



**NORTHERN CAPE PROVINCIAL ADMINISTRATION  
PROVINCIAL TREASURY**

**CHIEF DIRECTORATE: CFO'S OFFICE**

**POST: ASSET CONTROL OFFICER (X2)**

**REFERENCE: NCPT/2016/18**

**CENTRE: KIMBERLEY**

**SALARY: R 211 194.00 – R 348 718.00**

**LEVEL: SL 7**

**REQUIREMENTS:** A Three year tertiary qualification Degree (NQF/7) or Diploma (NQF/6) in Supply Chain Management/Financial Management or a relevant related finance qualification. 2-3 years' relevant experience within a SCM or Asset Management environment. A Valid driver's license.

Knowledge of asset management framework, policies and processes  
\*Knowledge of Supply Chain Management Policies, Prescripts and Acts.  
\*Knowledge of the Public Finance Management Act. \*Knowledge of the Public Service Act. Knowledge of Treasury Regulations.\* Knowledge of Financial Management. \*Good verbal and written communication skills, Organising skills, Co-ordination skill, Analytical skills, Decision making skill, Problem solving skills and Facilitation skills. \*Knowledge of BAS and LOGIS.  
\*Computer Literacy (Word, Excel & Power Point).

**KEY RESPONSIBILITIES:** \*Maintenance of the Asset Register: \*Bar-coding of new assets, Assigning of assets to officials, Update of the Asset Register, Conduct physical verification of assets and reporting thereof, Provide inputs to AFS and IFS. \*Perform monthly reconciliation on assets between BAS and LOGIS. Coordinate redundant/obsolete and losses/theft of assets: \* Maintenance of cellphones and 3G contracts.

**ENQUIRIES: Ms. N Lethuli (053) 830 8338**

**CHIEF DIRECTORATE: ASSETS AND LIABILITIES**

**POST:** SENIOR FINANCIAL ADMINISTRATION OFFICER: BANKING SERVICES AND CASHFLOW MANAGEMENT

**CENTRE:** KIMBERLEY

**REFERENCE:** NCPT/2016/19

**SALARY:** R 262 272.00 – R 308 943.00

**LEVEL:** SR 8

**REQUIREMENTS:** A Three year relevant tertiary qualification Degree (NQF/7) or National Diploma (NQF/6) in accounting. 1-2 years' relevant experience within a Financial/Banking Services environment.

**COMPETENCIES & KNOWLEDGE:** \* Knowledge of BAS. Administration procedures relating to specific working environment including norms and standards. Public sector finance. Public Service laws and regulations. Public Finance Management Act. Treasury Regulations and Municipal Finance Management Act and Regulations. Report writing, communication, computer literacy, networking skills, team building skills, accounting, financial management, ability to implement directives and policies, analytical

**KEY RESPONSIBILITIES:** \*Maintain accounting system for the Provincial Revenue Fund. Clear daily bank accounts interface. Manage daily limits and Compile monthly schedules and reconciliations. \*Provide a support service to the division Cash Flow Management. Funding of provincial expenditure and effect third Party payments. \*Monitor compliance with policy directives regarding Banking Services. Liaise with the bank regarding services rendered. Monitor compliance with bank agreement. \*Render a support service to the sub-directorate. File accounting records and distribute to departments.

**ENQUIRIES:** Mr J Marais (053) 830 8477

## CHIEF DIRECTORATE: CFO'S OFFICE

**POST:** ASSISTANT DIRECTOR: LOGISTICS

**CENTRE:** KIMBERLEY

**REFERENCE:** NCPT/2016/21

**SALARY:** R311 784.00 – R376 626.00

**LEVEL:** SR 9

**REQUIREMENTS:** Three year tertiary qualification, i.e diploma (NQF/6) or Degree (NQF/7) in Supply Chain Management/Financial Management or relevant related Finance qualification. 2-3 years' relevant experience within an SCM environment on a supervisory level. A Valid driver's license.

**COMPETENCIES AND KNOWLEDGE:** \*Knowledge of Supply Chain Management Policies, Prescripts and Acts. \*Knowledge of the Public Finance Management Act. \*Knowledge of the Public Service Act. \*Knowledge of Treasury Regulations.\*Knowledge of Financial Management. \*Knowledge of BAS and LOGIS. \*Computer Literacy (Word, Excel & Power Point)  
\*Good verbal communication, Report writing, Organising and coordination, Analytical and Problem solving, Decision making and employee management skills.

**KEY RESPONSIBILITIES:** \*Monitor and evaluate supplier performance. \*Authorising requisitions and approval of orders \*Ensure that payments are done within prescribed time frames. \*Compile monthly reports; i.e Commitments, Accruals, Procurement Statistics, Instruction Note 34 reports, etc \* Perform secretariat duties in bid committees. \*Provide inputs for Financial Statements. \*Provide leadership, training and coaching to subordinates

**ENQUIRIES:** Ms. N. Lethuli (053) 830 8338

## CHIEF DIRECTORATE: CORPORATE SERVICES

**POST:** ASSISTANT DIRECTOR: ORGANIZATIONAL EFFICIENCY

**CENTRE:** KIMBERLEY

**REFERENCE:** NCPT/2016/22

**SALARY:** R 311 784.00 - R 376 626.00

**LEVEL:** SL 9

**REQUIREMENTS:** A Three year tertiary qualification Degree (NQF/7) or National Diploma (NQF/6) in Management Services, Organizational Work Study, Human Resource Management or Public Management. 2-3 years' experience in an Organisational Development environment. A Valid Driver's licence.

Knowledge of Policy analysis and development. Organizational design, Job evaluation, Job description. Knowledge of PERSAL, Evaluate Job Evaluation System, Establishment, Public Service Regulation. Public Service Act and Batho Pele Principles. Knowledge of Organisational Development Policies. Knowledge of Planning, communication and organizing. Knowledge of Analytical skills, decision making, problem solving and negotiation skills. Knowledge of facilitation, conflict management and computer literacy.

**KEY RESPONSIBILITIES:**

**Co-ordinate Job Evaluation process in the Department:**

Receive job evaluation requests and coordinate job analysis. Conduct job analysis and grading of post. Analyse and capture the co-ordinated information on the Evaluate system. Prepare necessary documentation for the JE panel meeting. Liaise with the Office of the Premier regarding the date and time for the panel and quality assurance meeting. Qualities assure job evaluation reports and job description with the Office of the Premier. Amend the job report as recommended by the Office of the Premier. Present posts/jobs before the Provincial Job Evaluation Panel in the Office of the Premier. Receive submission of all approved posts and communicate the outcome to relevant stakeholders. Keep abreast with the new development of job evaluation matters. **Facilitate the development of job description within the Department:** Identify and prioritize job descriptions to be developed and reviewed. Facilitate the development and review of identified job descriptions. Quality assures job descriptions before final sign-off by the incumbents and supervisors. Maintain job description database. Provide advice to the clients on matters relating to job descriptions. **Provide organizational design and establishment services within the Department:** Conduct organizational development (OD) investigation and obtain approval thereof.; Development of the organizational structure in line with DPSA prescripts; Provide support towards the development and maintenance of organizational structure. Liaise with Office of the Premier (OTP) and the Department of Public Service and Administration (DPSA) regarding the development of the organisational structure. Provide advice on OD

processes and procedures. Advice and spearhead the implementation of changes to the organisational structure. Review and align the structure with the PERSAL establishment of the Department. Receive requests for creation of newly established posts. Create and abolish posts in the PERSAL system. Monitor updating of information on PERSAL.

**ENQUIRIES:** Mr. NH Cloete (053) 830 8234

**Please note this position is a re-advertisement, candidates who previously applied are encouraged to re-apply for the position.**

### **CHIEF DIRECTORATE: ASSETS AND LIABILITIES**

**POST:** ASSISTANT DIRECTOR: PROVINCIAL SUPPLY CHAIN  
MANAGEMENT (MFMA POLICY MONITORING AND EVALUATION)

**CENTRE:** KIMBERLEY

**REFERENCE:** NCPT/2016/23

**SALARY:** R 311 784.00 – R 367 626.00

**LEVEL:** SR 9

**REQUIREMENTS:** Three year tertiary qualification Degree (NQF/7) or National Diploma (NQF/6) as recognised by SAQA / in Accounting, Economics or Purchasing. Post Degree/Diploma in SCM will also be an added advantage. 2-3 years verifiable experience on Level 8 (Senior Administration Officer) in the public sector SCM environment. Supply chain experience in a municipal environment will be an added advantage. In-depth knowledge and understanding of Microsoft suite (Word, PowerPoint and Excel). Valid driver's licence.

**COMPETENCIES & KNOWLEDGE:** Knowledge of the following acts: Municipal Finance Management Act and SCM Regulations. CIDB Act and Regulation, System Act, Structures Act, Preferential Procurement Policy Framework Act and Regulations. Knowledge of the functioning of bid committees, specification compilation, evaluation and adjudication of bids and quotations. Compilation of procedure manuals, standing operating procedures and compilation of SCM policy for municipalities. Knowledge of report writing, power point presentations, provision of mentorship support.

**KEY RESPONSIBILITIES:** Assist municipalities to implement and comply with SCM prescripts, policies and procedural manuals. Mentor municipalities to apply applicable legislation when evaluating bids and quotations. Ensure municipalities implement all applicable instruction notes by National and Provincial Treasury. Review municipalities draft SCM policies,

procedure manuals, SOP and Annual procurement plans. Ensure bid committees are appointed according to the SCM regulations and are functional. Analyse annual audit action plans and monitor implementation. Verify monthly CRA capturing. Assist with capacity building in municipalities and propose corrective action to ensure full compliance with minimum SCM norms and standards.

**ENQUIRIES:** Ms PEN. Potgieter (053) 802 5151

Please note that this position is a re-advertisement, candidate who previously applied are encouraged to re-apply for the position.

**CHIEF DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT**

**POST:** ASSISTANT DIRECTOR: MUNICIPAL FINANCE (SPRINGBOK)

**REFERENCE:** NCPT/2016/24

**CENTRE:** NAMAKWA

**SALARY:** R 389 145.00 – R 458 385.00

**LEVEL:** SR 10

**REQUIREMENTS:** A Three year tertiary qualification Degree (NQF/7) or Diploma (NQF/6) in Accounting, Economics, Finance, Business Management, Public Management. A postgraduate degree will be an added advantage. 2-3 years' relevant experience within a similar environment. A valid Driver's License.

Knowledge of Public Services Laws and regulations, Strategic Management, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, Knowledge of GAAP, GRAP and SCM. Communication, Organizing, Computer literacy, Networking, Leadership, team building, analytical, problem solving, policy development, Financial management, formal presentation and conflict management skills.

**KEY RESPONSIBILITIES:** **Monitor and assist with the budget preparation process of municipalities:** Analyse key deadlines data, communicate with the Municipal Manager/CFO on non-submissions, and Monitor the implementation of the schedule of key deadlines. **Evaluate municipal budgets:** Analyse and comment on the adjustment, draft and final budgets, provide inputs for draft budget engagements, submit the assessment of the budgets to Manager/Regional Head, Provide assistance with alignment of budgets, Annual Financial Statements and budget returns. **Monitor the In-Year Monitoring (Mid-year budget and performance assessment included) reports:** Receive and analyse the IYM reports, Provide inputs on the mid-year budget and performance

assessment engagements, Consolidate IYM reports to Provincial Office, Sensitize municipalities on the verification process for publication by National Treasury on conditional grants and Section 71 reports, Identify municipalities experiencing financial problems. **Monitor the accounting practices in municipalities:** Ensure that municipalities perform month-end procedures, check and verify the preparation of audit files in municipalities, Follow up the submission of plans of action to prepare the Annual Financial statements. Check on the submission of Annual Financial Statements by municipalities to the Office of the Auditor General. Follow up on the implementation of the Audit Action Plans by municipalities, Advice municipalities on addressing findings raised by the Auditor General, Follow up on the tabling of Annual Reports and adoption of Oversight reports by Municipal Councils, Consolidate reports to the Provincial Office. **Monitor the implementation of SCM procedures, policies and frameworks in municipalities:** Provide advice on the existence and sitting of Bid Committees within municipalities, Follow up on approval and implementation of SCM policies, Monitor the submission of Annual Procurement Plans by municipalities, Ensure that municipalities maintain a database of accredited service providers, Check contract management within municipalities including reporting on CRA and procurement above R 100 000.00, Consolidate reports to the Provincial Office.

**ENQUIRIES: MR. P. SEANE (053) 830 8316**

**Please note this position is a re-advertisement, candidates who previously applied are encouraged to re-apply for the position.**

**CHIEF DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT**

**POST: ASSISTANT DIRECTOR: MONITORING AND EVALUATION (ECONOMIC ANALYSIS)**

**CENTRE: KIMBERLEY**

**REFERENCE: NCPT/2016/25**

**SALARY: R 389 145.00 – R 458 385.00**

**LEVEL: SR 10**

**REQUIREMENTS:** A three year tertiary qualification Degree (NQF/7) or National Diploma (NQF/6) in Economics or Social Sciences, Public Finance or related qualification with majors in Economics or statistics. 2-3 years relevant experience in monitoring and evaluation. A valid Driver's License.

Knowledge of Socio-economic research and Analysis, Statistical interpretation and analysis, Medium Term Expenditure Framework and intergovernmental relations. Government Policies relevant to resource

allocation, Knowledge and understanding of the PFMA, National Treasury Regulations, Expenditure Framework Budget process and procedures, Division of Revenue Act, Provincial Directives and Treasury Regulations. Knowledge and understanding of the functioning of Provincial Departments.

**KEY RESPONSIBILITIES:** Research and Analyse the impact of the resource allocation on service delivery. Collect, capture, edit, tabulate, analyse, research, and interpret key socio-economic variable that impact on budget decisions and outcomes, using quantitative methods (forecasting and modelling). Identify and analyse development constraints that contribute to the budget process and fiscal development of the Province. Assist in compiling the annual Socio-economic Outlook and review of the Province and the Medium Term Budget Policy Statements. Assist with the development, coordination and updating of the directorate statistical/economic database. Disseminate data and research findings to provincial departments and municipalities.

**ENQUIRIES:** **MR. E RAMAFAMBA (053) 802 5020/5021**

**CHIEF DIRECTORATE: FINANCIAL GOVERNANCE**

**POST:** **ASSISTANT DIRECTOR: MFMA NORMS & STANDARDS (X3)**

**REFERENCE:** **NCPT/2016/26**

**CENTRE:** **KIMBERLEY**

**SALARY:** **R 389 145.00 – R 458 385.00**

**LEVEL:** **SR 10**

**REQUIREMENTS:** A Bachelor's Degree/ B-Tech in Finance/Public Management/Economics. A minimum of 2-3 years' experience in monitoring compliance with financial Norms & Standards. Driver's license as the incumbent will be exposed to frequent and extensive traveling.

Analytical thinking, problem solving, report writing, communication, (written and verbal), interpersonal and presentation skills. Ability to undertake research, initiates programmes, works under pressure and meet strict deadlines. Computer literacy with full understanding of MS office suite. Understanding of the Municipal Finance Management Act and all other legislation that governs the existence, systems, structure, and fiscal framework of local government will be an added advantage.

**KEY RESPONSIBILITIES:** Monitor, assist and report on MFMA implementation progress in all municipalities and municipal entities. Constantly interact with municipalities and all other stakeholders on all MFMA implementation orientated

objectives. Provide guidance on the MFMA compliance in all municipalities. Undertake research in municipal financial management best practice and develop provincial norms & standards. Support and guide governance structure with interpretation and application of MFMA.

**ENQUIRIES:** **Ms. N.L Asiya (053 802 5013)**

**CHIEF DIRECTORATE: CORPORATE SERVICES**

**POST:** **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION**

**REFERENCE:** **NCPT/2016/27**

**CENTRE:** **KIMBERLEY**

**SALARY:** **R 612 822.00 – R 721 878.00 (All - Inclusive Package)**

**LEVEL:** **SR 11**

**REQUIREMENTS:** A Three year tertiary qualification Degree (NQF/7) or National Diploma (NQF/6) in Human Resource Management/ Public Management. 3-5 years' relevant experience in Human Resource Administration (at Assistant Director Level). Extensive knowledge of PERSAL. A valid driver's license.

**KNOWLEDGE AND COMPETENCIES:** Knowledge: HR Planning, Policy development and analysis. Risk Management, HRM Practices and Administration. Public Service Act and Regulations, Employment Equity Act, Labour Relations Act, Strategic Planning, Decision-making, Diversity Management. Financial management. Planning, coordination and research skills. Conflict management, and problem solving skills. Project management. Computer literacy. Facilitation and presentation skills, report writing skills.

**KEY RESPONSIBILITIES:** Manage Human Resource Administration, including Condition of Service benefits, PILIR process and terminations of service. Responsible for Personnel Controller functions (PERSAL). Conduct investigations on human resource related problems. Manage the development and implementation of Human Resource Planning. Manage the Recruitment and Selection process. Ensure compliance to Human Resource Procedures and Practices. Ensure compliance with DPSA prescripts. Provide monthly reports. Manage staff.

**ENQUIRIES:** **Ms. M.L. Mooki (053) 830 8315**

**Please note this position is a re-advertisement, candidates who previously applied are encouraged to re-apply for the position.**

**CHIEF DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT**

**POST: DEPUTY DIRECTOR: MUNICIPAL FINANCE (SPRINGBOK)**

**REFERENCE: NCPT/2016/28**

**CENTRE: NAMAKWA**

**SALARY: R 726 276.00 – R 855 516.00 (All – Inclusive Package)**

**LEVEL: SR 12**

**REQUIREMENTS:** A Three year tertiary qualification Degree (NQF/7) or Diploma (NQF/6) in Accounting, Economics, Public Finance. A postgraduate degree will be an added advantage. 3-5 years' relevant experience as an Assistant Director within a budgeting and/or financial management environment. Knowledge of Public Services Laws and regulations, Strategic Management, Municipal Finance Management Act, Municipal Budgets and reporting regulations, Treasury Regulations, Municipal Property Rates Act, Knowledge of GRAP and SCM. A valid Driver's license.

Communication, Organizing, Accounting and Auditing, Computer literacy, Networking, Leadership and team building, analytical, problem solving, policy development, Financial management, formal presentation and conflict management skills.

**KEY RESPONSIBILITIES:** **Manage the monitoring of the budget preparation process of municipalities:** Sensitize the municipal mayor about the submission of the schedule of key deadlines, monitor the verification of analysis of key deadlines data, Communicate with the Municipal Managers/CFO on non-submissions, Monitor the implementation of the schedule of key deadlines, Monitor the municipal MTEF budget processes to ensure adherence to tabled budget timelines. **Manage the evaluation of municipal budgets:** Review and comment on the adjustment, draft and final budgets, conduct draft budget engagements and give feedback, Review and submit the assessment of the budgets to the Head Office, Ensure that the budgets aligns with Annual Financial Statements and budget returns. **Monitor the In-Year Monitoring (Mid-year budget and performance assessment included) reports:** Monitor the submission of IYM reports, Verify IYM reports and give feedback to municipalities, Conduct mid-year budget and performance assessment engagements, verify consolidated IYM reports to the Provincial Office, Facilitate the verification process for publications by National Treasury on conditional grants and section 71 reports, Assist and advice municipalities experiencing financial problems. **Management of Accounting practices in municipalities:** Monitor month-end procedures in

municipalities, monitor the preparation of audit files in municipalities, monitor the submission of plans of action to prepare the Annual Financial Statements, monitor the submission of Annual Financial Statements by municipalities to the office of the Auditor General, Monitor the implementation of the Audit Action Plans by municipalities, Ensure that findings raised by the Auditor General are addressed, monitor the tabling of Annual Reports and adoption of Oversight Reports by Municipal Councils, verify consolidated reports to Provincial Office  
**Manage and Monitor the implementation of SCM procedures, policies and frameworks in municipalities:** Monitor the existence and sitting of Bid Committees within municipalities, Ensure approval and implementation of SCM policies, ensure the submission of Annual Procurement Plans by municipalities, ensure that municipalities maintain a database of accredited service providers, monitor contract management within municipalities including reporting on CRA and procurement above R100 000.00, Verify consolidated reports to Provincial Office.

**ENQUIRIES: MR. P. SEANE (053) 830 8316**

**Please note this position is a re-advertisement, candidates who previously applied are encouraged to re-apply for the position.**

**CHIEF DIRECTORATE: ASSETS & LIABILITIES**

**POST: DEPUTY DIRECTOR: PERSAL SUPPORT & ADMINISTRATION**

**REFERENCE: NCPT/2016/29**

**CENTRE: KIMBERLEY**

**SALARY: R 726 276.00 – R 855 516.00 (All – Inclusive Package)**

**LEVEL: SL 12**

**REQUIREMENTS:** A Three year tertiary qualification Degree (NQF/7) or National Diploma (NQF/6) in Human Resource Management. 3-5 years' relevant middle management (Assistant Director Level) experience. A Valid Driver's License.

\*Knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, PSCBC Resolutions, Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting Systems (BAS), Reporting procedures, Customer Care. \* Knowledge of all PERSAL System Courses, Strategic Management, Access to

information Act, Services provided by Provincial Banker, for the purpose of payment interfaces, Educators Act Basic interpersonal relationships, Problem solving, Planning and organizing, Ability to interpret relevant directives, Conflict Management, Project Management, Formulating and editing, Analytical thinking, Facilitating skills, Mentoring skills, Computer literacy, Leadership and team building skills, Policy development, Formal presentation, Communication at both high and lower levels, Accounting skills, Networking skills, Financial Management, Policy analyst, Training skills and Research skills.

**KEY RESPONSIBILITIES:**

\*Manage the monitoring of compliance and enforcement of prescribed legislation, policies and guidelines relating to all PERSAL processes: Manage the maintenance of the Provincial PERSAL- User Database, Manage the monitoring the Provincial Department's user access and activities, Monitor the Provincial Departments' use of departmental tables (Table 800 upwards), Manage the analyzing of PERSAL System data and the reporting to Accounting Officers and Departmental PERSAL Controllers, Manage the monitoring of ACB (Automated Clearance Bureau) limits.\* Manage the support service rendered to all Provincial PERSAL Users: Manage and assist Provincial Departments to amend their establishment on the PERSAL System, Manage and monitor new implementation processes in consultation with National Treasury, Manage and assist Provincial Departments to create their departmental tables and Manage the Provincial PERSAL-Helpdesk functions (functional support calls, registering of SCC's etc.) that are rendered to all 13 Provincial Departments. \* Manage the capacity building in Provincial Departments to enhance the effective utilization of the PERSAL System: \* Overall managerial responsibility for PERSAL training in the Province, Ensure the PERSAL System functions and capabilities are optimally utilized and Chairs the Provincial PERSAL User Forums and represents the Province at the National PERSAL User Forum. \*Manage the support service rendered and monitor the biometric aided headcount system to ensure PERSAL integrity: \*Biometric aided headcounts in provincial government of all new appointees. \* Communication and Working Relations: \* Senior Manager: Regarding operational, strategic and policy issues relating to the Sub-Directorate and the PERSAL System, Provincial Departments: Provide support and information,

National Treasury: For assistance with PERSAL System related problems and Co-workers in the Directorate: \*Supervision and development of sub-ordinates, Transversal Technical Support: Regarding the availability of the PERSAL System, problems with the network, etc. BAS: When there is a change in segments, new implementations, etc. Cash Flow Management: On the rejection of PERSAL-tapes, bank changes, etc.

**ENQUIRIES: Mr. O. Vermeulen (053) 830 8263**

**CHIEF DIRECTORATE: PROVINCIAL INTERNAL AUDIT**

**POST: SENIOR INTERNAL AUDITOR**

**REFERENCE: NCPT/2016/20**

**CENTRE: KIMBERLEY**

**SALARY: R 262 272.00 – R 308 943.00**

**LEVEL: SL 08**

**REQUIREMENTS:** A three year tertiary qualification Degree (NQF/7) or National Diploma (NQF/6) in Accounting/Auditing • Two (2) years' full-time experience in an auditing environment • A valid Drivers' license.

Knowledge of the *Standards for the Professional Practice of Internal Auditing* and the *Code of Ethics* developed by the Institute of Internal Auditors • Considerable knowledge and skill in applying internal auditing, accounting principles and practices and management principles and preferably business practices • Knowledge of Information systems terminology, concepts and practices • Considerable skills in effective verbal and written communications, including active listening skills and skills in presenting findings and recommendations • Industry program policies, procedures, regulations and laws • Considerable knowledge and skills of computer literacy; planning; project management; negotiating issues and resolving problems • Ability to use independent judgement • Team worker

**KEY RESPONSIBILITIES:** **Perform planning of audit projects:** • Provide inputs to the 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 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 Teammate and • Transferring skills, provide coaching to Internal Auditors in the Identified components. **Execute the audit program:** • Execute approved audit program • Identify and compile audit issues, root causes, potential risks and recommendations • Collect evidence to support audit issues. **Report audit results:** • Compile exception report • Discuss the exception report with the client • Prepare and issue the client assessment form and rating scales/criteria for responses from the client • Source final management comments in the form of a management action plan inclusive of the timeframes and responsible officials.

**ENQUIRIES: Mr. G. Kruger (053) 802 5175**

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  
5<sup>th</sup> Floor  
Kimberley

**For Attention: Mr. W.M. Ngcobo**

**CLOSING DATE: 09 September 2016**

**\* 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.**

