



NORTHERN CAPE PROVINCIAL TREASURY

## NORTHERN CAPE PROVINCIAL ADMINISTRATION PROVINCIAL TREASURY

### DIRECTORATE: BANKING SERVICES & CASH FLOW MANAGEMENT

**POST:** DEPUTY DIRECTOR: BANKING SERVICES  
**REFERENCE:** NCPT/2021/17  
**CENTRE:** KIMBERLEY  
**SALARY:** R 733 257 – R 863 748 (All Inclusive TCE Package)  
**LEVEL:** SR 11

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

**SKILLS & KNOWLEDGE:** Knowledge of GAAP and GRAP, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, Basic Accounting System (BAS), Administration procedures relating to specific working environment including norms and standards, Planning and organizing, Compilation of management reports, Financial Reporting, Accounting reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Change Management, 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, Report writing, Communication at both high and lower levels, Accounting and auditing skills, Computer literacy (Ms. Word, Excel, PowerPoint), Networking skills, Leadership skills, Financial management, Team working/building, Analytical, Interpersonal relationship, Problem solving and decision making, Ability to interpret directives and policy.

**KEY RESPONSIBILITIES:** **Maintenance of bank accounts:** Provide support to the departments with regards to online banking systems; Facilitate the signatories profiles on banking services; Facilitate departments banking services requests; Monitor banking facility; Report on banking issues to relevant stakeholders; Processing of payments from the Provincial Revenue Fund. **Administer policy directives and guidelines:** Analyze, interpret and recommend amendments/additions to policy prescripts relating to Banking and Cash Flow Management policies; Compile memoranda/circulars regarding Banking Services; Provide an advisory and support service to stakeholders regarding the interpretation and implementation of policy directives/framework

issued. **Compile Provincial Revenue Fund Annual Financial Statement:** Manage the overall accounting and operations of Provincial Exchequer Account; Maintain accounting transactions on BAS; Monitor accounting month end closure on BAS. **Manage Provincial Banking Contract:** Co-establish banking arrangement and/or agreements (banking bid) for the Provincial Revenue Fund; Monitor the implementation of the Service Level Agreement (SLA) with bank; Manage the evaluation of commercial banking services for the Provincial Revenue Fund; Render a secretariat services for the banking services. **Manage the resources within the Sub-Directorate:** Perform strategic and operational planning; Oversee the administrative support function; Perform people management function; Perform financial management function

**ENQUIRIES:**

**Ms. C Shuping (053) 830 8476**

**POST:**

**DEPUTY DIRECTOR: CASH FLOW MANAGEMENT**

**REFERENCE:**

**NCPT/2021/15**

**CENTRE:**

**KIMBERLEY**

**SALARY:**

**R 733 257 – R 863 748 (All Inclusive TCE Package)**

**LEVEL:**

**SR 11**

**REQUIREMENTS:**

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

**SKILLS & KNOWLEDGE:**

Knowledge of GAAP and GRAP, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, Basic Accounting System (BAS), Administration procedures relating to specific working environment including norms and standards, Planning and organizing, Compilation of management reports, Financial Reporting, Accounting reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Change Management, 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, Report writing, Communication at both high and lower levels, Accounting and auditing skills, Computer literacy (Ms. Word, Excel, PowerPoint), Networking skills, Leadership skills, Financial management, Team working/building, Analytical, Interpersonal relationship, Problem solving and decision making, Ability to interpret directives and policy.

**KEY RESPONSIBILITIES:**

**Manage Provincial Cash Flow:** Consider and recommend monthly funds requisitioned by departments, Review cash flow projections

and disbursement tool, Review funding schedule in line to the Departments funds requisitions, Compile and submit cash flow reports to stakeholders Conduct monthly cash flow meetings, Liaise and provide technical support to departments regarding cash flow matters. **Manage investment for the Provincial Revenue Fund:** Recommend and place investments with commercial banks/brokerage firms/financial institutions, Recommend approval daily cash liquidity requirement analysis, Review Investment register and report. **Administer policy directives and guidelines relating to the Provincial Revenue Fund:** Analyse, interpret and recommend amendments/additions to policy prescripts relating to Cash Flow Management policies, Provide an advisory and support service to stakeholders regarding the interpretation and implementation of policy directives/framework issued, Recommend amendments/additions to and monitor internal control systems with regard to Provincial Revenue Fund operating systems. **Render a support service to the Sub-Directorate Banking Services:** Evaluate banking services, Assist with banking bid process, Assist with Annual Financial Statement. **Manage the resources within the Sub-Directorate:** Perform strategic and operational planning, oversee the administrative support function, Perform people management function, Perform financial management function

**ENQUIRIES:**

**Ms. C Shuping (053) 830 8476**

**POST:**

**ASSISTANT DIRECTOR: BANKING SERVICES**

**REFERENCE:**

**NCPT/2021/16**

**CENTRE:**

**KIMBERLEY**

**SALARY:**

**R 376 596 – R 443 601 per annum**

**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 RESPONSIBILITIES:** **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. Process accounting transactions on BAS. Assist with preparation of Revenue Fund Financial Statements. **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:** **Ms. C Shuping (053) 830 8476**

**POST:** **SENIOR FINANCIAL ADMIN OFFICER: BANKING SERVICES**

**REFERENCE:** **NCPT/2021/24**

**CENTRE:** **KIMBERLEY**

**SALARY:** **R 316 791– R 373 167 per annum**

**LEVEL:** **SR: 08**

**REQUIREMENTS:** Degree/Diploma (NQF: 6/7) in Accounting. 1-2 years' relevant experience within a government accounting environment. A valid Driver's license will be an added advantage.

**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, 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 RESPONSIBILITIES:** **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. **Render a support service to the sub-directorate:** File accounting records and distribute to departments.

**ENQUIRIES:** **Ms. C Shuping Tel: 053 830 8476**

<b>POST:</b>	<b>SECRETARY TO DIRECTOR: BANKING SERVICES &amp; CASH FLOW MANAGEMENT</b>
<b>REFERENCE:</b>	<b>NCPT/2021/23</b>
<b>CENTRE:</b>	<b>KIMBERLEY</b>
<b>SALARY:</b>	<b>R 173 703 – R 204 612 per annum</b>
<b>LEVEL:</b>	<b>SR: 5</b>
<b>REQUIREMENTS:</b>	A grade 12 certificate or equivalent qualification. At least 0-1 year relevant experience in a secretarial environment.
<b>SKILLS &amp; KNOWLEDGE:</b>	The candidate should have proven organization, time management, communication, interpersonal relations, compilation of report writing skills, Computer literacy (Microsoft Excel, Word, Outlook and Power Point) is essential. The candidate should be able to perform advanced accurate typing and will have to undergo a typing test.
<b>KEY RESPONSIBILITIES:</b>	<p><b>Provide a secretarial/ receptionist support services to the Director:</b> Receive the visitors for the Director, Receiving telephone calls and referring the calls to the correct role players if not meant for the relevant Director, Recording appointment and events in the diary of the Director, Typing documents for the Director, Operating office equipment like fax machines and photocopiers. Co-ordinate communication within the Directorate, Open all mail directed to the Director. Check in-tray on daily basis and make sure the Director attend to urgent issues. <b>Provide a clerical support service to the Director:</b> Liaises with SCM to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the Director and staff in the unit. Identify venues, invites role players, organize refreshments and set up schedules for meetings and events. Follow up on submissions/memos submitted to the Director and recommend corrective action. Processes travel and subsistence claims for the Director. Process all invoices that emanate from the activities of the Director. Record basic minutes of the meetings of the Director. Draft routine correspondence and reports. Receives records and distributes all incoming and outgoing documents Administering matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Collecting all relevant documents to enable the Director to prepare for meeting. <b>Facilitate and co-ordinate all logistical and resource requirements of the Director:</b> Arrange car, flight and accommodation booking for the Director, Arrange catering for internal meetings including venue logistics for workshops. <b>Provide information and records management services in the Directorate:</b> Filling of documents for the Director and unit where required. Receives and registers all submissions and reports, Maintain confidentiality of all information and documents at the</p>

disposal of the Director. Records all correspondences and file according the file plan of the office.

**ENQUIRIES:** **Ms. C Shuping (053 830 8476)**

**DIRECTORATE: SUPPORTING & INTERLINKED FINANCIAL SYSTEMS**

**POST:** **DEPUTY DIRECTOR: TRANSVERSAL TECHNICAL SUPPORT**

**CENTRE:** **KIMBERLEY**

**REFERENCE:** **NCPT/2021/12**

**SALARY PACKAGE:** **R 733 257 – R 863 748 (All Inclusive TCE Package)**

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

**REQUIREMENTS:** Degree/Diploma (NQF: 6/7) in Information Technology/ Computer Science. 3-5 years' relevant supervisory/junior management experience in an Information Technology environment (computer infrastructure, security, database management). A valid driver's license.

**SKILLS & KNOWLEDGE:** Knowledge of Relevant Information Technology policies and procedures, Data management tools (SQL., Oracle, SAP), Business Intelligence Solutions, Computer network designs and configuration, Information Technology security legislation and policies, Microsoft Windows servers, IP Address translation and routing. Leadership skills, Presentation/ Training skills, Project Management, Planning and Organizing, Basic research and computer literacy. Data management and analysis. Minimum Information Security Standards (MISS). Corporate Governance of ICT Framework.

**KEY RESPONSIBILITIES:** **Manage technical support on transversal systems (BAS, LOGIS and PERSAL) to provincial users:** Review configurations settings to ensure compliance with National Treasury technical configuration standard. Develop and review of technical support policies. **Manage technical support and provisioning of functional Biometric Access Control Systems (BACS):** Develop and review BACS policies. Administer oversight functions for the Biometric Access Control Systems. Coordinate technical support of BACS **Manage the provisioning of management reports through data management:** Manage the provisioning of necessary infrastructure for the mining, warehousing and storage of financials systems information. Manage the provisioning of relevant tools for data analysis and business intelligence. Develop and review data management policies, processes, norms and standards. **Manage service management and governance of financial systems technical support:** Develop and review service management policies. Monitor the development and review of service management and governance policies. **Monitor compliance with the Service Level Agreement (SLA):**

Provide technical input on applicable SLA and compile analytical report, where necessary. Check periodic SLA reports to ascertain if Service Delivery objectives are met and make amendments recommendations where necessary. **Manage the component:** Perform strategic and operational planning, manage stakeholder relationships, Oversee the administrative support functions, Perform people management functions, Perform financial management functions, Perform asset management functions. Perform Risk Management functions.

**ENQUIRIES:** **Mr. O Vermeulen (053) 830 8257**

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

**REFERENCE:** **NCPT/2021/13**

**CENTRE:** **KIMBERLEY**

**SALARY:** **R 733 257 – R 863 748 (All-inclusive TCE package)**

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

**REQUIREMENTS:** Degree/Diploma (NQF: 6/7) in Public Administration/ Public Management/ Financial Management/ Financial Accounting. 3-5 years' relevant supervisory/junior management experience in a BAS environment. All relevant BAS training. A valid driver's license.

**SKILLS & KNOWLEDGE:** Knowledge of PFMA, Treasury Regulations, National Treasury Circulars, Relevant prescripts to BAS, Compilation of Management Report, Basic Accounting System (BAS), Vulindlela, PERSAL, LOGIS, Numerical skills, Leadership skills, Presentation/ Training skills, Project Management, Planning and Organizing. Standard Chart of Accounts (SCOA), Budgeting and Financial Management, Business Intelligence Solutions.

**KEY RESPONSIBILITIES:** **Manage the support service and guidance rendered to Provincial Basic Accounting System (BAS) Users:** Adherence to prescribed financial Month, Year-end and Final Audit closure; Segment (COR) changes as per budget statement affected on BAS and submitted to PERSAL; Provide financial year-end guidelines; Rendering of a Provincial Bas Helpdesk functions to all BAS Users; Should the NCPG have a change in Provincial Banker, assist with the implementation process. **Manage the monitoring of compliance and enforcement of prescribed legislation, policy and guidelines relating to all BAS processes:** Consolidate FYE closure dates and report on clearing of suspense accounts and ME and FYE closure status; Examine, consolidate and report on the passing of opening journals; Consolidate and report on Final Audit Closure; Availability of 30 day payments data; Scrutinized BAS Syscon's examining and reporting on departments BAS Sub-syscon's system activities. **Manage and/or coordinate the performing of BAS System Controller functions:** Overall

managerial responsibility of BAS System Controller functions; Amend and implement amendments of provincial BAS Security Management Manual; Scrutinized BAS Syscon's examining and reporting on departments BAS Sub-syscon's & BAS user activities; Updated and maintained BAS matrix and Provincial BAS user database. **Manage and/or coordinate the capacity building of all BAS users:** Overall managerial responsibility for BAS training in the Provincial Administration; Chair the Provincial BAS User Forum and represent the province at the National BAS User group. **Manage the component:** Perform strategic and operational planning; Manage stakeholder relationships; Oversee the administrative support function; Perform people management functions; Perform financial management functions; Perform assets management functions. Perform the Risk Management function.

**ENQUIRIES:**

**Mr. O Vermeulen (053 830 8257)**

**POST:**

**DEPUTY DIRECTOR: LOGIS MANAGEMENT & SUPPORT**

**REFERENCE:**

**NCPT/2021/14**

**CENTRE:**

**KIMBERLEY**

**SALARY:**

**R 733 257 – R 863 748 (All Inclusive TCE Package)**

**LEVEL:**

**SR: 11**

**REQUIREMENTS:**

Degree/Diploma (NQF: 6/7) in Supply Chain Management/ Public Administration/ Public Management/ Financial Management/ Financial Accounting. 3-5 years' relevant supervisory/junior management experience in a LOGIS environment. All relevant LOGIS training. A valid driver's license.

**SKILLS & KNOWLEDGE:**

Knowledge of PFMA, Treasury Regulations, Preferential Procurement Framework Act and its associated regulations, National Treasury Circulars, Relevant prescripts to LOGIS, Compilation of Management Report, Logistical Information System (LOGIS), Vulindlela, Numerical skills, Leadership skills, Presentation/ Training skills, Project Management, Planning and Organizing. Standard Chart of Accounts (SCOA), LBIS, Public Sector SCM models and processes. Business Intelligence Solutions.

**KEY RESPONSIBILITIES:**

**Manage the preparation, implementation and maintenance of LOGIS at sites in the province:** Assess self-accountable sites that are identified to be implemented on LOGIS; Overall managerial responsibility for the preparation of sites; Overall managerial responsibility for the implementation and activation of sites; Present and introduce management reports and other LOGIS related facilities to manage activated sites during post-implementation phase; Consolidate and submit rollout progress reports. **Manage the monitoring of compliance to prescribed legislation, policies**



**and guidelines relating to the LOGIS processes:** Reports downloaded, analyzed and shortcomings pointed out to sites; Monitor quarterly security checks. Monitor LOGIS versus BAS utilization. **Manage the support services and guidance rendered to LOGIS users:** Monitor functional support on LOGIS, PI, CRD LBIS and Vulindlela; Monitor the Supplier Administration, banking detail and credential processes; Monitor the Codification process. **Manage the capacity building of LOGIS users:** Overall managerial responsibility for LOGIS training in the province; Responsible for Provincial LOGIS user Forums; Represent the Province at the National LOGIS user Forums/ Workshops. **Manage the component:** Perform strategic and operational planning; Manage stakeholder relationships; oversee the administrative support functions; Perform people management functions; Perform financial management functions, Perform asset management function. Perform Risk Management function.

**ENQUIRIES:** **Mr. O Vermeulen (053 830 8257)**

#### **DIRECTORATE: CORPORATE SUPPORT SERVICES**

**POST:** **DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION TECHNOLOGY (DGITO)**

**REFERENCE:** **NCPT/2021/19**

**CENTRE:** **KIMBERLEY**

**SALARY:** **R 869 007 – R 1 023 645 (All Inclusive TCE Package)**

**LEVEL:** **SR: 12**

**REQUIREMENTS:** Bachelor's Degree or National Diploma (NQF: 6/7) in Information Technology. Three to five (3-5) years' Junior Management/Assistant Director level experience in a relevant IT support field. A valid Driver's license.

Knowledge of IT Technical Support, IT Networks and the DPSA CGICT Framework, training, administration, career management, strategic planning, reporting procedures and research. Technical Expertise, Project Management, Functional Ability, Quick Thinking, Diagnostic Action Research, Strategic and Conceptual, Orientation, Innovative Thinking, Problem solving, Communication, Team Player, Coaching and Developing People, Self-driven, Interpersonal Understanding, Departmental Organizational Knowledge, Networking and Influencing skills.

**KEY RESPONSIBILITIES:** **Align the department's information management system and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of its strategic plan.**

Establish an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans of the department. Manage IT Governance. **Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focused on the specific requirements of the department.** Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans, policies, etc. Manage and develop departmental ICT strategies and policies. **Represent the relevant department at the GITO Council:** Attend GITO Council meetings. Report on issues that emanates from the GITO Council meetings. **Promote effective management of information and information technology as enabler as a strategic resource:** Apply an enterprise wide approach to the use of information management, (Information technology systems and infrastructure included) in supporting the business units and business processes, bridging diverse systems to establish a client-focused service strategy, eliminating unnecessary duplication, increase overall coordination and control, and rapidly introduce new systems and technology to improve service delivery. Development information and technology system infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalize unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department. Promote the Utilization of technology as a key enabler for the future in delivering information and services and promote its use in the reengineering/transformation of government service delivery. Manage ICT e-Infrastructure. Manage effectiveness maintenance of hardware, software and licensing. **Create an enabling environment for other managers to perform their functions more effectively and efficiently:** Close communication as part of the top management team of the department with the top echelon of the department to promote the utilization of information. Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies. Change the culture of the department to embrace an enterprise-wide information management and information technology approach. This requires the visible, strong and continuous support of senior managers. Take a leadership role in knowledge management. Manage IT backup process. **Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and services:** Manage the standardization of equipment software according to

policy. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework: Manage IT Risk register. Manage network integrity (WAN system in relation to SLAs/MOUS). Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the Departmental IT unit and staff. Management of Financial Resources and Assets. Provide 3<sup>rd</sup> line IT support to the department. Responsible for AG Audit outcomes, Manage IT infrastructures and IT security.

**ENQUIRIES: Ms. G Moncho-Mfecane (053) 830 8228**

#### **DIRECTORATE: HUMAN RESOURCE MANAGEMENT**

**POST: DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS**

**CENTRE: KIMBERLEY**

**REFERENCE: NCPT/2021/18**

**SALARY: R 733 257 – R 863 748 (All Inclusive TCE Package)**

**LEVEL: SR 11**

**REQUIREMENTS:** Degree/Diploma (NQF: 7) in Health Sciences. 3-5 years Junior Management/Assistant Director level experience in an employee health & wellness environment/ workplace health programmes intervention. A valid Driver's license.

**SKILLS & KNOWLEDGE:** The incumbent must be computer literate with excellent data management, report writing and oral presentation skills. Proven knowledge of the Employee Health and Wellness Strategic Framework and operationalising the four pillars. Extensive knowledge of policies, prescripts and practices, Employee Assistance Programmes (EAP), Basic Conditions of Employment Act, Public Service Regulations, Change Management, Compilation of management reports, Research and analysis, Project Management, Conflict management and Performance Management. The incumbent will have to maintain a strict code of confidentiality and professional standards at all times.

**KEY RESULT AREAS:** **Manage and implement employee wellness programmes:** Develop and implement employee health & wellness policies and work life balance programmes/initiatives. **Manage and implement health and productivity programmes:** conduct health information sessions on non-communicable and communicable diseases in the Department. Liaise with HR, conduct and report on sick leave analysis. Ensure compliance to all COVID-19 protocols. **Develop and implement HIV/AIDS and TB Management Programmes and**

**policies:** Co-ordinate awareness and prevention programmes. **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 all other relevant acts and prescripts. 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 sub-programme budget, financial resources and assets. Ensure the maintenance of discipline. **Manage Special Programmes in the department:** Manage the implementation of the Job-Access Strategic framework. Manage the implementation of Gender Equality and Women Empowerment Programmes. Manage Youth and Children Development Programmes. Manage the implementation of Corporate Social Investment (CSI).

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

### **DIRECTORATE: INTERNAL AUDIT**

**POST:** **DEPUTY DIRECTOR: INTERNAL AUDIT (x4)**

**CENTRE:** **KIMBERLEY**

**REFERENCE:** **NCPT/2021/22**

**SALARY PACKAGE:** **R 733 257 – R 863 748 (All Inclusive TCE Package)**

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

**REQUIREMENTS:** National Diploma / B-Tech / B.Com degree (NQF 6/7/) in Accounting / Auditing / Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 3-5 years full-time experience at Junior Management/ Assistant Director Level in an auditing environment. A valid Driver's License.

**KNOWLEDGE & SKILLS:** 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. Skill 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 key input to assurance and consulting coverage in terms of governance, risk and controls:** Provide inputs into 3 year rolling and annual internal audit plan per client department / entity. Compile quarterly project management plan. Provide input into unit annual performance plan and Risk Management, methodologies, policies / charter. **Manage assurance and consulting services in terms of governance, risk and controls:** Manage the delivery of the internal audit plans, requests / ad hoc assignments. Manage that follow up audits are performed and implementation is monitored. Manage that the audits are performed in terms of the required IIA standard. Manage that the audits are valuable to the department. **Report audit results:** Provide input into quarterly progress reports against internal audit plan to client departments / entity. Review draft report. Discuss the draft report with clients. **Support liaison with all IA stakeholders and IA Administration:** Participate in Audit Committee meetings. Participate in relevant forum meetings. Provide assurance to Audit Committee packs. Management of performance, training and development of officials. Ensure audit management system is applied effectively (audits/timesheets). Ensure the maintenance of discipline.

**ENQUIRIES:**

**Mr. J Van Tonder (053) 830 8401**

**POST:**

**ASSISTANT DIRECTOR: INTERNAL AUDIT (x3)**

**CENTRE:**

**KIMBERLEY**

**REFERENCE:**

**NCPT/2021/21**

**SALARY PACKAGE:**

**R 376 596 – R 443 601 per annum**

**LEVEL:**

**SR: 9**

**REQUIREMENTS:**

National Diploma / B-Tech / B. Com Degree (NQF: 6/7) in Accounting / Auditing / Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 2-3 years full time 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, management principles and preferred business practices. Experience in government auditing or accounting, and in supervising and conducting audits in Information Systems and other areas pertinent to the industry. 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, innovative and creative, accuracy and discipline.

**KEY RESPONSIBILITIES:**

**Annual and Quarterly Planning of Audit Assignments:** Provide inputs to the Annual Audit Plan. Provide inputs to the project plan and allocation of audit assignment. Provide inputs into the quarterly progress report. Publish Plan. **Supervise Planning and Execution of audit assignments:** Provide input into the audit engagement scope, audit objectives and timeframes. Research on audit to be performed and relevant legislations/Acts/Policies and Procedures. Perform and/or review data analytics. Develop the audit program and plan the audit sampling method. Review the Preliminary Survey Checklist, System Description, and DPM. Review the record of work done on the audit program. Review and sign off teammate working papers. Provide frequent supervision or coaching to the Auditors and minimal supervision to seniors throughout the audit assignment. **Reporting Audit Results:** Review the Exception (Combined Issue) Report. Discuss of the reviewed Exception (Combined Issue) Report with client to source management comments. Assist in the discussion of the Draft final Audit Report. Address and sign off coaching notes. Ensure audits are valuable to the departments. Verification of the audit pack as per Audit Committee request. **Administration:** Review and approve timesheets on teammate. Assess performance of the Auditors/Seniors quarterly (informally), bi-annually (formally) and annually.

Maintenance of discipline. Manage leave of auditors and seniors. Attend Audit Committee meetings on request by management.

**ENQUIRIES:**

**Mr. J van Tonder (053) 830 8401**

## DIRECTORATE: MUNICIPAL ACCOUNTING SERVICES

<b>POST:</b>	<b>ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING &amp; FINANCIAL REPORTING (x3)</b>
<b>CENTRE:</b>	<b>KIMBERLEY</b>
<b>REFERENCE:</b>	<b>NCPT/2021/20</b>
<b>SALARY:</b>	<b>R 376 596 – R 443 601 per annum</b>
<b>LEVEL:</b>	<b>SR: 9</b>
<b>REQUIREMENTS:</b>	Degree /Diploma (NQF: 6/7) in Accounting, with Accounting 3 as a major. (Honors degree and above will serve as added advantage). A minimum of 3 years relevant experience in an accounting environment with experience of the compilation of financial statements. A valid driver's license.
<b>SKILLS &amp; KNOWLEDGE:</b>	Good knowledge of accounting standards, guidelines and frameworks i.e. GRAP, IFRS, GAAP etc. MFMA and other applicable legislation, regulations and prescripts. Analytical thinking and problem solving Administrative procedures. Change Management, Research and analysis. Project Planning and Management. Communication (written and verbal), interpersonal and presentation skills, Planning, organising and preparation of management reports, Computer literate (Microsoft word, excel and power point), Ability to analyse financial data and Auditor-General reports. Work under pressure with minimum supervision.
<b>KEY RESPONSIBILITIES:</b>	<b>Provide technical support on the implementation of GRAP and related accounting standards, framework guidelines to delegated municipalities.</b> Assist and update municipalities on latest accounting frameworks and policies. <b>Review, monitor and assist with the development and implementation of an audit action plan. Promote timeous submission of credible annual financial statements by delegated municipalities. Coordinate and/or facilitate Capacity Building initiatives.</b> Compile analysis of training attendance. Compile a report on the capacity building session. Maintain a library of financial information (AFS, Auditor General Reports, etc).
<b>ENQUIRIES:</b>	<b>Ms. B Nortjie Tel: 053 802 5190</b>

**NOTE:** Applications should be submitted on the new employment (Z83) form, which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or obtained at any government department. A recently updated, comprehensive CV with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The CV must also accompany copies of qualifications (a transcript of results may also be attached), driver's license, identity document and other relevant certificates, such copies **need not be certified** when applying for the post. **The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview.** Shortlisted

applicants will be subjected to qualification verification, reference checking, security screening and vetting. 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. Correspondence will be limited to successful candidates only. 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. Correspondence will be limited to successful candidates only. 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. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered

*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.*

**Interested candidates may forward their applications to the Department quoting the relevant reference number to:**

**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  
7<sup>th</sup> Floor  
Kimberley

**EMAIL APPLICATIONS TO:** [Ncpt-HR@ncpg.gov.za](mailto:Ncpt-HR@ncpg.gov.za). 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.

**CLOSING DATE: 19 November 2021**

**All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date, late applications will not be considered.**

