



**NCPT**

NORTHERN CAPE PROVINCIAL TREASURY

## NORTHERN CAPE PROVINCIAL ADMINISTRATION PROVINCIAL TREASURY

Please note that the following post is a re-advertisement, and candidates who previously applied are encouraged to re-apply.

### DIRECTORATE: ECONOMIC AND FISCAL OVERSIGHT

- POST:** DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS (x1)
- CENTRE:** KIMBERLEY
- REFERENCE:** NCPT/2023/18
- SALARY PACKAGE:** R 811 560 – R 952 485 per annum (TCE Package)
- LEVEL:** SR: 11
- REQUIREMENTS:** NQF 6/7 tertiary qualification Finance/Economic or related fields. 3 years' junior management experience in the Finance/Economics, and/or related field. A valid driver's license.
- SKILLS & KNOWLEDGE:** Knowledge and understanding of the Provincial Budget Process, Public Finance Management Act (PFMA), Division of Revenue Act (DORA), performance budgeting, Public Sector Budgeting, Fiscal Framework.
- KEY RESPONSIBILITIES:** **Develop, implement, monitor and review revenue enhancement strategy through inter-alia:** Assess and recommend on revenue proposals from the departments. Contribute to discussions regarding an equitable division of revenue. Coordinate and monitor the medium terms revenue planning process. **Promote and enforce transparent and effective revenue management, through inter-alia:** Develop effective tools and techniques to maximize the collection of revenue owed to the province. Promote efficient and effective development of own revenue generating capacity. Coordinate revenue forums, report on revenue performance and assess revenue trends. Conduct site visits on various revenue collecting institutions. **Provide advice and support departments to develop debt management policy and other policies relating to revenue and revenue management:** Provide and consolidate guidelines on best revenue practices. Review the departmental policies/procedures related to revenue inclusive of debt management. **Coordinate the determination of own revenue estimates, in-year revenue adjustments for the MTEF:** Analysis revenue budget proposals from departments. Consolidate own revenue analysis on proposals and provide recommendations. **Provide advice on exploitation of all revenue sources and revenue tariffs:** Conduct research and analysis on all revenue related matters. Assess and recommend on the review of tariffs

from departments. **Provide inputs Sustainable Fiscal Policy Framework:** Provide revenue inputs into MTBPS / Budget Processes. Coordinate inputs into FFC recommendations. **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.

**ENQUIRIES:** **Ms. D Nel (053) 830 8232**

**Please note that the following post is a re-advertisement, and candidates who previously applied are encouraged to re-apply.**

**DIRECTORATE: BUDGET MANAGEMENT**

**POST:** **DEPUTY DIRECTOR: BUDGET ANALYST & PUBLIC FINANCE (x3)**

**CENTRE:** **KIMBERLEY**

**REFERENCE:** **NCPT/2023/17**

**SALARY PACKAGE:** **R 811 560 – R 952 485 per annum (TCE Package)**

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

**REQUIREMENTS:** NQF 6/7 tertiary qualification in Financial Management/ Financial Accounting/ Management Accounting/ Economics or related fields. 3 years' junior management experience in the financial management environment.

**SKILLS & KNOWLEDGE:** Knowledge and understanding of the public sector budget and project cycles, Provincial Budget Process, Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Performance budgeting and Public Sector Budgeting. Microsoft Office Suite (Excel, Word and PowerPoint). PERSAL, BAS, SAP, Vulindlela, Spreadsheet Modelling, Knowledge of Forecasting techniques and Data mining techniques. Knowledge and understanding of relevant legislation, regulations and policies in the budgeting environment. Planning and Organising, Problem solving and analysis, decision making, customer service orientation skills and report writing skills.

**KEY RESPONSIBILITIES:** **Manage the provincial strategic budget planning process:** Provide advice, guidance and training on the budget process, budget reforms and budget formats to all departments, Provide technical assistance to clients departments in formulating budget proposal, Develop and consolidate a credible main MTEF and adjustment budget for the province. **Develop and consolidate a credible main MTEF and adjustment budget for the department:** Review and assess budget proposal (data base and Estimates of Provincial Revenue and Expenditure) for accuracy, compliance and provide advice to allocated departments, Support departments on: Medium Term Expenditure Committee deliberations,

Benchmarking, Compile appropriation bills, evaluate requests for Virements, roll-over, adjustment budget and make recommendations. **Coordinate the management of provincial expenditure management services:** Manage the reporting to National Treasury and other stakeholders on expenditure. Ensure accurate reporting on financial information within the provincial department as required by the Division of Revenue Act. Monitor and assess that all expenditure is in line with provincial budget allocations and priorities. Analyse, review and report on expenditure trends. Analyse personnel trends of allocated departments relative to MTEF estimates. Analyse and review sectoral priorities against database and estimates of Provincial Revenue expenditure, Report findings to allocated departments. **Provide provincial analysis in terms of expenditure, revenue and conditional grants:** Evaluate business plan of all conditional grants for compliance with the framework. Analyse and prepare monthly report on budget and expenditure variance and in-year monitoring reports. **Provide guidance on the implementation of the PFMA, Treasury regulations and the Division of Revenue Act.** Provide advice to client department on issues of budget implementation and monitoring.

**ENQUIRIES:** Ms. D. Nel (053) 830 8232

## **CHIEF DIRECTORATE: INTERNAL AUDIT AND AUDIT COMMITTEES**

**POST: PROVINCIAL AUDIT COMMITTEE MEMBER**

We are looking for Audit Committee Members in the following Cluster Audit Committees.

**Cluster 1** providing oversight over:

- Department of Education
- Provincial Treasury
- Department of Economic Development and Tourism
- Northern Cape Liquor Board
- Northern Cape Gambling Board
- Northern Cape Tourism Authority
- Northern Cape Economic Development Trade and Investment Promotion Agency.

**Cluster 2** providing oversight over:

- Department of Health
- Department of Social Development
- Office of the Premier.

**Cluster 3** providing oversight over:

- Department of Agriculture, Environmental Affairs, Rural Development and Land Reform
- Department of Cooperative Governance, Human Settlement and Traditional Affairs
- Department of Sport, Arts and Culture
- McGregor Museum
- Kalahari Kid Corporation.

**Cluster 4** providing oversight over:

- Department of Roads and Public Works
- Department of Transport, Safety and Liaison
- Northern Cape Fleet Management Trading Entity.

**Please bear in mind that some of the listed public entities might de-list / amalgamate in the next few years.**

**CENTRE:** KIMBERLEY

**REFERENCE:** NCPT/2023/74

**REMUNERATION:** Derived from National Treasury and SAICA Tariffs

**TERM:** 3-year contract

**REQUIREMENTS:** Degree / NQF level 7 in Human Resource Management / Legal / Accounting / Finance / IT / Auditing / Risk / Internal Control or any other related field. At least five years' executive management experience gained from the Human Resources / Legal / Accounting / Finance / IT / Auditing / Risk / Internal Control environment • In addition to the above, candidates should demonstrate experience in participating in governance structures, ability to dedicate time to the activities of Audit Committees • Preference will be given to applicants with experience in serving on Audit Committees of Government Departments.

**SKILLS & KNOWLEDGE:** Analytic reasoning abilities and good communication skills • Interpersonal relations • Tolerance • Productivity • Research methodology skills • Plan and Organise • Project management skills • Report writing • Understanding of PFMA and its Regulations, Modified Cash Standards, GRAP and National Treasury practice notes relevant to the Provincial Departments and Public Entities • Knowledge and understanding of the roles of Internal and External Auditors • Understanding Public Service Regulation framework.

**KEY RESPONSIBILITIES:** The Audit Committee is an advisory committee that assist the departments and listed public entities in fulfilling its oversight responsibilities with regard to internal controls, risk management and governance • Assist the Accounting Officer in the effective execution of her/his responsibilities • Regulates and discharge all its responsibilities as contained in the Audit Committee Charter which, outlines the appropriate formal terms of reference • The Audit Committee will meet five times per year, 2 physical meetings and 3 virtual meetings.

**ENQUIRIES:** Ms A Naidoo 063 691 9929 [anaidoo@ncpg.gov.za](mailto:anaidoo@ncpg.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.*

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

**NOTE:** Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. 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. **Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. 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 will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are 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 only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. 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. 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 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: 25 August 2023**

**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.**