



NORTHERN CAPE PROVINCIAL ADMINISTRATION PROVINCIAL TREASURY

DIRECTORATE: ASSETS AND LIABILITIES

POST: CHIEF DIRECTOR: ASSETS & LIABILITIES
CENTRE: KIMBERLEY
REFERENCE: NCPT/2021/01
SALARY PACKAGE: R 1 251 183 – R 1 495 956 per annum (TCE Package)
LEVEL: SR: 14

REQUIREMENTS: An NQF Level 7 Degree in Supply Chain Management/Law/Public Management or Commerce. A minimum of 5 -10 years Senior Management experience in a Supply Chain Management environment. A valid driver's license, and in the case of persons with disabilities who are unable to personally drive, proof of the ability to meet work related travel commitments is required.

SKILLS & KNOWLEDGE: Knowledge of applicable National and Provincial policies and legislation is required, including: Public Finance Management Act and Treasury Regulations, Division of Revenue Act, Public Service Regulatory Framework, Public Finance Management-best practices, National Treasury Guideline documents, BBEE, Supply Chain Management Prescripts. Performance budgeting-best practices and guidelines, Budget formulation, extensive working knowledge of the public sector, particularly in the public finance sphere, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Access of information Act and Administrative Justice Act. Problem-solving, analytical and numeracy skills, verbal communication and presentation skills, good interpersonal skills, computer skills, research and analysis, report writing and general writing skills, monitoring and forecasting, basic project management, budgeting and budgeting systems, performance budgeting and strategic planning.

KEY RESPONSIBILITIES: The incumbent shall be responsible for the Efficient management and administration of the chief directorate which includes effective and efficient management of both human and financial resources, Ensure the development, implementation and maintenance of all transversal SCM policies, procedure manuals and guidelines in the Departments, Municipalities and Public Entities. Ensure the provisioning of advice, guidance and support as well as monitoring compliance to Supply Chain Management prescripts in all Provincial Departments, Municipalities and Public Entities. Ensure the management of the information collection and collation process, including analysis thereof, relating to Supply Chain Management within the Province. Ensure the provisioning of an effective and efficient transversal office management support services to the

Supply Chain Management Unit in term of various legislative mandates. Asset management and oversee transversal financial system. Ensure effective banking and cash flow management

ENQUIRIES: Ms. GL Bosvark (053) 830 8358

DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT

POST: CHIEF DIRECTOR: SUSTAINABLE RESOURCE MANAGEMENT

CENTRE: KIMBERLEY

REFERENCE: NCPT/2021/02

SALARY PACKAGE: R 1 251 183 – R 1 495 956 per annum (TCE Package)

LEVEL: SR: 14

REQUIREMENTS: NQF level 7 Degree in Economics/Public Management/Cost and Management Accounting/Accounting. Minimum of 5-10 years' Senior Management experience in Public Finance with a focus on provincial budget. In-depth knowledge and experience of the government policy framework on budget planning. In-depth knowledge and experience of policies and procedures pertaining to the Budget planning process, Proficient Computer skills (Excel Spreadsheets, Formulas, Macros, Pivot tables, Large Excel Database and MS word). A valid driver's license.

SKILLS & KNOWLEDGE: Knowledge of applicable National and Provincial policies and legislation is required, including:- Public Finance Management Act and Treasury Regulations, Division of Revenue Act, Public Service Regulatory Framework, Public Finance Management-best practices, National Treasury Guideline documents, South Africa's fiscal and monetary policy, Provincial policy priorities, Performance budgeting-best practices and guidelines, Budget formulation, extensive working knowledge of the public sector, particularly in the public finance sphere, In Year Monitoring (IYM) Legislation applicable to allocated departments, political and socio-economic environment surrounding allocated departments, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Access of information Act and Administrative Justice Act. Problem-solving, analytical and numeracy skills, verbal communication and presentation skills, good interpersonal skills, computer skills, research and analysis, report writing and general writing skills, monitoring and forecasting, basic project management, budgeting and budgeting systems, performance budgeting and strategic planning.

KEY RESPONSIBILITIES: The incumbent shall be responsible for the efficient management and administration of the Chief Directorate, including coordinating the preparation of the Provincial budget. Consolidate annual medium term budget policy objectives and statements. Promote and enforce transparency and effective management of and control trends with respect to revenue and expenditure of provincial departments and public entities. Ensure the development and implementation of Medium Term Expenditure Framework and Annual Budget Process. Ensure that a communication strategy and system exists between Provincial Treasury and Provincial departments and between Provincial Treasury and National

Treasury. Provide support to departmental CFO's to improve effectiveness in Financial Management and budgeting by developing appropriate budgeting tools. Ensure that departmental budgets and strategic plans are aligned to Provincial Growth and Development strategy, National policies and Priorities and National Spatial Framework. Ensure integration and synergy of budget priorities between departments and government. Ensure that new policy proposals are costed and relevant priorities determined. Introduces measures to close gaps between macro-economic variables and policy priorities, budget trends, spending trends, strategies development plans and service delivery indicators. Exercise control over the implementation of the budget. Issue budget related provincial treasury instructions and prescripts. Ensure timeous submission of required information to National Treasury. Prepare quarterly financial and non-financial reports to Provincial Executive Council. Ensure the implementation of Public Finance Management Act sections relating to budget preparation and implementation. Provide strategic leadership to the Chief Directorate. Ensure high quality monitoring of sustainability of local government budgets. Ensure optimal own provincial revenue collection and investigate and recommend new sources of provincial own revenue.

ENQUIRIES:

Ms. GL Bosvark (053) 830 8358

DIRECTORATE: INTERNAL AUDIT

POST:

DIRECTOR: INTERNAL AUDIT (X3)

CENTRE:

KIMBERLEY

REFERENCE:

NCPT/2021/03

SALARY PACKAGE:

R 1 057 326 – R 1 245 495 per annum (TCE Package)

LEVEL:

SR: 13

REQUIREMENTS:

B-Tech / B.Com Degree (NQF: 7) in Accounting / Auditing / Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 5 years full-time Middle Management experience in an auditing environment. A valid Driver's license.

SKILLS & KNOWLEDGE:

Extensive 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. Skill in conducting quality control reviews of audit work products. Skills in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Skill in negotiating issues and resolving problems. Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses. Considerable skill in effective verbal and written

communications, including active listening skills and skill in presenting findings and recommendations. 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 RESPONSIBILITIES:

Provide strategic leadership to the cluster in the delivering of efficient and value adding assurance and consulting services to provincial departments and listed public entities:

Establish annually a 3 year rolling internal audit plan and annual internal audit plan per client department/entity for approval by the Audit Committee. Oversee the delivery of the internal audit plans, requests/ad hoc assignments by discussing operational challenges and reviewing draft internal audit reports. Oversee that follow up audits are performed and implementation is monitored. Oversee that the audits are performed in terms of the required IIA standard. **Liase with departments/entity and relevant assurance stakeholders regarding assurance and consulting services by:** Engaging with departments to build working relationships and a conducive audit environment by attending management, risk management committee meetings and AGSA steering committee meetings. Facilitate combined assurance plans through coordinating with other assurance providers to ensure proper coverage and to minimize duplication of effort. Report quarterly progress on the performance of internal audit and the results of internal audit engagements against the internal audit plan to client departments/entity/audit committee and assess/confirm the relevance of internal audit plans. Report annually on the control environment per client department/entity to client department/entity and the audit committee. **Forster effective IA management:** Provide leadership to the cluster through cluster staff meetings. Provide input into unit's strategic, annual performance plans, Methodology/policies/charters. Provide strategic leadership in respect of the cluster's operational plans and compiling the quarterly performance reports. Manage the clusters operational risks by providing input to the unit/s risk registers and ensuring that mitigating actions are implemented. Manage the budget, financial resources and assets. Manage the performance, training and development of officials and ensure the maintenance of discipline. Oversee that the audit management system is applied effectively (audits/timesheets). Participate in NCPT management, unit management and staff meetings. Participate in relevant forum meetings. **Oversee and provide valuable IA support to the Audit Committee:** Convene and attend Audit Committee cluster meetings as coordinating official and participate in Joint Audit Committee (JAC) meetings. Oversee the Audit Committee pack preparation. Prepare draft reports for AC chairperson. Provide support to Audit Committee secretariat function.

ENQUIRIES:

Mr. J Van Tonder jvantonder@ncpg.gov.za, 082 719 1666

To obtain more information regarding the post requirements and responsibilities, please visit the following websites: www.dpsa.gov.za or www.ncpt.gov.za.

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Women and persons with disabilities are encouraged to apply.

NOTE FOR SMS POSTS: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name “*Certificate for entry into SMS*” and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests.

NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.

Applicants are advised that a new application for employment (Z83) form has been in effect since 1 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. Each application for employment form must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process.

NOTE: The fully completed and signed new form Z83 should be accompanied by a recently updated, comprehensive CV with at least 2 contactable references, as well as recently certified copies of all qualification(s), academic transcripts including a Senior Certificate, ID-document and a Driver’s license where applicable. The certification must be not older than six (6) months from the date of the advert. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Former employees who left the public service earlier on condition that they would not accept or seek reappointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department’s convenience. The department reserves the right not to make appointments to the advertised posts.

Interested applicants must submit their applications for employment to the email address specified. The email must include a completed and signed new Form Z83, which must be completed in font size of 11 and Arial theme font. Attachments must be in a PDF format and limited to 4 megabytes. Emails that do not comply with the above specifications will be rejected and therefore not reach the Department.

Applications can be directed to the department as follows:

FOR ATTENTION: MS D BARNETT

POST TO: The Human Resource Manager

Northern Cape Provincial Treasury
Private Bag X5054
Kimberley
8300

HAND DELIVER TO:

Metlife Towers
Cnr Knight & Stead Street
4th Floor
Kimberley

EMAIL APPLICATIONS TO: Ncpt-HR@ncpg.gov.za

CLOSING DATE: 23 April 2021

