



NORTHERN CAPE PROVINCIAL ADMINISTRATION PROVINCIAL TREASURY

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT SERVICES

- POST:** DIRECTOR: DEPARTMENTAL SUPPLY CHAIN AND ASSET MANAGEMENT SERVICES
- REFERENCE:** NCPT/2024/14
- CENTRE:** KIMBERLEY
- SALARY:** R 1 162 200.00 – R 1 365 411.00 per annum (TCE Package)
- LEVEL:** SR: 13
- REQUIREMENTS:** NQF: 7 Tertiary Qualification in Supply Chain Management/ Commerce/ Business Management/ Business Administration. 5 years' experience at a middle management level in supply chain and asset management environment. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required prior to appointment and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver's license.
- SKILLS AND COMPETENCIES:** Knowledge of the Constitution, Public Service Act, Public Service Regulation, Public Service Code of Conduct, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, Preferential Procurement Policy Framework Act (PPPFA), Supply chain management practices and procedures, Promotion of Access to Information Act, planning and organizing, Compilation of management reports, Financial Reporting, Accounting reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Public Service Code of Conduct. Report writing, Communication, Accounting and auditing skills, Networking skills, Financial management, numeric and mathematical accuracy skills, Problem solving and change management skills, Ability to interpret directives and policy and implementation thereof Conflict Management, Project Management, Analytical and Accounting skills. Policy analysis and development, Computer literacy (Ms word, Excel and PowerPoint).
- KEY RESPONSIBILITIES:** **Ensure and manage departmental supply chain management services:** oversee the provisioning of demand management services. Oversee the acquisition of goods and services ITO consolidated SCM procurement plan. Oversee the management of logistics services. Ensure and oversee contract management services. Ensure the compilation and

submission of SCM reports to the CFO. **Ensure and manage asset, disposal management and loss control services:** Oversee the provisioning of demand management services. Oversee and manage the administration of disposal management services. Manage loss control services. Ensure the compilation and submission of Asset, Disposal and Loss Control reports to the CFO. **Ensure the provisioning of advice and guidance in terms of SCM, Asset Management and Loss Control to internal and external clients:** Ensure the facilitation of information/training sessions to departmental officials on transversal SCM, Asset management and loss control related matters. Ensure timeous communiques via departmental circulars and Memos to departmental programme and responsibility managers. Oversee briefing/site inspection meetings with prospective service providers. Render strategic advice to internal and external clients on transversal SCM, Asset and Loss and Control issues. **Ensure the development and implementation of SCM, Asset Management and Loss Control policies, procedures and manuals and best practices:** Oversee the compilation of draft Departmental SCM, Asset Management and Loss Control policies, procedures and manuals and best practices. Ensure the consultation with relevant approval authority. Ensure that policies and relevant information giving documents are published on the intranet after approval. **Manage the resources of the Directorate:** Manage human resources, financial resources and directorate assets.

ENQUIRIES:

Mr. Miller (082 718 8841)

POST:

DEPUTY DIRECTOR: INTERNAL CONTROL

CENTRE:

KIMBERLEY

REFERENCE:

NCPT/2024/16

SALARY PACKAGE:

R 849 702 – R 1 000 908 per annum (TCE Package)

LEVEL:

SR: 11

REQUIREMENTS:

NQF: 7 tertiary qualification in Financial Management/ Accounting and or Auditing/Internal Auditing/ Risk Management. 3-5 years' experience at a Junior Management (ASD) level in the Financial Management /Accounting and or Auditing/ Internal Audit/ Risk Management. A valid driver's licence.

SKILLS & KNOWLEDGE:

MFMA and PFMA, Treasury Regulations, Public Service Act, Public Service Regulations, Public Service Regulatory Framework(PSRF), Generally Accepted Accounting Principles, MTEF budget compilation and analysis, Risk Analysis/management, Basic Accounting Systems, Auditing and Internal Audit Standards, Internal Control Procedures, Skills Development Act, Labour Relations Act, DPSA directives, Knowledge of Medium Term Expenditure Framework budget, Strategic Policy. Policy formulation and development, Planning and Organizing, Strategic Management, Financial Management, Project Management, Analytical and innovation thinking, Decision making, ability to interpret and apply

policies, conflict management, Change Management, Organizing, Presentation/ report writing, Advanced Excel, Communication Planning, Problem solving. Project management skills.

KEY RESPONSIBILITIES:

Implement and maintain internal control system and processes and strategies within the department: Assess and analyse reports from office of the Auditor-General, Internal Audit Unit, investigation and any other professional institution for audit findings relating in the internal control systems. Discuss, with the relevant manage, measures to be taken to prevent the weakness from re-occurring. Come up with the implementation plan in preparation of the next audit cycle. Co-ordinate and attend the audit steering committee meetings. Develop internal process for effective and efficient management of audit queries. Evaluate audit queries in the annual audit report and present to the Audit Committee. Present action plans to address audit queries/control weakness. Check whether audit queries have been resolved. Provide responses to questions raised by SCOPA on internal control matters. Monitor and report the implementation of resolution taken by SCOPA relating to internal control systems. **Develop, review and implement internal control/ financial policies:** Benchmark existing policies against policies that should be in place for the Department to function efficiently. Check whether the policy frameworks are developed. Develop policies to support effective internal controls. Check whether the prescribed policies are being adhered to and alignment. Monitor improvement of audit outcomes. Review internal control processes. **Provide transversal support, advice and guidance in terms of internal control prescripts:** Provide advice and guidance regarding the implementation and maintenance of internal control systems in terms of prescripts. Ensure the identification of training gaps within the department. Oversee the facilitation of information sharing sessions. Ensure that all queries are dealt with satisfactory. Co-ordinate training on internal control systems. **Compile and issue reports to the Head of Department/Executive Authority on internal control compliance programmes:** Monitor and follow-up on departmental response from Cabinet including SCOPA and Portfolio to ensure concise and reliability of information. Monitor compliance with investigation procedures. Monitor audits of policy and compliance to standards within the department. Review and issue investigation reports. Co-ordinate progress reports and feedback on Audit queries and responses from SCOPA, Cabinet and Portfolio Committee. Compile Monthly, Quarterly/ annual reports on internal control and risk management compliance programmes. **Ensure effective and efficient management of resources including HRM within the Directorate:** Manage the budget, financial resources and assets. Sign performance agreement with the Secretary and Deputy Directors. Assess the bi-annual performance and annual reviews of the Secretary and Deputy Directors. Manage leave of Staff members in the Directorate. Ensure the maintenance of discipline in the Directorate.

ENQUIRIES:

MR. R. MILLER (082 718 8841)

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES

POST:	STATE ACCOUNTANT: PAYMENTS
REFERENCE:	NCPT/2024/22
CENTRE:	KIMBERLEY
SALARY:	R 308 154.00 – R 362 994.00
LEVEL:	SR: 7
REQUIREMENTS:	NQF: 6 Tertiary Qualification in Financial Accounting or any related Accounting qualification. 1-2 year's relevant experience in Public Sector.
SKILLS & KNOWLEDGE:	Knowledge of, Public Finance Management Act, Treasury Regulations. Knowledge of BAS and LOGIS. Good verbal and written communication skills, Accounting and Auditing Skills organizing skills, analytical skills, people management skills, problem solving skills, computer literacy (Ms. Word, Excel, PowerPoint).
KEY RESULT AREAS:	Render timely and valid payment of creditor's accounts: Check and verify journals/payment batches to ensure that correct allocations have been used before payments are authorized on system. Authorize payments on the BAS System. Per-Authorized payments on LOGIS. Perform monthly creditor's reconciliation statements: Compile reconciliation spread sheets to reconcile supplier's statements. Compile and send out monthly outstanding interdepartmental claim letters. Ensure that the system of internal control is adhered to by ensuring the completeness of all payment batches and journals. Provide support on the preparation, compilation submission of Disclosure Notes and Audit information: Compile Annexures for Financial Statements, IFS and Compliance Certificate. Identify and compile Annexure H2 Irregular Expenditure. Annexure H1 Unauthorised Expenditure and H3 Fruitless and Wasteful Expenditure. Annexure E Inter-Departmental Receivables. Compile Actual Expenditure Report for Fund Requisition. Provide auditors with batches and journals requested. Assist in responding to Audit queries. Manage the resources within the Sub-Directorate: Supervision, mentoring and coaching of Payment Clerks and newly appointees in the execution of their duties.
ENQUIRIES:	Ms. N. Heugh (066 210 4064)

POST: CLERK SUPERVISOR: TRANSPORT

CENTRE: KIMBERLEY

REFERENCE: NCPT/2024/19

SALARY PACKAGE: R 308 154 – R 362 994 per annum

LEVEL: SR: 7

REQUIREMENTS: Grade 12 certificate or equivalent. 3-4 years' work experience in Transport Management or Supply Chain Management. A valid driver's licence.

SKILLS & KNOWLEDGE: Knowledge of the Transport Policy. Knowledge of Transport circular. Knowledge of Public Finance Management Act. Knowledge of SCM policies and prescripts. Good verbal and written communication skills, Organizing skills, Decision making skills, Problem solving skills, Facilitation skills, Computer literacy (Word, Excel & PowerPoint), Report writing skills.

KEY RESPONSIBILITIES: **Provide effective administration management of department fleet:** Check and verify that logbooks, trip authority forms, validation of driving licenses of officials is submitted prior allocation of vehicle. Ensure effective and efficient utilization of fleet at all times i.e. white fleet & rentals. Auditing and balancing log books every month end. Check and verify monthly reconciliation on fleet utilization. Verify invoices received from service providers and submit for payment. Ensure that incident, accident, traffic fines and fraudulent reports are attended to and resolved timeously. **Provide efficient transport services to officials:** Monitoring of allocation of transport for officials i.e. white fleet & rentals. Monitoring of spreadsheet of requests submitted for vehicles from end-users and ensure timeously allocations. Approval of quotation sourced from various service providers for rental of transport. Perform RQAT functions on LOGIS System. Ensure that a pre and post inspection of fleet efficiently. **Provide routine maintenance of vehicles:** Ensure vehicles are repaired accordingly i.e. due to inspection and reporting of defect by officials. Ensure effective and timeous arrangement of vehicle maintenance and service. Request of pre-Authorization from service providers for vehicle maintenance prior the scheduled dates. Ensure effective and efficient liaison between service providers and feel entity for speedy processes of fleet maintenance. **Supervise the Transport unit team:** Monitor the performance of subordinates on work allocated to them. Transfer skills to subordinates by mentoring and training.

ENQUIRIES: Ms. K. Bambani (081 568 4773)

POST: SECRETARY TO DIRECTOR: FINANCIAL MANAGEMENT

REFERENCE: NCPT/2024/23

CENTRE:	KIMBERLEY
SALARY:	R 163 563 – R 192 666 per annum
LEVEL:	SR: 5
REQUIREMENTS:	A Grade 12 certificate or equivalent qualification. At least 0-1 year relevant experience in a secretarial environment.
SKILLS & KNOWLEDGE:	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.
KEY RESPONSIBILITIES:	<p>Provide a secretarial/ receptionist support services to the Director: 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. Provide a clerical support service to the Director: 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. Facilitate and co-ordinate all logistical and resource requirements of the Director: Arrange car, flight and accommodation booking for the Director, Arrange catering for internal meetings including venue logistics for workshops. Provide information and records management services in the Directorate: 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 disposal of the Director. Records all correspondences and file according the file plan of the office.</p>
ENQUIRIES:	Ms D Kumalo (081 502 6954)

DIRECTORATE: DEPARTMENTAL SCM & ASSET MANAGEMENT

- POST:** ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT
- CENTRE:** KIMBERLEY
- REFERENCE:** NCPT/2024/17
- SALARY PACKAGE:** R 444 036.00 – R 532 602.00 per annum
- LEVEL:** SR: 9
- REQUIREMENTS:** NQF: 6/7 Tertiary Qualification in Supply chain management/ Public Management/ Financial Management or related fields. 3-5 years working experience in a Supply Chain Management environment. At least 2 years in Supervisory level in SCM. A valid driver's licence will be an added advantage.
- SKILLS & KNOWLEDGE:** Knowledge of Public Service Act and Regulations, PFMA and Regulations. PPPFA and Regulations, BBBEE Act, CIDB Act and Regulations. Knowledge of SCM Policies and Prescripts Act. Knowledge of the Public Finance Management Act. Knowledge of the demand and acquisition. Knowledge of Financial Management. Communication (verbal and written) skills, Organizing skills, Computer literacy (Word, Excel and Powerpoint), Networking, Leadership and team, Decision making skills, building, Analytical, Problem solving, Facilitation skills, Co-ordination skills, Conflict management and Financial Management Presentation.
- KEY RESPONSIBILITIES:** **Administer receiving of requisitions:** Check and verify that all the required documents are attached of the SLD. Monitor the timeframe of sourcing quotations. Performing RQAT functions on Logis System. Monthly reports. **Monitor adherence of thresholds for procurement:** Check and verify that all the required documents are attached before quotes are approved. Check and verify if suppliers are active on Logis, and they are tax compliant on Central Supply Database (CSD). Approval of quotations up to delegations (for all goods and services). Ensure quoted price are in line with SCM Policy, framework and regulations. **Perform Requisition Authorise (RQAT) functions on Logis system:** Check and verify that the correct item control number (ICN) is used for the item that is being procured. Verify the amount captured on Quotations Maintenance (QTMT) prior authorisation of requests (RQAT) on Logis. RQAT of all requests according to delegations. Perform secretariat duties in bid committees. **Manage the Acquisition Unit:** Monitor the performance of subordinates on work allocated to them. Transfer skills to subordinates, by mentoring and training.
- ENQUIRIES:** Ms. L. Bambani (081 568 4773)

POST: SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION

REFERENCE: NCPT/2024/18

CENTRE: KIMBERLEY

SALARY: R 216 417.00 – R 254 928.00

LEVEL: SR 5

REQUIREMENTS: Grade 12 certificate or equivalent qualification. 0-1 year relevant experience in SCM environment.

SKILLS & KNOWLEDGE: Knowledge of the Supply Chain Management policies and prescripts Act, Public Finance Management Act, Public Service Act, Demand and Acquisition Management and Financial Management. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

KEY RESPONSIBILITIES: The successful candidate will, inter alia be responsible for the following:
Request quotations from suppliers using Central Supplier Database: Utilizing CSD reports per commodity and suppliers walk-in register. Request of compliance documents from suppliers and verify Tax status and banking details. Ensure that correct specifications are requested from supplier. Maintaining communication with supplier. **Monitor adherence of thresholds for procurement.** Request of compliance documents from suppliers (i.e SBD 4, SBD 6.1,) Check and verify that the required documents are attached before submitting quotes for approval. Check and verify if suppliers are active on Logis, they are tax compliant and banking details are verified. Compile price and specific goals schedule for evaluation of all quotations received. Ensure quoted price are in line with SCM Policy, framework and regulations. **Performing Quotation Maintenance Capture (QTMT) functions on Logis System.** Searching of ICN, and ensuring that the ICN matches the description on the Standard Logistical document (SLD) and quotation. Link item control number (ICN) on Item Record Maintenance (LSLG) to supplier number and ICN should be linked to the correct reporting category. Checking if prices and quantities are correct on quotation. **Perform Requisition Capture (RQCP) function on Logis.** Correct SCOA Allocations to be captured. Correct supplier name and number is used when capturing the requisition on PI. Add suppliers on Logis Portal

ENQUIRIES: Ms K Bambani (081 568 4773)

POST: SUPPLY CHAIN MANAGEMENT CLERKS: LOGISTICS AND CONTRACTS: ORDERS (X2)

REFERENCE: NCPT/2024/20

CENTRE: KIMBERLEY

SALARY: R 216 417.00 – R 254 928.00

LEVEL: SR: 5

REQUIREMENTS: Grade 12 certificate or equivalent qualification. 0-1 year relevant experience in an SCM environment.

KNOWLEDGE & SKILLS: Knowledge of the Supply Chain Management policies and prescripts, Knowledge of the Public Finance Management, Knowledge of the Public Service Act, Knowledge of the demand and acquisition Act, Knowledge of Financial Management. Good verbal and written communication skills, Organising skills, LOGIS and BAS will be an added advantage. Good verbal and written communication skills, organizing skills, Co-ordination skills analytical skills, decision making skills, problem solving skills, facilitation skills, Computer literacy (Ms. Word, Excel, PowerPoint).

KEY RESPONSIBILITIES: **Authorize orders on Procurement Integration:** Ensure that information on the requisitions and quotations corresponds before approval of order. Ensure correct allocations are used before authorizing orders. **Placement of orders to suppliers:** Ensure that suppliers receive orders after it has been signed. Maintain orders according to the approved procurement advices. **Receive and distribute goods and invoices to cost centers:** Record all details on receipt and issue voucher. Answer all relevant queries related to quotations, receipts, issues and deliveries. Clarify delivery notes and invoices. Approve procurements on PACP and PAAP. Ensure that invoices and SRI's are signed by end user. Receive goods on RCRI (Receipt Manual) on LOGIS. **Capture invoices on LOGIS for goods and services rendered:** Ensure payments are made within 30 days. **Follow up on orders issued to suppliers:** Check 0-9 file daily for expected delivery dates from suppliers. Follow up on outstanding commitments. Follow up on part deliveries and outstanding invoices.

ENQUIRIES: Ms. K Bambani (081 568 4773)

POST: SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS AND CONTRACTS: PAYMENTS

REFERENCE: NCPT/2024/21

CENTRE: KIMBERLEY

SALARY: R 216 417.00 – R 254 928.00

LEVEL: SR 5

REQUIREMENTS: Grade 12 certificate or equivalent qualification. 0-1 year's relevant experience in SCM environment.

KNOWLEDGE & SKILLS: Knowledge of the Supply Chain Management policies and prescripts, Preferential Procurement Act and Public Finance Management Act.

Knowledge of the Public Service Act, Knowledge of the demand and acquisition Act, Understanding of Logistics Management and Financial Management. LOGIS and BAS will be an added advantage. Good verbal and written communication skills, organizing skills, Co-ordination skills analytical skills, decision making skills, problem solving skills, facilitation skills, Computer literacy (Ms. Word, Excel, PowerPoint).

KEY RESPONSIBILITIES:

Capture goods received and Invoices on LOGIS (RCRI and FIIN): Check if all the goods were received on the delivery note, Capture all goods received on RCRI on the LOGIS system, Ensure correctness of invoices before payment on LOGIS, Receive the original invoices and delivery notes from suppliers to capture on LOGIS, Apply correct allocations at all times, Capture all payment to be made to the suppliers, Capture any credit note/disallowances received from suppliers on LOGIS, Payments made within 30 days from receipt of invoice. Forward the relevant documents to the finance section for final authorization of payments. **Reconcile monthly commitments and suppliers:** Do enquiries on invoices, credit notes, disallowances, and payments sent through to the financial system and re-submit transactions, Handle payments queries, Forward proof of payments to suppliers. **PACP and PAAP selections:** Link Procurement Advice Quotations, Accept the approved Quote, Approve Procurement Advice and Consolidate. **Handle Queries and make follow-ups with suppliers:** Handle payments queries, Make follow-up of payment with suppliers, Request Invoices from suppliers.

ENQUIRIES:

Ms. K Bambani (081 568 4773)

POST:

SECRETARY TO DIRECTOR: SCM & ASSET MANAGEMENT

REFERENCE:

NCPT/2024/15

CENTRE:

KIMBERLEY

SALARY:

R 163 563 – R 192 666 per annum

LEVEL:

SR: 5

REQUIREMENTS:

Grade 12 certificate or equivalent qualification. At least 0-1 year relevant experience in a secretarial environment.

SKILLS & KNOWLEDGE:

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.

KEY RESPONSIBILITIES:

Provide a secretarial/ receptionist support services to the Director: 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. **Provide a clerical support service to the Director:** 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. **Facilitate and co-ordinate all logistical and resource requirements of the Director:** Arrange car, flight and accommodation booking for the Director, Arrange catering for internal meetings including venue logistics for workshops. **Provide information and records management services in the Directorate:** 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 disposal of the Director. Records all correspondences and file according the file plan of the office.

ENQUIRIES: Ms N Lethuli (067 213 3464)

DIRECTORATE: CORPORATE MANAGEMENT SERVICES

POST: DIRECTOR: HUMAN RESOURCE MANAGEMENT

CENTRE: KIMBERLEY

REFERENCE: NCPT/2024/02

SALARY PACKAGE: R 1 162 200 – R 1 365 411 per annum (TCE Package)

LEVEL: SR: 13

REQUIREMENTS: NQF: 7 Tertiary Qualification in Human Resource Management / Public Management or related fields. 5 year's relevant experience at a Middle Managerial level within Human Resource Management. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required prior to appointment and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver's licence.

SKILLS & KNOWLEDGE:

Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, DPSA directives, Knowledge of Medium Term Expenditure Framework Budget, Performance Management and Development System, Job Access Strategy, Strategic Policy. Planning and Organising skills, Strategic Management, Financial Management, Project Management, Analytical and innovative thinking, Decision making and Problem solving, Facilitation skills, Conflict Management, Computer literacy (Word, Excel & Powerpoint) People Management and Change Management.

KEY RESPONSIBILITIES:

Ensure and manage the provisioning of Human Resource Administration services in the Department: Monitoring and Administration of Condition of Services. Monitor the development and implementation of Human Resource Planning. Monitor the implementation and safeguarding of Human Resource Policies, procedures and practices. Management, provisioning and utilisation of personnel (Recruitment and Selection). **Ensure the implementation of Human Resource Development Strategy, policy and Employee Performance Management Development System (EPMDS).** Monitor the administration of Bursaries. Monitor the implementation of the Workplace Skills Plan (WSP). Monitor the implementation of Learnership and Internship programmes. Ensure the development, review and implementation of human resource policies and guidelines. Monitor the implementation of the Employee Performance Management Development System. **Ensure the development compliance of the Organisational Development, Human Resource Planning and Employee Equity services:** Monitor the development and implementation of Organisational Design and PERSAL Establishment. Monitor the implementation of Job Evaluation System. Monitor the development and implementation of the Human Resource Plan and Employment Equity (EE) Plans. **Ensure and manage the implementation of the Employee Health and Wellness Strategic Framework and special programmes in the department:** Monitor the implementation provision of Employee Wellness programme. Monitor the implementation provision of Health and Productivity programme. Monitor the implementation of HIV/AIDS and TB Management programme. Monitor the implementation of Safety, Health, Environment, Risk and Quality (SHREQ) Management. Monitor the implementation of Special Programmes strategies (Disability, Diversity, Youth and Gender). **Ensure the provision of Labour Relations in the department:** Ensure the provision the administration of collective bargaining, disciplines, grievance and disputes. Ensure the facilitation if Labour Relations awareness programmes. Ensure the development and implementation of Labour Relations policies, procedure manuals, strike management plan and labour relations strategies. **Ensure effective and efficient management of resources including HRM within Chief Directorate:** Manage the budget, financial resources and assets. Sign performance agreement with the Secretary and Deputy Directors. Assess the bi-annual performance and annual reviews of the Secretary and Deputy Directors. Manage the leave of Staff members in the Directorate. Ensure the maintenance of discipline in the Directorate. Filling of vacant posts in the Directorate. Manage the development and implementation of all HRM frameworks and policies.

ENQUIRIES: Mr. X.E. Jack (066 011 2286)

POST: DIRECTOR: STRATEGIC MANAGEMENT

CENTRE: KIMBERLEY

REFERENCE: NCPT/2024/11

SALARY PACKAGE: R 1 162 200.00 – R 1 365 411.00 per annum (TCE Package)

LEVEL: SR: 13

REQUIREMENTS: NQF: 7 in Public Management/Strategic Management or related qualifications. 5 year's relevant experience at a Middle Managerial level in Public Management. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required prior to appointment and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Legal. A valid driver's license.

SKILLS & KNOWLEDGE: Knowledge of work ranges and procedures such as: Managerial functions, Finance, Compilation of Reports (Strategic plan, annual performance, etc.), Research/Analysing, Needs and Priorities of the Department, Public Finance Management Act (PFMA), Human Resource matters, Public Service Act 1994, Public Service Regulations 2016, Skills Development Act, Labour Relations Act, DPSA directives. Knowledge. Medium Term Strategic Framework (MTSF), Strategic Policy. Policy formulation, interpretation and implementation. Planning and Organizing skills, Strategic Management, Financial Management, Project Management, Analytical and innovative thinking, Decision making and Problem solving skills, Leadership skills, Ability to interpret and apply policies, Report writing, Facilitation skills, Conflict management, Computer literacy (Word, Excel & PowerPoint), People Management and Change Management.

KEY RESPONSIBILITIES: **Coordinate departmental integrated planning, policy research and development process:** Coordinate and integrate all departmental planning activities. Develop all departmental strategic planning documents in line with DPME guidelines and relevant prescripts. Conduct policy research on new policy proposals of the department. Compile research report on research conducted for new policy proposals. Manage and coordinate departmental policy development process in the department. **Ensure change management and service delivery improvement mechanisms are developed, implemented and coordinated in the department:** Manage the design and implementation of change initiatives. Ensure the implementation of diversity management. Ensure that customer relations and frontline improvement mechanisms are in place. Ensure the implementation of service delivery improvement programmes and interventions are conducted in the department e.g. Batho Pele programmes, public service day/week/month. Ensure the identification,

development and monitoring of the Service Delivery Improvement Plan. **Ensure the development, coordination of departmental policies:** Conduct research on departmental policies. Coordinate development, management and review of departmental policies. Monitor implementation of Departmental policies. **Manage the monitoring and evaluation processes:** Develop and implement departmental monitoring and evaluation frameworks and systems. Ensure Department of Planning Monitoring and Evaluation guidelines are implemented. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Establishes an organizational performance management system. Monitor and evaluate organizational performance of the department on an ongoing basis. Collate information for compilation of Departmental quarterly and annual performance reports. **Ensure effective and efficient management of resources within the Directorate.** Manage the budget, financial resources and assets. Sign performance agreements with the Secretary and Deputy Directors. Assess the bi-annual performance and annual reviews of the Secretary and Deputy Directors. Manage the leave of staff members in the directorate. Ensure the maintenance of discipline in the directorate.

ENQUIRIES: **MR. XE JACK (066 011 2286)**

DIRECTORATE: CORPORATE SUPPORT

POST: **DEPUTY DIRECTOR: COMMUNICATIONS & KNOWLEDGE MANAGEMENT**

CENTRE: **KIMBERLEY**

REFERENCE: **NCPT/2024/07**

SALARY PACKAGE: **R 849 702 – R 1 000 908 per annum (TCE Package)**

LEVEL: **SR: 11**

REQUIREMENTS: NQF: 6/7 Tertiary Qualification in Communication/Public Relations/Journalism/Marketing/Language Practice. 3-5 years' experience in Communication. Minimum of 3 years' experience at junior management (ASD) level.

SKILLS & KNOWLEDGE: Knowledge of government legislation and prescripts, Government Communications and Information Systems, Media relations, Protection of Personal Information Act, Graphic design, social media and website. Communication (written and verbal), Planning and organizational, Interpersonal, Problem solving, Decision making, Project management skills. Ability to interpret and apply relevant policies and procedures.

KEY RESPONSIBILITIES: **Manage Event Management, Marketing and Corporate identity:** Review and manage the implementation of the communication policy and strategy. Provide strategic branding, photographic and graphic design services to the department. Manage the stakeholder's database, mobilization of targeted groups and event management. Manage content for the website, adverts, posters and pamphlets. Provide information to Government calendar of events and communication support to departmental events. Collate, write articles and edit departmental documents. Monitor the updates to staff on developments within the department. **Manage Medial Relations within the Department:** Monitor and analyse media coverage reports of the Provincial Government. Coordinate and manage the HOD's interaction with media. Develop responses to media queries. Facilitate media house visits and extend relations and journalists' networking programme. Develop media plan for key events. Compile and update media database. Develop media adverts. **Implement knowledge Management Programme in the Department.** Develop, review and implement knowledge. Conduct knowledge harvesting sessions. Conduct awareness sessions on knowledge management. Establish and manage the departmental resource centre. **Manage the resources in the sub – directorate:** Manage the performance, training and development of officials. Manage the budget, financial resources and assets. Ensure the maintenance of discipline.

ENQUIRIES: **Ms. G. Moncho-Mfecane (081 489 5972)**

POST: **ASSITANT DIRECTOR: RECORDS MANAGEMENT**

CENTRE: **KIMBERLEY**

REFERENCE: **NCPT/2024/08**

SALARY PACKAGE: **R 444 036 – R 532 602 per annum**

LEVEL: **SR: 09**

REQUIREMENTS: NQF: 6/7 Tertiary Qualification in Records Management, Information Science, Archival Studies or related qualification. 3-5 years' relevant work experience in records management environment of which two (2) years must be at supervisory level. A valid Driver's license.

SKILLS & KNOWLEDGE: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; National Archives and Records, Services of South Africa Act (NARSA), Promotion of Access to Information Act (PAIA), Public Finance Management Act (PFMA). Extensive Knowledge in Records Management, Knowledge of Minimum Information Security Standard(MISS). Planning and organizational skills, Computer literacy, Interpersonal skills, Problem solving skills, Communication (written and verbal) skills, Project management skills, Ability to interpret and apply relevant policies and procedures, Ability to work under pressure.

KEY RESPONSIBILITIES:

Maintain Records Classification systems and Co-ordinate Records Management services: Design and update classification systems, policies, manuals and guides. Submit records classification system to Provincial Archives for approval. Facilitate the practical implementation of the approved systems. Ensure safekeeping of Departmental Records. Ensure proper access control and registry counter services. Ensure proper management of office machines in relations to registry functions. **Provide Records Management training:** Develop the annual training programme. Update training manual in line with policies and procedures. Conduct records management awareness. Conduct presentations on records management based on the need or request. **Conduct appraisal of records for disposal purposes:** Compile appraisal report. Compile submissions for ephemeral records due for disposal. Submit disposal certificates to Provincial Archives. **Conduct Inspections to ensure compliance with proper records management:** Draw up an annual inspection programme. Conduct site inspection on records management. Compile a comprehensive inspection report. Recommend action plans and monitor progress through report. **Provide Professional support and advice:** Provide support and advice to all programmes in the department. Deal with written and telephone queries and enquiries. Management of the overall registry and records management. Manage personnel's performance and administrative procedures regarding personnel including personnel grievances and conflicts. Partake in on-going activities to advance records management practices such as digitization and ensuring professionalism in records management workspace. Participate in consultation meetings to address relevant concerns with regards to records management practices. Provide guidance with retrieving information from the filing system when required. Maintenance of discipline and leave management.

ENQUIRIES:**MR S MADIBELA (065 887 6004)****POST:****IT OFFICER: DEPARTMENTAL IT****CENTRE:****KIMBERLEY****REFERENCE:****NCPT/2024/10****SALARY PACKAGE:****R 308 154 – R 362 994 per annum****LEVEL:****SR: 7****REQUIREMENTS:**

NQF: 6/7 in Information Technology/ Computer Science, and Relevant Technical Certifications. 1-2 years' experience in computer networks and desktop support. A valid Driver's license.

SKILLS & KNOWLEDGE: General management. Ability to interpret and apply relevant policies and procedures. Knowledge and understanding of personal computers, servers, cabling, hardware and application software and networks, and information systems. Practical knowledge and understanding of IT infrastructure. Ability to communicate ideas verbally and in writing both formally and informally. Planning and organizing skills. Decision making skills. Interpersonal skills. Problem solving skills. Advanced Computer literacy. Knowledge of MS Package (Active MS directory, MS exchange, MS share point).

KEY RESPONSIBILITIES: **Render IT Technical Support:** Provide helpdesk support. Log IT calls. Provide desktop support. **Configure IT equipment:** Install relevant operating systems and applications. Configure printing, scanning, and wired and wireless connectivity. Setup of computers for network connectivity. Conduct backup of user data and computer driver. Crimping of network cables. **Render IT Security Support and Maintain Network Infrastructure:** Assist with identifying vulnerabilities in the current network. Assist with developing and implementing a comprehensive plan to secure computing network. Document all security breaches and assess the damages. Run information security awareness programs that will train employees to recognize and report cyberattacks (phishing, bating, tailgating,) and train employees to properly handle (store, transfer, and destroy) sensitive data. Run information security awareness programs that include security awareness or skills training targeted for specific roles including system administrators, web application developers and the helpdesk administrators. **Render Administrative tasks:** Manage email, VPN and user accounts. Evaluate old IT equipment and compile memos. Conduct IP address administration. Verify quotations according to IT specification standards.

ENQUIRIES: **MR A TIGER (066 210 3982)**

POST: **SECURITY VETTING OFFICER**

CENTRE: **KIMBERLEY**

REFERENCE: **NCPT/2024/09**

SALARY: **R 308 154 – R 362 994 per annum**

LEVEL: **SR: 7**

REQUIREMENTS: NQF: 6/7 Tertiary Qualification in Security Management, Policing, or any relevant tertiary qualification in the Security sector. 1-2 years' relevant experience in the administration of vetting. Extensive knowledge in security and vetting administration or investigation. A Valid Driver's License.

SKILLS & KNOWLEDGE: Knowledge of Security Management legislation and policies. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the State Security Sector and Criminal Justice System. Ability to communicate ideas verbally and in writing as well as formally and informally. Planning and organizing skills, analytical thinking, decision making skills, presentation skills, negotiation skills, conflict management and problem solving skills, computer literacy (Word, Excel & Power Point).

KEY RESPONSIBILITIES: **Conduct investigations:** Conduct investigations on reported cases. Submit investigative reports to management. **Cases interaction with security related and relevant authorities:** Provide quarterly reports on vetting and screening requests. Liaise with State Security Agency, SAPS, Home affairs and other critical stakeholders for advice regarding security requirement problem and measures to address such. Report suspected incidents of security breaches or sensitive information for investigation. Facilitate pre-employment screening on new appointees. **Ensure proper administration of vetting processes in the Department:** Distribute and collect and process Z204 forms/Oath of Secrecy. Maintain the vetting database. Take fingerprints of applicants. **Monitoring of Security Service Provider:** Arrange monthly meetings. Update occurrence book and register. Attend to security related complaints.

ENQUIRIES: **Mr. S. Madibela (065 887 6004)**

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

POST: **PRACTITIONER: HUMAN RESOURCE ADMINISTRATION**

REFERENCE: **NCPT/2024/03**

CENTRE: **KIMBERLEY**

SALARY: **R 308 154.00 – R 362 994.00**

LEVEL: **SR: 7**

REQUIREMENTS: NQF: 6 Tertiary Qualification in Human Resource Management. 1-2 years' relevant experience within a Human Resource Administration environment. PERSAL Training.

SKILLS & KNOWLEDGE: Knowledge of HR matters, Knowledge of Public Service Act and Regulations, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act. Knowledge of HR Information Systems and Knowledge of PERSAL. Analytical skills. Computer literacy (Word, Excel and PowerPoint). Good communication and writing skills. Conflict resolution. Policy analysis and development skills. Project Management skills • Coordination skills • Problem solving skills.

KEY RESPONSIBILITIES: **Processing of Leave Administration:** Implementation of leave (PILIR applications, vacation leave, sick leave, family responsibility leave, special

leave, and leave without pay). Capture and approve leave transactions on Persal. Compile TIL applications and prepare for submission to HRM. Compile and submit assessment reports to relevant officials. Compile leave credit reports for distribution. Respond to leave administration queries. Facilitate leave audit. Compile leave reports. Approve and authorize transactions on PERSAL. Report on leave administration on a weekly basis. **Processing of Termination of Services:** Coordinate and facilitate terminations of services. Circulate debt route to relevant units within the department during an exit. Compile pension applications for submission to GEPF. Coordinate pension payouts (discounting/gratuity). Compile retirement and resignation memorandums to HOD. Capture exit pension documents on Pension Case Management (PCM) of system GPAA. Compile exit interviews. Report on Termination of Services on a weekly basis. **Processing Service Benefits:** compile memorandums for payment of all types of service benefits such as: long service recognition, acting allowance, resettlement and overtime. Compile and update the database for all types of service benefits. Draw long service reports to check qualifying officials. Check and compile housing allowance applications. Create authorization for overtime on system after receiving approved applications. Complete and compile the necessary forms when Injury on Duty is reported and register the cases with Department of Labour. Compile service reports for service benefits. Update the entire Service Benefits database. **Processing of recruitment and selection activities:** Drafting and placement of advert admin. Coordination of shortlisting and interview process including logistic arrangement and serving as secretariat at recruitment process. Drafting of submission of advertised posts. Administration of employment checks. Handling processing of appointment process on Persal (Appointment, Translation, Relocation, promotion of MMS and SMS packages, Post Upgrades). Compile and update of recruitment and selection reports.

ENQUIRIES: **Ms. D. Barnett (066 210 4066)**

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

POST: **HUMAN RESOURCE PRACTITIONER: (PMDS)**

REFERENCE: **NCPT/2024/05**

CENTRE: **KIMBERLEY**

SALARY: **R 308 154.00 – R 362 994.00**

LEVEL: **SR: 7**

REQUIREMENTS: NQF 6 qualification in Human Resource Management. 1-2 years' experience in similar environment, Public Sector. PERSAL Training.

SKILLS & KNOWLEDGE: Knowledge of Public Service regulatory framework, DPSA directives, policies etc, PMDS policy, Provincial Performance Management Policy, Further courses related to Performance Management, Communication at both high and lower levels, Planning, Teamwork, Facilitation and Presentation skills, Interpersonal Relations, Conflict Management,

Problem Solving, Training, Report Writing, Ability to interpret directives and Policy. Computer Literacy (Microsoft Excel, Powerpoint, Word), PERSAL System.

KEY RESPONSIBILITIES:

Assist with monitoring of the Performance Management System salary levels 1-12: Receive and verify information on Performance Management documents, Capture and update Performance Management documents received on EXCEL database and PERSAL, Update probation database, and confirm/extend officials on probation on PERSAL, Issue confirmation of probation letters to officials, Follow-ups/reminders made for non-compliance • **Renders Secretarial services to the Performance Management Moderation Committee/ Intermediate Review Committee and Assessment Appeal Committee for SL 1-12:** Typing of minutes and reports of the Committee sittings, Typing of Performance outcome letters. Implementation of Grade and Pay Progression on the PERSAL system. **Provide support to staff on Performance Management matters:** Attend to phone calls, email and walk-in enquiries, doing follow-ups. **Render Administrative support within the unit:** Filling of the PMDS documents, Close SL 1-12 performance files and submit to registry, Arrange logistics and assist with facilitation for workshops, Execute logistics for SL 1-12 Moderation Committee, IRC and Appeals Committee, Assist with the filling and capturing of SMS PMDS documents, Assist and support with the logistics for SMS Moderation processes. Compile Grade Progression submissions and grade progression letters.

ENQUIRIES:

Mr K Melakeco 066 210 3879

POST:

HUMAN RESOURCE CLERK

CENTRE:

KIMBERLEY

REFERENCE:

NCPT/2024/04

SALARY:

R 216 417.00 – R 254 928.00 per annum

LEVEL:

SR: 5

REQUIREMENTS:

Grade 12 certificate or equivalent qualification. 0-1-year relevant experience in HR Admin environment.

SKILLS & KNOWLEDGE:

Knowledge of Batho Pele principles, Good Governance, Public Service Regulations, Public Service Act and Basic Conditions of Employment Equity Act, time management, communication, interpersonal relations, compilation of report writing skills, Computer literacy (Microsoft Excel, Word, Outlook and Power Point), PERSAL system.

KEY RESPONSIBILITIES:

Implement Human Resource Administration Practices: Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of Qualifications, Secretariat function at interviews). **Processing of Leave Administration:** Capture leave on PERSAL (TIL Temporary Incapacity Leave, Annual Leave, Sick Leave, Family Responsibility leave, Special Leave, Leave without Pay(LWP). **Process of Termination of Services:**

Compile Termination of Services. Compile debt route to relevant unit. Capture pension withdrawal on Pension Case Management System (PCM) and terminations on the PERSAL System. **Implement Conditions of Services:** Compile submission/ memorandums of all types of service benefits such as Long Service Recognition, Acting Allowances, Injury on Duty, Overtime. Process Housing Allowance application, Pension withdrawal applications, PILIR application.

ENQUIRIES: **Ms. D. Barnett (066 210 4066)**

DIRECTORATE: STRATEGIC MANAGEMENT

POST: **ASSITANT DIRECTOR: CHANGE MANAGEMENT AND SERVICE DELIVERY MECHANISMS**

CENTRE: **KIMBERLEY**

REFERENCE: **NCPT/2024/12**

SALARY PACKAGE: **R 444 036 – R 532 602 per annum**

LEVEL: **SR: 09**

REQUIREMENTS: NQF: 6/7 Tertiary Qualification in Public Management/ Administration and related fields. 3 years' relevant work experience at supervisory level in Change Management organisational development, or a related field, preferably within the public sector or government environment. A valid Driver's license.

SKILLS & KNOWLEDGE: Knowledge of Public Finance Management Act (PFMA). DPSA Operations Management Framework, Departmental Policies and Procedures, Administration procedures, Batho Pele Principles. Interpersonal relationship, Computer literacy, Planning and organising. Strong understanding of change management principles, methodologies, and tools. Excellent communication, interpersonal, reporting and facilitation skills. Proven ability to manage complex projects. Proficiency in change management tools.

KEY RESPONSIBILITIES: **Develop, maintain and/or facilitate the successful implementation of Northern Cape Provincial Treasury (NCPT) service delivery related policies and/or implementation strategies in line with the Public Service Regulations and the Operations Management Framework:** Develop and review the Service Delivery Model(s) for the Department aligned to the mandate. Develop and review Service Delivery Standards and Service Delivery Charters in the department. Carry-out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreements/service commitment charter. **Promote the successful implementation of the Batho Pele**

(BP) Framework in the NCPT: Create awareness and facilitate the implementation of the department's Batho Pele Belief Set, service standards, norms and standards and charters in the department. **Coordinate change management initiatives in the department:** Facilitate training programs to equip employees with the skills and knowledge needed to adapt to new processes, systems, and organisational changes. Provide coaching and support to enhance change management capabilities within the Department. Develop and implement change management policies and strategies. Coordinate the design of programmes to influence change in organizational behavior. Coordinate and monitor the implementation of transformation programmes. Participate and facilitate change management sessions for service delivery improvements programmes in the department. **Implement and facilitate service delivery improvement mechanisms:** Assist in Developing and implementing the service delivery improvement plans (SDIPs) for the department. Review and update Service Delivery Improvement Plan annually to ensure alignment to the strategic intent of the Department. Establish appropriate system to manage institutional performance on service delivery matters. Implement service delivery improvement programmes/projects and complaints mechanism. **Stakeholder Engagement:** Engage with key stakeholders, including employees, management, and external partners, to ensure buy-in and support for change initiatives. Facilitate communication and collaboration among stakeholders to foster a shared understanding and commitment to change. Monitor and evaluate the effectiveness of change initiatives through surveys, feedback, and performance metrics. Promote a culture of continuous improvement by encouraging feedback, learning, and innovation. Document lessons learned from change initiatives and share best practices within the Department.

ENQUIRIES: Ms. D Sebolai (081 502 6954)

DIRECTORATE: STRATEGIC MANAGEMENT

POST: ASSISTANT DIRECTOR: MONITORING & EVALUATION

CENTRE: KIMBERLEY

REFERENCE: NCPT/2024/13

SALARY: R 444 036 – R 532 602 per annum

LEVEL: SR: 9

REQUIREMENTS: NQF: 6/7 Tertiary Qualification in Public Management/ Administration. 3 years' relevant experience in Administration, Monitoring and Evaluation. A valid driver's license.

SKILLS & KNOWLEDGE: Knowledge of applicable policies, legislation, guidelines, standards,

procedures, and best practices. Public Services procedures. Strong analytical and problem-solving skills. Proficiency in M&E methodologies and tools. Excellent written and verbal communication skills. Ability to work collaboratively with diverse stakeholders. Proficiency in data analysis, Monitoring and Evaluation. Planning and Organizational skills, Computer Literacy, Interpersonal, Problem solving. Communication (written & verbal). Project Management skills. Ability to interpret and apply relevant policies and procedures.

KEY RESPONSIBILITIES:

Co-ordinate the implementation of an evaluation strategy: Assist with the development of systems and mechanisms to evaluate departmental performance. Manage and facilitate the implementation of departmental performance, monitoring and compliance. Monitor and facilitate reporting and compliance. Monitor and facilitate reporting and compliance on departmental performance programmes and activities against government's priorities. Develop performance indicators and benchmark to assess the effectiveness and impact of initiatives. **Stakeholder Engagement:** Coordinate with internal and external stakeholders to align M&E activities with broader organizational goals. Facilitate stakeholder workshops and meetings to discuss M&E findings and implications. **The maintenance of departmental Monitoring and Evaluation Frameworks and systems:** Monitor compliance of processes relating to mandate of the department. Coordinate the annual and quarterly review sessions. Monitor the implementation of departmental outcomes and other priorities. Conduct benchmarking and best practice on monitoring and compliance. Draft & coordinate responses for submission to internal and external stakeholders. **Capacity Building:** Train and support staff in M&E methodologies, tools, and practices. Provide technical assistance to project teams in implementing M&E activities. **Conduct research, analyse information:** Maintain a repository of reports and facilities dissemination.

ENQUIRIES:

Ms. D Sebolai (081 502 6954)

CHIEF DIRECTORATE: SUSTAINABLE FISCAL RESOURCE MANAGEMENT

POST:

DIRECTOR: BUDGET MANAGEMENT, PUBLIC FINANCE AND DATA MANAGEMENT

REFERENCE:

NCPT/2024/24

CENTRE:

KIMBERLEY

SALARY:

R 1 162 200.00 – R 1 365 411.00 per annum (TCE Package)

LEVEL:

SR: 13

REQUIREMENTS:

NQF: 7 Tertiary Qualification in Accounting, Economics, Financial Management or a related field. 5 years' experience at a middle management level in a public sector budgeting and Public Finance

Management Act (PFMA) environment. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required prior to appointment and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver's license.

SKILLS AND KNOWLEDGE:

Knowledge of the Constitution, Public Service Act, Public Service Regulation, Public Service Code of Conduct, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, planning and organizing, Compilation of management reports, Financial Reporting, budget reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Public Service Code of Conduct. Report writing, Communication, Networking skills, Financial management, budget and public finance management skills, compensation of employees, Problem solving and change management skills, Ability to interpret budget legislation and directives, policy and implementation thereof. Conflict Management, Project Management, Analytical and Excel skills. Policy analysis and development, Computer literacy (Ms word, Excel and PowerPoint).

KEY RESPONSIBILITIES:

Ensure, manage and recommend appropriation of main budgets to provincial departments in line with government priorities:

Prepare the provincial budget, through inter alia; assist provincial departments and public entities in budget compilations in line with national treasury guidelines; determine annual budget allocations per function, determine resource shifts between Votes and Main Division within a Vote; ensure integration and synergy of budget priorities between provincial departments, ensure that policy proposals are costed and the relative priorities are determined. Develop and roll out budget systems to enhance the budget process.

Monitor budget implementation data (update and maintain database). Issue Provincial Medium Term Expenditure Committee (PMTEC) guidelines with Terms of Reference that are compliant to the National Treasury's Guidelines. Consolidation of PMTEC report for submission to the relevant Stakeholders. Provide inputs to the Budget Overview, and Provincial Benchmark engagements with National Treasury. Assess departmental submissions to ensure alignment of submitted gazette to tabled budget.

Ensure, manage and recommend appropriation of adjustment budgets to provincial departments in line with government priorities:

Issue adjustment letters and guidelines that are compliant to the National Treasury's guidelines to provincial departments. Ensure budget inputs are aligned to the indicative allocations. Inputs to the finalization provincial rollover of funds in accordance with the applicable legislations.

Provide guidance, advice and support to departments and public entities on fiscal matters:

Monitor and provide budgetary support within provincial departments and public entities. Monitoring of virements and shifts requests from provincial departments to ensure compliance with the legislative limitations. Assess monthly and quarterly performance for the provincial departments and public entities. Engage with the CFOs on budgetary and expenditure performance.

ENQUIRIES:

Mr. B Moea (081 799 0524)

DIRECTORATE: RISK MANAGEMENT

- POST:** **SECRETARY TO DIRECTOR: PROVINCIAL RISK MANAGEMENT (NCPT/ 2024/26)**
- CENTRE:** **KIMBERLEY**
- SALARY:** **R 163 563 – R 192 666 per annum**
- LEVEL:** **SR: 5**
- REQUIREMENTS:** Grade 12 certificate or equivalent qualification. At least 0-1 year relevant experience in a secretarial environment.
- SKILLS & KNOWLEDGE:** 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.
- KEY RESPONSIBILITIES:** **Provide a secretarial/ receptionist support services to the Director:** 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. **Provide a clerical support service to the Director:** 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. **Facilitate and co-ordinate all logistical and resource requirements of the Director:** Arrange car, flight and accommodation booking for the Director, Arrange catering for internal meetings including venue logistics for workshops. **Provide information and records management services in the Directorate:** 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 disposal of the Director. Records all correspondences and file according the file plan of the office.

ENQUIRIES: Mr S. Ruiters (071 850 3003)

CHIEF DIRECTORATE: MUNICIPAL FINANCIAL MANAGEMENT

POST: DIRECTOR: MUNICIPAL FINANCIAL MANAGEMENT

CENTRE: JTG DISTRICT OFFICE (KURUMAN)

REFERENCE: NCPT/2024/30

SALARY PACKAGE: R 1 162 200.00 – R 1 365 411.00 per annum (TCE Package)

LEVEL: SR: 13

REQUIREMENTS: NQF: 7 Tertiary Qualification in Financial Management / Accounting/ Public Admin/Project Management/Local Government Management Finance/ Public Management or equivalent qualification. 5 year's relevant experience at a Middle Managerial level in the Municipal environment. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required prior to appointment and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver's license

SKILLS & KNOWLEDGE: Knowledge of Municipal Finance Management Act (MFMA), Division of Revenue Act (DORA), Public Finance Management Act (PFMA), Treasury Regulations/notice, Public Service Act 1994, Public Service Regulations 2016, Skills Development Act, Labour Relations Act, DPSSA directives. Knowledge of the Medium Term Expenditure Framework budget and Strategic Policy. Policy formulation and development, Planning and Organizing skills, Strategic Management, Financial Management, Project Management, Analytical and innovative thinking, Decision making and Problem solving skills, Ability to interpret and apply policies, Report writing, Facilitation skills, Conflict management, Computer literacy (Word, Excel & PowerPoint), People Management and Change Management.

KEY RESPONSIBILITIES: **Ensure the implementation of Municipal Budget Framework:** Ensure that the budget timetable is prepared and tabled within the regulated timeframe. Obtain budget allocations from Municipalities. Assist municipalities in preparation of budgets in the regulated formats. Review municipal budgets analysis and provide inputs before approval. Monitor and provide guidance on the monitoring of preparation of the service delivery and budget implementation plan within the regulated time-frame. Ensure submission of monthly budget reports by the regulated due date. Review and provide inputs on analysis of submitted monthly reports and feedback to municipalities. Prepare the district consolidated monthly and quarterly budget performance report. Coordinate preparation of half-yearly budget

performance reports and adjustment budgets. Review performance of the conditional grants. Coordinate the roll over process per district. **Ensure the implementation of Revenue and Debt within Municipalities:** Ensure the development and implementation of revenue management policy. Provide guidance to municipalities on the use of Cadastre and GIS to assist in identification of properties within municipal jurisdiction. Provide advice on the registration and management of indigents. Review the governmental departmental debts and facilitate payments. Analyse revenue management performance and provide guidance to improve financial sustainability. Coordinate effectiveness of district revenue management forums. Ensure the review on internal controls put in place by municipalities for revenue collection and provide guidance. Review intention of municipalities to enter into borrowings. Provide guidance on the revenue enhancement strategies and implementation. **Promote the effective implementation of Accounting, Reporting services within Municipalities:** Provide guidance on the development and implementation of AG Action Plan. Provide guidance on the implementation of the audit strategy. Liaise with AGSA on municipal audit matters. Provide advice on the performance and coordination of municipal bulk purchases. Develop monitoring tools on accounting in year reports and reconciliations. Provide guidance on the preparation of the annual financial statements in line with norms and standards. Provide guidance on the interpretation of accounting standards. Provide guidance and supervision on municipal ratio analyses based on adopted budgets and Annual Financial Statements. Provide guidance, development and monitor implementation of the Financial Recovery Plans. Provide guidance on the review of interim and review draft annual financial statements. Ensure that training is provided on accounting related matters. **Ensure compliance with Supply Chain Management and Assets and Liabilities regulatory framework:** Ensure that supply chain policies are reviewed in line with the Constitution, MFMA, Prevention and Combating of corrupt activities Act, CIDB Act and other relevant legislative prescripts. Provide guidance on the alignment of SCM process to the budget processes. Design review tools for monitoring SCM and review the analysis conducted on municipal SCM processes and provide inputs on feedback to municipalities. Ensure that the roll out SCM reforms by co-ordinating workshops with municipalities. Advise municipalities on the interpretation of Supply Chain Management legislative prescripts, regulations and related circulars. Review the performance of municipalities to determine support level required through assessments of the Financial Management Capability Model (FMCM). Provide training to council is properly advised/trained on its oversight role over supply chain management processes. Provide guidance on the asset management policy. Provide guidance on the asset management cycle. **Ensure the implementation of the MFMA, Treasury Regulations and Risk Management Framework for compliance:** Provide training to council is properly advised/trained on its oversight role over MFMA compliance and risk management processes. Provide support on the review of systems of delegation and approval by Council. Monitor and ensure effectiveness of District Risk Management

Forum. Provide inputs into Municipal risk and internal auditors Forum. Provide guidance on the development and implementation of Risk Management policy and Risk Management strategy. Review analyses conducted on municipal risk management process. Provide guidance on the development of the Internal Audit policy and annual plans. Provide guidance on the alignment of the Internal Audit plans to the risks relevant to the municipalities. Analyse internal audit and audit committee functionality. Provide guidance and ensure effective functionality of district internal audit forums. Review the assessment and support provided on the effectiveness of municipal internship programme. Provide guidance on the implementation of Financial Disciplinary Board. Provide guidance on the implementation of the MPAC guidance tool. Provide guidance on the general MFMA compliance. **Ensure effective and efficient management of resources including HRM within the Directorate:** Manage the budget, financial resources and assets; Sign performance agreements with the Secretary and Deputy Directors; Assess the bi-annual performance and annual reviews of the Secretary and Deputy Directors; Manage the leave of staff members in the Directorate; Ensure the maintenance of discipline in the Directorate; Filling of the vacant posts in the Directorate.

ENQUIRIES:	MS. B MAGAGULI (066 188 6322)
POST:	DEPUTY DIRECTOR: BUDGET & REVENUE MANAGEMENT
CENTRE:	CLUSTER 2: PIXLEY KA SEME (DE AAR)
REFERENCE:	NCPT/2024/29
SALARY PACKAGE:	R 849 702 – R 1 000 908 per annum (TCE Package)
LEVEL:	SR: 11
REQUIREMENTS:	NQF: 6/7 tertiary qualification in Financial Accounting/ Financial Management/ Economics/ Public Management/ Public Administration, Local Government Management/ Finance. 3 years' experience at a Junior Management (ASD) level in municipal environment. A valid driver's license.
SKILLS & KNOWLEDGE:	Public services laws and regulations, Strategic management, Treasury Regulations, Municipal Finance Management Act and Regulations, Knowledge of GAAP and GRAP, SCM, Communication, Organizing, Accounting and auditing, Computer literacy, Networking, Leadership and team building, Analytical, Problem solving, Policy development, Financial management, Formal presentation, Conflict management.
KEY RESPONSIBILITIES:	Monitor implementation of budget framework and regulations by delegated municipalities and provide technical support to delegated municipalities: Provide guidance on the preparation of the budgets for

compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process), Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Conduct research on subject matter pertaining to designated municipalities, as and when required. **Providing guidance to ensure alignment of municipal budgets to Provincial and National objectives:** Evaluate the budgets and budget supporting documents for designated municipalities and provide advice/written comments to the municipality in terms of credibility, relevance and sustainability. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Perform the budget verification process to validate budgets on the NT database. Monitor the submission and publication (municipal web-site) of municipalities' budget and other relevant documents. **Monitor, evaluate and report on the implementation of municipal budgets:** Monitor and ensure the submission MFMA returns to National Treasury (report from NT confirming the receipt of all returns). Analyse the monthly outcome of municipalities' budgets and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Analyse the quarterly outcome of municipalities' budgets and financial performance including Section 72 report, and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Monitor grants spending of designated municipalities and submit report to the relevant supervisor. Prepare ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. **Manage the implementation of revenue management in municipalities:** Issue guidance on the implementation of revenue management in municipalities, relevant to the MFMA, and NT circulars. Contribute to the development of technical guidelines on revenue related policies and by laws. Provide support and technical advice to municipalities on revenue value chain, activities include Data management, Meter reading, indigent management, property management, Ext) To provide assistance and support with the assessment on tariff setting and draft guidelines, in the development of municipal revenue budgets. Evaluate monitoring of intergovernmental debt owed by National and Provincial departments, in order to reduce government debt. Facilitation of technical support and training via interactive working sessions/ site visits and report on outcomes of the site visits.

ENQUIRIES:

Ms B. Mgaguli (066 188 6322)

POST: ASSISTANT DIRECTOR: ACCOUNTING & REPORTING (MFMA) (x2)

CENTRE: JTG DISTRICT OFFICE (KURUMAN)

REFERENCE: NCPT/2024/31

SALARY PACKAGE: R 444 036 - R 532 602 per annum

LEVEL: SR: 09

REQUIREMENTS: NQF: 6/7 Tertiary Qualification in Financial Management/Financial Accounting/Management Accounting/Auditing/Local Government Management/ Finance. 2 years' relevant experience municipal environment. A valid driver's license.

SKILLS & KNOWLEDGE: Knowledge of Municipal Finance Management Act, Treasury Regulations, Accounting Principles. Analytical skills, Organising skills, Presentation/report writing skills, Numeracy, Advanced Excel, Communication skills, Planning, Problem solving skills and Project management.

KEY RESPONSIBILITIES:

Promote the understanding and implementation of accounting standards (GRAP), review and provide feedback on the quality of Annual Financial Statements: Provide support to municipalities on the preparation/compilation of annual financial statements. Provide feedback to the Deputy Director on the assessed draft and in-year financial statements. Advise stakeholders on accounting practice and compile documents/presentations for discussion on various topics related accounting on various sessions/forums.

Support the monitoring and compliance with the financial accounting reporting requirements: Train clients on accounting frameworks, standards, guidelines and transversal accounting policies through Forums. Monitor the submissions of audit reports, management letters and audit action plans. Analyse, monitor, support and report on the implementation of the audit action plans. Analyse, monitor, support and report on the implementation of the audit action plans. Report on the annual and oversight reports are tabled timeously as required by the MFMA. Support municipalities in resolving audit queries through the attendance of audit steering committee meetings and correspondence. Support on the preparations of the Audit File. Monitor and evaluate AFS preparation action plan.

Provide technical support on financial management and accounting: Conduct research on technical GRAP Issues that affect the municipalities to provide clear guidance, application and direction. Participate in Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Support the implementation of financial management support programs where municipalities lack skills and capacity. Analyse audit reports, management letters and audit implementation plans to identify financial management strategies. Analyse and report on progress of the implementation of the AFS/Accounting queries. Assist in Monitoring, supporting and reporting on related modules in the Financial Management Capability Maturity Model.

Verification of Annual Financial Statements against the submitted PRAUD and AUDA data strings: Follow up on outstanding data strings (PRAUD and AUDA). Coordinate the process of alignment of AUDA data

strings and AFS. Communicate to municipalities on the differences. Provide guidance and support as required.

ENQUIRIES:

Ms. B. Mgaguli (066 188 6322)

POST:

ASSISTANT DIRECTOR: BUDGET MANAGEMENT (x3)

CENTRE:

**CLUSTER 3: JTG DISTRICT OFFICE (KURUMAN) X2
REF: NCPT/2024/32)
CLUSTER 1: ZF MGCAWU DISTRICT OFFICE (UPINGTON) X 1
REF: (NCPT/2024/28)**

SALARY PACKAGE:

R 444 036 – R 532 602 per annum

LEVEL:

SR: 09

REQUIREMENTS:

NQF: 6/7 tertiary Qualification in Finance/Financial Accounting/Financial Management, Economics, Public Administration, Local Government Management/Finance. 2 years' experience in a municipal environment. A valid driver's license.

SKILLS & KNOWLEDGE:

Knowledge of MFMA, Division of Revenue Act, Municipal Regulations. Knowledge of the Medium Term Revenue and Expenditure Framework, budgeting frameworks, budget processes, budget formats, budgeting circulars. Finance Planning and organising, Analytical skills, Presentation/report writing, Norms and Standards, Produce directives and procedures, Knowledge of relevant legislation, directions and procedures with public service regulations and related legislation. Project Management, Advance Excel, Planning. Computer Literacy, Communication Skills, Problem Solving, Policy Analysis/development, Good planning and organising skills, Dealing with conflict, Route notes, memorandums, reports, articles, programs and minutes writing, Analytical skills.,

KEY RESPONSIBILITIES:

To provide assistance in monitoring the implementation of the budget framework by municipalities and provide technical support to delegated municipalities: Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT Circulars and on best practices (includes advise to council on its oversight roles over the budget process). Coordinate the facilitation of technical support and training via interactive working session/site visits and report the outcome of the site visits. **To provide assistance and support on the provision of guidance on budget planning:** Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice/ written comments to the municipality. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial and National Transfer Gazette).

Provide assistance in the budget verification process to validate budgets on the NT database. Provide assistance in monitoring the submission and publication (municipal website) of municipalities' budget and other relevant documents. **To provide assistance and support in the monitoring, evaluating and reporting on In-Year Budget Performance:** Provide assistance to monitor and ensure the submission MFMA returns/data strings to National Treasury (report from NT confirming the receipt of all returns/data strings). To provide assistance in the analysis of the monthly outcome of municipalities' budget and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribe format for designated municipalities, ensuring accuracy of numbers and quality report. To provide assistance in the analysis quarterly outcome of municipalities' budget and financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of the numbers and quality report. To assist in the monitoring of grants spending of designated municipalities and submit to the relevant supervisor. **To provide assistance and support in the monitoring compliance by delegated municipalities with respect to the MFMA, Dora and other applicable legislations and regulations:** Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/report to the relevant supervisor on steps taken by the municipality to address non-compliance. **Provide advice and technical guidance on revenue related by laws, policies, and on tariffs setting relating to revenue management cycle:** Review and provide technical guidance on revenue related by laws and policies. Provide technical support on the municipality revenue standard operating procedures. Assess and provide advice on tariff setting.

ENQUIRIES: Ms. B Mgaguli (066 188 6322)

POST: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (MFMA) (x3)

CENTRE: JTG DISTRICT OFFICE(KURUMAN) X2
REF: NCPT/2024/33
ZF MGCAWU DISTRICT OFFICE X1 (UPINGTON)
REF: NCPT/2024/27

SALARY PACKAGE: R 444 036 – R 532 602 per annum

LEVEL: SR: 9

REQUIREMENTS: NQF: 6/7 Tertiary Qualification in Accounting/Supply Chain Management/ Financial Management/Procurement/Law, Local Government Finance. 2 years in a municipal environment. A valid driver's licence.

SKILLS & KNOWLEDGE: Knowledge of Public Service Act and Regulations, PFMA and Regulations. PPPFA and Regulations. BBBEE Act. CIDB Act and Regulations. Municipal Structures Act and Municipal Systems Act. Provincial SCM Policy. A broad range of Acts and Policies pertaining to the line function and legal mandates of municipalities. NT Instruction Notes. Provincial Treasury, Instruction Notes. CIDB Instructions Notes, CSD Release notes. Communication, Organizing, Computer literacy, Networking, Leadership and team, building, Analytical, Problem solving, Policy Development, Conflict management and Financial Management Presentation.

KEY RESPONSIBILITIES: **Co-ordinate the monitoring and full implementation of SCM Policies, Framework and Procedures in Municipalities:** Review policies and ensure alignment to legislation. Monitoring compliance of municipalities with annual procurement plans. Conduct compliance visits to municipalities. Analyse audit report and implement audit action plans in municipalities. Issue Provincial Instruction Notes to assist with implementation and policy changes in municipalities. **Provide support to ensure full compliance of SCM prescripts in municipalities:** Assess, evaluate and analyse the level of SCM Compliance per municipality. Compile support plan to assist municipalities to achieve maximum compliance on FMCMM. Ensure implementation and maintenance of CSD and e-Tender portal in all municipalities. Survey Participation in RT contracts and in strategic sourcing projects. Provide support on Contract Management to municipalities. Provide support to institutionalize SOP's in municipalities. **Assist with capacity building in municipalities:** Guide municipalities on how to compile procurement plans and to review the SCM policy. Provide guidance with implementation of the Revised Regulation 2017. Provide guidance with implementation of new and revised MFMA circulars and instruction notes pertaining to procurement. Provide on request, internal training and mentorship support. Co-facilitate workshops, training and external training sessions. **Provide support to municipalities with tenders and general SCM Enquiries:** Guide and assist municipalities with evaluation of tenders as per request on advisory capacity.

ENQUIRIES: **Ms. B Mgaguli (066 188 6322)**

DIRECTORATE: PROVINCIAL INTERNAL AUDIT

POST: **ASSISTANT DIRECTOR: INTERNAL AUDIT (CLUSTER 3)**

CENTRE: **KIMBERLEY**

REFERENCE: **NCPT/2024/34**

SALARY PACKAGE: **R 444 036 – R 532 664 per annum**

LEVEL:**SR: 9****REQUIREMENTS:**

NQF: 6/7 Tertiary Qualification in Accounting / Auditing / Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 3 years' full-time experience in an auditing environment. Supervisory experience in an auditing environment will be an added advantage. 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. 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 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. Considerable skill in negotiating issues and solving problems.

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 Detailed Process Matrix. 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 Issues) Report. Discuss of the reviewed Exception (Combined Issues) 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. **Perform Administration tasks relating to internal audit activities:** 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 ivantonder@ncpg.gov.za; 082 719 1666

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 Practical Exercise/Technical assessment, Ethical Conduct assessment 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.

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 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. **Furthermore, all candidates shortlisted for the Non-SMS posts will be subjected to a Practical Exercise/Technical assessment and an Ethical Conduct assessment.** 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 on these positions will be provisional, pending the issue of security clearance. 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
7th Floor
Kimberley

EMAIL APPLICATIONS TO:

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: 10 June 2024.

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.