a government accounting environment. A valid Driver's license.

SKILLS & KNOWLEDGE: Knowledge of GRAP, GAAP and BAS, Administration procedures relating to specific working environment including norms and standards. Planning and organizing, Compilation of management reports. Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Financial Reporting. Accounting reforms in the Public Sector. Management accounting, Strategic planning and leadership. Budgeting and financial management. Public Service laws and regulations. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

KEY RESULT AREAS: **Manage Provincial Cash Flow:** Review and analyze revenue and expenditure information. Consider and recommend monthly funds requisitioned by departments. Recommend funds to be transferred to departments (funding) and co-approve funds transferred on the online banking system. Liaise and provide technical support to departments regarding cash flow matters. Review consolidated daily/monthly cash flow reports to stakeholders. Compile and submit cash flow reports to stakeholders. Liaise with National Treasury /National Departments regarding cash flow related matters. Manage the appointment/deletion/ amendment of users on the Corporation for Public Deposits (South African Reserve Bank online system accessed by Provincial Treasury: Cash Flow Management). Approve daily cash requirement analysis. Facilitate monthly cash flow meetings. **Manage investment for the Provincial Revenue Fund.** Recommend and place investments with commercial banks/brokerage firms/financial institutions. Manage investment registers. Review reconciliation of interest on investment. Facilitate quarterly investment meetings with Investment Committee. **Administer policy directives and guidelines relating to the Provincial Revenue Fund.** Analyze, interpret and recommend amendments/additions to policy prescripts relating to Banking and Cash Flow Management policies. Draft memoranda/

circulars regarding Banking Services and Cash Flow Management. Provide an advisory and support service to stakeholders regarding the interpretation and implementation of policy directives/framework issued. Recommend amendment/additions to the investment policy. Recommend amendments/additions to and monitor internal control systems with regard to Provincial Revenue Fund operating systems.

ENQUIRIES: **Mr. GW Molelekwa Tel: 053 830 8476**

POST: **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (X1)**

CENTRE: **KIMBERLEY**

REFERENCE: **NCPT/2018/12**

SALARY: **R 697 011.00 – R 821 052.00**

LEVEL: **SR 11**

REQUIREMENTS: Degree/Diploma (NQF: 6/7) in Psychology/ Health Sciences. 3-5 years Junior Management experience in an Employee Health & Wellness environment. A valid Driver's license.

SKILLS & KNOWLEDGE: Extensive knowledge of Employee Health & Wellness strategic framework, policies, prescripts and practices. EAP, Basic Conditions of Employment Act, Change Management, Compilation of management reports, Research and analysis, Project Management, Conflict management and Performance Management. Computer Literacy.

KEY RESULT AREAS: **Manage and implement Employee Wellness Programmes:** Develop and implement Employee Health & Wellness policy. Conduct work life balance programmes/initiatives. **Manage and implement Health and Productivity programmes:** Conduct Health information sessions in the Department. Liaise with HR, conduct and report on sick leave analysis. **Manage and implement HIV/AIDS and TB Management Programmes:** Develop and implement HIV/AIDS and TB Management policy. Co-ordinate awareness and prevention programmes. Management of non-communicable and communicable diseases. **Manage and implement Safety, Health, Environment, Risk and Quality Management (SHERQ) Programmes:** Develop and implement SHERQ policy. Manage the implementation of the OHS Act and COIDA Act. Represent the department in all relevant Employee Health & Wellness forums. **Manage Financial and Human Resources of the Sub-Directorate:** Manage the performance, training and development of officials. Manage the budget, financial resources and assets. Ensure the maintenance of discipline.

ENQUIRIES: **Ms. ML Mooki Tel: 053 830 8315**

POST: PROJECT MANAGER: PROVINCIAL AND MUNICIPAL DEBT MANAGEMENT (x1) (12 MONTHS CONTRACT)

REFERENCE: NCPT/2018/25

CENTRE: KIMBERLEY

SALARY: R 697 011.00 (TCE Package)

LEVEL: SR: 11

REQUIREMENTS: Bachelor's Degree (NQF/7) in Economics or National Diploma (NQF/6) in Public Finance, Mathematics, Statistics or Finance. A post graduate qualification will be an added advantage. 3-5 years relevant experience in debt collection and management. A valid Driver's license.

Must be computer literate (Microsoft Word, Excel and Power Point). Have knowledge of prescripts and regulations of debt management, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and any other relevant legislation. Knowledge of BAS and PERSAL systems. Being able to work under pressure, be creative, innovative and have the ability to communicate at all levels

KEY RESULT AREAS: **Debt Administration, Management and Collection:** Assist the municipalities and departments in collecting all forms and types of debts due to them. Facilitate and oversee an efficient and effective debt collection process from municipalities and debtors. Improve cash and creditors management in departments and municipalities. Monitor that all debt collections processes are implemented. Facilitating monthly Municipal Debt Technical Committee meetings, per district. Facilitating Quarterly Municipal Debt Steering Committee meetings, involving all municipalities and relevant departments. Arrange one on one meetings with municipalities in the development of payment agreements for municipality debtors and creditors; as well as monitor the implementation of payment agreements with the debtors and creditors. Obtaining and maintaining acknowledge of debts. Develop innovative measures for departments to implement debt collection and optimize revenue collection. Monitor municipalities and departments' financial performance and implement early warnings systems of identifying municipalities and departments that might be in financial crisis. Responsible for the overall training, direction coordination and provision of guidance to the staff helping to collect debt. Providing necessary training to all officials involved in the process of debt management and collection. Review existing policies and procedures relating to debt management and administration and provide

recommendations on effectiveness and implementation of policies for the concerned departments and municipalities. In Municipalities and departments where there are currently no debt management policies and procedures, assist to develop and implement such debt management policies and procedures. Develop strategies to assist with the recovering of debt money. Provide progress reports in relation to targets outlined in the debt collection strategy. Come up with a reform strategy for Northern Cape municipalities on how to address debt in a sustainable manner. Furthermore, submission of monthly reports on debt challenges, achievements, and remedial actions.

ENQUIRIES: **Ms. B. Mgaguli (053) 830 8345/2**

POST: **ASSISTANT DIRECTOR: BANKING SERVICES**

REFERENCE: **NCPT/2018/13**

CENTRE: **KIMBERLEY**

SALARY: **R 356 289.00 – R 419 679.00**

LEVEL: **SR: 09**

REQUIREMENTS: Degree/Diploma (NQF: 6/7) in Accounting, Economics or Banking. 2-3 years' supervisory experience within a government accounting environment. A valid Driver's license.

SKILLS & KNOWLEDGE: Knowledge of GRAP, GAAP and BAS, Administration procedures relating to specific working environment including norms and standards. Planning and organizing, Compilation of management reports. Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Financial Reporting. Accounting reforms in the Public Sector. Management accounting, Strategic planning and leadership. Budgeting and financial management. Public Service laws and regulations. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

KEY RESULT AREAS: **Co-ordinate overall accounting operation of the Provincial Revenue Fund:** Monitor daily bank account interface, daily limit management, Check, Verify and sign monthly reconciliation statements, Co-approve and authorize funding to departments, Co-approve and authorize payments to third parties. **Maintain Provincial Revenue Fund operating system:** Perform BAS system controller functions, Perform Online Banking system

manager functions. **Ensure compliance with policy directives regarding banking services:** Liaise with the bank regarding services rendered, Co-establish banking arrangements and/or agreements (banking bid) for the Provincial Revenue Fund. **Management and supervision of unit staff members:** Training and development of officials, Performance Management, Work allocation and Asset Management.

ENQUIRIES: **Mr. GW Molelekwa (053) 830 8476**

POST: **ASSISTANT DIRECTOR: COMPLIANCE AND MONITORING (MUNICIPAL REVENUE) (X1)**

CENTRE: **KIMBERLEY**

REFERENCE: **NCPT/2018/14**

SALARY: **R 356 289.00 – R 419 679.00**

LEVEL: **SR: 09**

REQUIREMENTS: Degree/Diploma (NQF: 6/7) in Accounting, Statistics, Economics. Diploma in Local Government Finance/Management. 2-3 years relevant experience in a local government environment. A valid Driver's license.

SKILLS & KNOWLEDGE: Knowledge and understanding of municipal budgets and processes, municipal revenue value chain processes, revenue collection and cash management in local government, clearing of suspense accounts, reconciliations, and deeper understanding of municipal bank accounts reconciliation processes. Knowledge of revenue related policies, financial ratio analysis, statistics/economics/accounting. Strong research base analysis and analytical ability, understanding of financial norms and standards such as Municipal Finance Management Act (MFMA), National Treasury circulars, Local Government Legislations e.g. Municipal Systems Act, Municipal Property Rates Act (MPRA) etc. Knowledge of reporting procedures, gathering of information and conducting basic research. Good planning and organising skills, interpersonal relations, ability to perform routine tasks, policy development and analysis. Excellent planning, organising and people management skills. Strategic capability and leadership skills. Ability to multi task, proven knowledge of budget and revenue policy of local government, division of revenue of local government and fiscal policy. Knowledge of local government budget processes, manage under rapidly and changing as well as pressurised circumstances.

KEY RESULT AREAS: The successful candidate will, inter alia be responsible for the following: **To provide for the effective and efficient development of revenue streams, and cash flow management:** Improving the sustainability of municipal revenue budgets and exploring the use of available revenue resources. Conduct research into the National transfer system with a specific focus on the funding formula that

underpins the local government. Report on municipalities revenue performance including identifying and researching possible new sources of own revenue. **Development of an assessment framework with which to assess municipal service charges in terms of sustainability, transparency and credibility:** Develop, monitor and evaluate cash flow and investment management practices and policies aimed at improving cash flow management and liquidity in municipalities to ensure the sustainability and credibility thereof. Develop framework to assist in cost reflective tariffs and debt recovery. **Support the implementation of Revenue Management by municipalities:** Provide assistance in evaluating and reporting on the implementation of revenue enhancement strategies at municipalities. Provide assistance with the provision of support to municipalities to interpret revenue related budget reforms and assist with the evaluation and assessments to ensure the municipalities realistically and accurately budget for all revenue sources accordingly. Clearing of suspense accounts, reconciliations of municipal bank accounts, and reconciliation processes. Provide assistance in evaluating revenue reports by municipalities and report on activities. **Provide advice and technical guidance on revenue related by-laws, policies, and tariff setting relating to revenue management cycles:** Keep abreast of new revenue related reforms (visit NT website on a regular basis) and assist in rolling out such reforms, Responsible for oversight of municipalities, Knowledge of local government prescripts, Provide assistance and support with the provision of technical support for the preparation of municipal revenue planning processes, Provide assistance and support in evaluating the assessment reports of municipalities on their policies to meet minimum legislative requirements in order to maximize municipal revenue, Provide assistance and support with the assessment on tariff setting and draft guidelines, Provide support and assist with assessments and advice on the **Revenue Value Chain** activities which include (Data Management, Meter Readings and installation management, Indigent Management, Billing and Distribution, Receipt Management, Credit Control, Customer Care, Legal and Institutional advice, and town planning and valuation related activities).

ENQUIRIES:

B. Mgaguli Tel: 053 830 8345/2

POST:

SENIOR FINANCIAL ADMIN OFFICER: BANKING SERVICES

REFERENCE:

NCPT/2018/15

CENTRE:

KIMBERLEY

SALARY:

R 299 709.00 – R 353 043.00

LEVEL:

SR: 08

REQUIREMENTS:

Degree/Diploma (NQF: 6/7) in Accounting, Economics or Banking. 1-2 years' relevant experience within a government accounting environment. A valid Driver's license.

SKILLS & KNOWLEDGE: Knowledge of GRAP, GAAP and BAS, Administration procedures relating to specific working environment including norms and standards. Planning and organizing, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Financial Reporting. Accounting reforms in the Public Sector. Management accounting, Public Service laws and regulations. Good verbal and written communication skills, organizing skills, analytical skills, problem solving skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

KEY RESULT AREAS: **Maintain accounting system for the Provincial Revenue Fund:** Clear daily bank account interface. Manage daily limits. Compile monthly schedules and reconciliations. **Provide a support service to the division Cash Flow Management:** Funding of provincial expenditures. Effect Third Party payments. **Monitor compliance with policy directives regarding Banking Services:** Liaise with the bank regarding services rendered. Monitor compliance with bank agreement. Perform Business Online System Administrator functions. **Render a support service to the sub-directorate:** File accounting records and distribute to departments.

ENQUIRIES: **Mr. GW Molelekwa Tel: 053 830 8476**

POST: **SENIOR INTERNAL AUDITOR (x1) CLUSTER: 1**

CENTRE: **KIMBERLEY**

REFERENCE: **NCPT/2018/23**

SALARY: **R 299 709 – R 353 043**

LEVEL: **SR 8**

REQUIREMENTS: National Diploma/B-Tech/BComm Degree (NQF: 6/7) in Accounting/Auditing. Two (2) years' full-time experience in an auditing environment.

KNOWLEDGE: Considerable knowledge of and skill in applying internal auditing and accounting principles and practices, and management principles and preferred business practices. Knowledge of the *Standards for the Professional Practice of Internal Auditing* and the *Code of Ethics* developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of Industry program policies, procedures, regulations and laws. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment.

KEY RESULT AREAS:

Perform planning of audit projects: Provide input to planning of the audit assignment in line with the IIA Standards. Perform research on policies relevant to the assignment. Perform the risk assessment and evaluation activities. Entrance meeting to discuss the notification letter and obtain overall overview of the audit. Open a Teammate file. Completion of the preliminary survey. Compile and evaluate the system description. Identify, evaluate and assess risks and controls in the risk matrix. Provide input in the development of audit programs. Select samples. Ensure all audit work, documentation, findings and reviews are captured continuously within Team Mate and Transferring skills and provide coaching to Internal Auditors in the identified components. **Execute approved audit program.** Identifies and compile audit issues, root causes, potential risks and recommendations. Collect evidence to support audit issues. Ensure all audit work, documentation, findings and reviews are captured continuously within the Team Mate and Transferring skills, provide coaching and reviewing Internal Auditors in the identified components. **Report Audit Results:** Compile exception report. Discuss exception report with the client. Prepare and issue the client assessment form and rating scales/criteria for responses from the client and source final management comments in the form of a management action plan inclusive of timeframes and responsible officials. **Perform administration tasks relating to audit assignments:** Completion of timesheets, signoff of Teammate files as per teammate responsibility matrix.

ENQUIRIES:

Mr. C. Julies: Cliffordjulies@ncpg.gov.za 053 802 5060

POST:

PRACTITIONER: HUMAN RESOURCE ADMINISTRATION (RECRUITMENT & SELECTION) (X1)

REFERENCE:

NCPT/2018/18

CENTRE:

KIMBERLEY

SALARY:

R 242 475.00 – R 285 630.00

LEVEL:

SR: 7

REQUIREMENTS:

Degree/Diploma (NQF: 6/7) in Public Management/ Human Resource Management/ Industrial Psychology. 1-2 years relevant experience within a recruitment and selection environment.

SKILLS & KNOWLEDGE:

Knowledge of HR matters, Knowledge of Public Service Act and Regulations, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act. Knowledge of Management Information Systems and Knowledge of PERSAL. Analytical skills • Computer literacy (Word, Excel and PowerPoint) • Good communication and writing skills • Report writing skills • Coordination and research skills • Facilitation and presentation skills • Excellent interpersonal skills • Problem solving skills.

KEY RESULT AREAS: **Implement Conditions of Service and Service Benefits in the department:** Capture and approve leave, injury on duty, pension. Implement terminations of services. Capture transactions on Persal e.g. appointments, promotions and transfers etc. Prepare submissions on conditions of services and service benefit • **Facilitate processing of Recruitment and Selection processes:** Drafting adverts of vacant funded posts, Facilitate all logistical arrangements for shortlisting and interview processes. Provide a Secretariat Support Service at Shortlisting and Interview meetings. Prepare appointment submissions for the recommended candidates. Facilitate Pre-Employment Suitability checks (Reference Checks, SAQA & Vetting) for recommended candidates. Facilitate Induction process for new employees. **Maintenance of Recruitment and Selection Databases:** Compilation and regularly updating of Temporary (Contracts, Interns etc.) appointments, Permanent (Promotions, New Appointments, Lateral Transfers) database. Compilation and regularly updating of Transfers out and SAQA database as well as Recruitment and Selection Reports. **Facilitation of post provisioning:** Capturing of transactions on PERSAL (Appointments, promotions, post upgrades, translation in rank, transfers and MMS/SMS packages). Updating and maintaining of personal profiles on PERSAL. Prepare submissions for transfers/Promotions/Relocations. **Assist with the Development & Implementation of the Human Resource Plan:** Assist with the co-ordination and consolidation of the Human Resource Implementation Progress Report. Provide administrative assistance support and assist with logistical arrangements of the HR Committee meetings. Provide a secretarial Support Service at HR Committee meetings.

ENQUIRIES: **Ms. D. Barnett (053) 830 8274**

POST: **INTERNAL AUDITOR (x4) CLUSTERS: 1, 2 & 4**

CENTRE: **KIMBERLEY**

REFERENCE: **NCPT/2018/24**

SALARY PACKAGE: **R 242 475 – R 285 630**

LEVEL: **SR: 7**

REQUIREMENTS: National Diploma/B-tech/BComm Degree (NQF: 6/7) in Accounting/Auditing. 1-2 year's full-time experience in an Auditing environment.

Considerable knowledge of and skills in applying internal auditing and accounting principles and practices, and management principles and preferred business practices. Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulations and laws. Ability to establish and maintain harmonious

working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment.

KEY RESULT AREAS:

Perform planning of audit projects: Perform research on policies, laws and regulations that are relevant to the audit and submit these to the supervisor for consideration in the audit project. Conducting of interviews, gathering information and analysis of relevant information about the client, business structure, processes, systems and key personnel in order to obtain a general overview of operations. Documenting of the system description. Assist with identification of risk and related controls that address risk, e.g. Detailed Process Matrix. Prepare and update audit file. Provide inputs into the drafting of audit programs. **Execute the audit program:** Select sample to be tested. Collecting audit evidence. Completing all assigned working papers and concluding on the work performed. Discuss findings found during the execution with the audit clients before exceptions are raised in order to determine consensus thereon. Assist with documenting audit findings, identify the root cause and effect, the criteria and the making of recommendations and discuss with the supervisor. Ensure quality in respect of audit work and outputs. Sign off working papers. Respond to coaching notes. **Report audit results:** Assist with providing inputs into the draft audit report. **Perform administration tasks relating to audit projects:** Completion of timesheets, signoff of Teammate files as per teammate responsibility matrix.

ENQUIRIES:

Ms. Z. Sebopedi ZSebopedi@ncpg.gov.za (053) 802 5039

POST:

SUPPLY CHAIN MANAGEMENT OFFICER: DEMAND AND ACQUISITION

REFERENCE:

NCPT/2018/17

CENTRE:

KIMBERLEY

SALARY:

R 242 475.00 – R 285 630.00

LEVEL:

SR 7

REQUIREMENTS:

Degree/Diploma (NQF: 6/7) in Public Management, Public Administration, Supply Chain Management, Financial Management or any related Accounting qualification. 1-2 year's relevant experience in an SCM environment. Driver's license will be an added advantage.

Knowledge of the Supply Chain Management policies and prescripts, Acts, Public Finance Management Act, Preferential Procurement Framework Act and Regulations, Demand and Acquisition Management and Financial Management. Knowledge of BAS and LOGIS. Good verbal and written communication skills, organizing skills, analytical skills, people management

skills, problem solving skills, computer literacy (Ms. Word, Excel, PowerPoint).

KEY RESULT AREAS:

Monitor adherence of thresholds for procurement: Check quotes according to specifications required by end user, Ensure that department uses suppliers that are registered on CSD. Ensure that CSD reports drawn are tax compliant, bank details of service providers on CSD reports are verified, and directors of suppliers used are not employees of government and act according to requirement of the legislation. Approve quotations less than R10 000 for goods and services including travelling and accommodation. Ensure funds are available prior approval of quotations. Ensure compliance with National Treasury instruction notes or circular in terms of procurement. Perform general demand and acquisition duties. **Authorize Requisitions on Logis system (RQAT).** Ensure that correct BAS allocations are captured prior approval of requisitions. Check and verify that correct item description, quantities and amounts have been captured. Provide information for the compilation of monthly reports. **Perform secretarial duties to bid committees.** Prepare advertisement of tenders, and arrange bid committee meetings, take and record minutes of the bid committee meetings, ensure that tender documents are compiled. Circulate minutes of the meetings to committee members before scheduled meetings. **Supervise human resources/staff:** Allocate and ensure quality of work. Personnel development. Ensure quarterly assessment of staff performance are completed and submitted timeously. Apply discipline.

ENQUIRIES:

Ms. NE Lethuli (053 830 8338)

POST:

SUPPLY CHAIN MANAGEMENT OFFICER: LOGISTICS MANAGEMENT

REFERENCE:

NCPT/2018/16

CENTRE:

KIMBERLEY

SALARY:

R 242 475.00 – R 285 630.00

LEVEL:

SR 7

REQUIREMENTS:

Degree/Diploma (NQF: 6/7) in Public Management, Public Administration, Supply Chain Management, Financial Management or any related Accounting qualification. 1-2 year's relevant experience in an SCM environment. Driver's license will be an added advantage.

Knowledge of the Supply Chain Management policies and prescripts Act, Public Finance Management Act, Logistics

Management and Financial Management. Knowledge of LOGIS and BAS. Good verbal and written communication skills, organizing skills, analytical skills, people management skills, problem solving skills, computer literacy (Ms. Word, Excel, PowerPoint).

KEY RESULT AREAS:

Distribute invoices received for approval and allocate according to commodities for invoice capturers: Ensure that invoices received are correct in terms of what was ordered and delivered. Ensure that correct invoices and relevant supporting documents are sent to end users for approval of invoice as per delegations. Capture invoice on system upon return from end user. Ensure that correct SCOA allocations are used. Ensure that all payments are submitted to finance for final authorization and are paid within 30 days as per legislation. **Reconcile supplier statement:** Maintain monthly reconciliation of contractual obligations and ensure that follow-ups are made on all outstanding orders issued. Make follow up of outstanding invoices. Check if all invoices and services are in line with signed SLA/Contracts. Forward proof of payments to suppliers. Handle all payments enquiries. **Capture amendments on Procurement Integration and CRA:** Ensure that disallowances or credit notes are captured correctly on the system. Handle enquiries on payments that have system errors and that they are resubmitted on Procurement Integration. Ensure that all contracts above R100 000 are captured on monthly basis. **Supervise human resources/staff:** Allocate and ensure quality of work. Personnel development. Ensure quarterly assessment of staff performance are completed and submitted on time. Apply discipline.

ENQUIRIES:

Ms. NE Lethuli (053 830 8338)

POST:

ACCOUNTING CLERK: PAYMENTS (X1)

REFERENCE:

NCPT/2018/21

CENTRE:

KIMBERLEY

SALARY:

R 163 563.00 – R 192 666.00

LEVEL:

SR 05

REQUIREMENTS:

A grade 12 certificate or equivalent qualification. At least 0-1 year relevant experience in an accounting environment. Relevant National Diploma/ Degree will be added advantage.

KEY RESULT AREAS:

Render timely and valid payment of creditor's accounts against correct allocations in accordance with prescripts and the budget:

Compile journals/payments with the correct allocations before payments and journals are processed on the BAS and Logis Systems. Perform capturing functions on BAS and LOGIS. Request and download payment register for filing purposes on a monthly basis. Safe keeping of all financial information (batches and journals). **Adherence to the Accounting and Internal Control Systems in place:** Liaise with Supply Chain Management on Logis payments. Follow up on outstanding invoices and unresolved system errors. Ensure that payments are done in the prescribed time frame as per PFMA and Treasury Regulations. **Timely providing requested payment information to supervisors for audit queries:** Payment batches and journals are provided to the auditors and managers on a timely basis as and when needed. Complete replacement vouchers for requested information (batches and journals). **Render monetary transaction by updating financial records, completing and processing of payments:** Implement filling and archiving in compliance with prescripts. Assist in capturing of records of Accruals and payables for financial reporting purposes. Report on discrepancies between documents filed and transactions processed through the accounting system.

ENQUIRIES: **Ms. N Heugh (053) 830 8354**

POST: **ACCOUNTING CLERK: SALARIES (X1)**

REFERENCE: **NCPT/2018/20**

CENTRE: **KIMBERLEY**

SALARY: **R 163 563.00 – R 192 666.00**

LEVEL: **SR: 05**

REQUIREMENTS: A grade 12 certificate or equivalent qualification. At least 0-1 year relevant experience in an accounting environment. National Diploma/ Degree will be added advantage.

KEY RESULT AREAS: **Compilation of the PERSAL Reconciliation/s:** Annual Tax reconciliation, Bi Annual Tax reconciliation, Monthly Tax reconciliation, and PERSAL to BAS Expenditure reconciliation. **Salary deductions activities:** Capturing and Approval of PERSAL deductions, Safe keeping of Salary deduction records, Recovery of overpayments, Attend to salary related inquiries and queries. **Payments Activities:** Capturing of payments, Safe keeping of payment records, Ensure that allowances and benefits are within the prescribed minimum specifications, Efficient and effective administration of interdepartmental claims, Capturing of all salary reversals according to prescripts, and liaise with attorneys and other private entities concerning garnishee orders. **Activities relating to the payroll:** The collection of payroll from various Pay Points monthly, Sorting and

distribution of pay slips, sorting and distribution of various salary reports to third parties, Follow up of signed payrolls reports and timeous submission thereof, and report on any ghost employees/workers investigated and forwarded to the salaries office.

ENQUIRIES: Mr. K Qhobela (053) 830 8274

POST: ACCOUNTING CLERK: CASHIER (X1)

REFERENCE: NCPT/2018/19

CENTRE: KIMBERLEY

SALARY: R 163 563.00 – R 192 666.00

LEVEL: SR: 05

REQUIREMENTS: A grade 12 certificate or equivalent qualification. At least 0-1 year relevant experience in an accounting environment. Relevant National Diploma/ Degree will be added advantage.

KEY RESULT AREAS: **Rendering Banking Services to the Department: Petty Cash:** Issuing of petty cash on a daily basis. Follow up on outstanding petty cash vouchers. Reconciliation of petty cash register. Perform daily cash count. Ensure sufficient documentation attached to petty cash vouchers. Replenish of petty cash float. Compile payments for petty cash replenishing, revenue pay over and journals. Capturing of payments and journals on BAS. Safeguarding of Petty Cash. Liaise with Cashflow section and the bank. **Receipts:** Receipt of state monies. Issuing and allocation of receipts. Deposit of money received according to the prescripts and procedures. Capturing of receipts on BAS. **Closing of the Accounting months before closure dates and financial year end and Compilation of the Compliance Certificate:** Perform month/year end closures. Correction of errors and misallocations. Assist with the compilation of the monthly compliance certificate. **Preparation and submission of disclosure Notes to the IFS/AFS and submission of Auditor's information:** Provide information on receipts, deposit books, journals and bank statements. Assist in the completion of Audit files. **Safeguarding of Accounting Records & Cash:** Safeguarding of cash on hand and bank card. Maintain a safe, neat, comprehensive and accurate record keeping system for all payments, journals, bank statements, etc.

ENQUIRIES: Ms. N. Heugh (053) 830 8254

POST: FOOD AID SERVER (DE AAR) (X1)

REFERENCE: NCPT/2018/22

CENTRE: DE AAR

SALARY: R 115 437.00 – R 135 981.00

LEVEL: SR: 3

REQUIREMENTS: Grade 10 or equivalent qualification. 0-1 year's relevant experience within a Food Aid environment.

Knowledge of basic planning and organizing, reporting procedures, hygiene services and serving of food and refreshments. Duplicating, binding, copying, faxing and delivering of documents. Ability to communicate verbally or in writing (formally and informally). Ability to use a photocopy machine, fax machine and binding machine. Interpersonal skills and maintaining a high level of professionalism.

KEY RESULT AREAS: **Render hygiene services in the Kitchen and Boardroom:** Clean kitchen utensils and equipment, apply hygiene and safety measures. **Provide Food Aid services:** provide catering support services, prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Serve food and beverages. **Provide housekeeping services:** Keep stock of kitchen utensils and equipment, responsible for food supplies and report waste and losses, setup and convey crockery, cutlery, and equipment to dining areas. Prepare boardrooms before and after use, request crockery and cleaning material, and report goods that need to be repaired. Provide general cleaning in services. **Wash and keep stock of kitchen utensils/appliances:** Cleaning of microwaves, kettles, cupboards and fridges.

ENQUIRIES: Mr. S. Madibela (053) 830 8250

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver's license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their

Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Please forward the applications for the post quoting the relevant reference number to:

POST TO:

Acting Head of Department
Northern Cape Provincial Treasury
Private Bag X5054
Kimberley
8300

Metlife Towers
Cnr Knight & Stead Street
5th Floor
Kimberley

For Attention: Ms. D. Barnett

CLOSING DATE: 07/09/2018

* Please note suitable candidates will be subjected to a satisfactory personnel suitability check (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply.

