



NORTHERN CAPE PROVINCIAL ADMINISTRATION PROVINCIAL TREASURY

DIRECTORATE: MUNICIPAL FINANCIAL MANAGEMENT

POST:	DIRECTOR: MUNICIPAL FINANCIAL MANAGEMENT (x2)
CENTRE:	PIXLEY KA SEME & ZF MGCWU DISTRICT
REFERENCE:	NCPT/2023/05
SALARY PACKAGE:	R 1 105 383 – R 1 302 102 per annum (TCE Package)
LEVEL:	SR: 13
REQUIREMENTS:	Degree: (NQF/7) in Financial Management / Accounting/ Local Government or equivalent qualifications. 5- 10 year's relevant experience at a Middle Managerial level in the Municipal Finance/ Accounting environment. A valid driver's license.
SKILLS & KNOWLEDGE:	Knowledge of Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), Treasury Regulations/notice, Division of revenue act, Public Service Act 1994, Public Service Regulations 2016, Skills Development Act, Labour Relations Act, DPISA directives. Knowledge of the Medium Term Revenue and Expenditure Framework, Local government circulars and regulations. Medium Term Strategic Framework (MTSF), 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 analyses and provide inputs before approval. Monitor and provide guidance on the monitoring of preparation of the service delivery and budget implementation plan within the regulate 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. Co-ordinate 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 of the development of 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 co-ordination 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 Ac, 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 (053) 830 8345

DIRECTORATE: FINANCIAL INFORMATION MANAGEMENT SYSTEMS

POST: DIRECTOR: FINANCIAL INFORMATION MANAGEMENT SYSTEMS

CENTRE: KIMBERLEY

REFERENCE: NCPT/2023/04

SALARY PACKAGE: R 1 105 383 – R 1 302 102 per annum (TCE Package)

LEVEL: SR: 13

REQUIREMENTS: Degree: (NQF/7) in Public Management / Information Systems / Financial Management and any other related fields. A minimum of 5- 10 year's relevant experience at a middle managerial level within Finance/ Public Finance Management/ Procurement/ Financial Systems. A valid driver's license.

SKILLS & KNOWLEDGE: Knowledge of financial systems, financial management and strategic planning, Constitution of the Republic of South Africa, Public Finance Management Act, Financial Norms and Standards (PFMA, Treasury Regulations, Provincial Treasury instructions, practice notes and directives). Knowledge of the Medium Term Expenditure Framework budget, knowledge of legislation, Directives and procedures with regards to Financial Management (PFMA, Treasury regulations, Directives, Division of Revenue Act, Appropriation Act, Intergovernmental Fiscal Relations Act), BBBEE Policy framework. Knowledge of the Department's constitutional mandate, Business partnering, Labour Relations Act, Research Methodology, Employee Performance Management and

Development System, Policy analysis and development skills, Planning and Organizing skills, Strategist, Analytical, Decision making skills, Problem solving skills, Facilitation skills and Conflict management. Computer literacy (Word, Excel & PowerPoint).

KEY RESPONSIBILITIES:

Ensure the provision of technical and functional support of transversal systems in respect of the following: Ensure the provision of technical support on transversal systems (BAS, LOGIS and PERSAL) to provincial users. Provisioning of management reports through data management. Service management and governance of financial systems technical support. Adherence to prescribed financial Month, Year-end and Final Audit closure. Segment (COR) changes as per budget statement affected on BAS and submitted to PERSAL. Ensure that Financial year-end guidelines are implemented accordingly. Management of the Provincial Helpdesk function to all System Users. Monitor the amendment of establishment codes of departments. **Ensure capacity building in Provincial Departments to enhance effective utilisation of transversal systems and sub-systems in respect of:** Ensure the provision of BAS, LOGIS and PERSAL training in the Provincial Administration. Conducting Provincial BAS, LOGIS and PERSAL User Forum and representation of the Province at the National User Group. Ensuring system functionalities are optimally used. **Ensure compilation of reports to enhance monitoring compliance and enforcement of prescribed legislation, policies and enforcement in respect of:** Ensure compliance with FYE closure dates and report on clearing of suspense accounts and ME and FYE closure status. Examine, consolidate and report on the passing of opening journals. Consolidate and report on Final Audit Closure. Verify and consolidate 30 Day Payments data. Monitor the maintenance of the PERSAL user database and user access activities. Ensure that departments' use the departmental tables. Analysing of system data, and Ensure assessments and report on the optimal utilization of LOGIS are conducted. Ensure and monitor the biometric headcount system to ensure PERSAL integrity in respect of the database. **Ensure System Controller functions provided to Departments for BAS in respect of:** Amend and implement amendments of Provincial BAS Security Management Manual. Scrutinize BAS Syscon's examining and reporting on BAS Sub-syscon & BAS user activities. Monitor the Updated and maintained BAS matrix and Provincial user database. Ensure the implementation of new/Re-implementation of financial system or changes in SCOA.

ENQUIRIES:

Mr. OM Vermeulen (053 830 8270)

DIRECTORATE: CORPORATE SUPPORT

POST:

ASSITANT DIRECTOR: SECURITY MANAGEMENT

CENTRE:

KIMBERLEY

REFERENCE:

NCPT/2023/07

SALARY PACKAGE: R 393 711 – R 463 764 per annum

LEVEL: SR: 9

REQUIREMENTS: National Diploma/Degree: Bachelor's Degree (NQF:6/7) in Security Management or equivalent qualification/ NIA Security Management Course and/or Grade A PSIRA certificate (Private Security Industry Regulatory Authority will be an added advantage. 2-3 years' relevant experience in the field of Security Management. Willingness to travel extensively and work outside normal official working hours. A valid driver's license.

SKILLS & KNOWLEDGE: Extensive knowledge in Security Management. Knowledge of Security Management legislation and policies. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the State Security Sector and Criminal Justice System. Good Communication skills. Policy formulation. Financial Management. Delegation and leading. Research and Analysis. Project Management. Effective organisational skills. Planning and Organisational skills. Analytical thinking. Decision making skills. Presentation skills. Negotiation skills. Conflict management and problem solving skills. Facilitation skills. Computer literacy (Word, Excel and PowerPoint).

KEY RESPONSIBILITIES: **Facilitate the implementation of departmental security policy:** Monitor compliance with security policy and procedures. Assist in the management of total security (personnel, document, physical, assets, contingency planning and security planning) of NCPT. Conduct investigation on reported cases. **The mitigation of security risks and threats within the department:** Conduct Security appraisal/TRA =Threat and Risk Analysis. Conduct Security Audit/Inspection. Plan and Conduct Security Awareness Programmes. Facilitate the completion of Oath of Secretary forms/Financial Disclosure forms. **Interaction with security-related and relevant authorities including government departments** (SAPS, SSA etc.). Facilitate the taking of fingerprints for security screening of candidates and service providers. Perform secretariat duties for security committee meeting. **Manage the private security service providers:** Ensure compliance with applicable Service Level Agreement. Facilitate meeting with service security service providers. Facilitate the provision and repair of security equipment's. Oversee the security unit.

ENQUIRIES: MR S MADIBELA (053) 830 8250

POST: ASSISTANT DIRECTOR: RECORDS MANAGEMENT

CENTRE: KIMBERLEY

REFERENCE: NCPT/2023/06

SALARY PACKAGE: R 393 711 – R 463 764 per annum

LEVEL: SR: 09

REQUIREMENTS: National Diploma / Bachelor's Degree (NQF: 6/7) in Records Management, Information Science or related qualification. 2-3 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). Planning and organising skills, Computer literacy skills, 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. Decision making skills. Negotiation skills. Facilitation skills. Computer literacy (Word, Excel and Power Point).

KEY RESPONSIBILITIES: **Co-ordinate records management services in the department:** Ensure proper filing and classification of records, Safe-keeping of departmental records, ensure proper access control and registry counter services, ensure proper operation of the office machines in relation to registry functions, Conduct inspections on employee records, Provide assistance with the drafting of the departments records management policies, manual and guides. **Deliver appropriate user support and training to all staff in the use of records management systems:** Provide records management protocol information sessions, Guidance with retrieving information from the filing system when requested. Maintaining up-to-date logs, including information about file changes or who has access. Conducting routine verification to ensure integrity of the filing system. **Implement the systematic records management and disposal system:** Ensure an efficient systematic control by creating and maintaining of records. Performing data entry of all documents entering registry. Updating existing records. Ensure proper disposition of records. Implement the departmental Records Management Policy, File Plan, Records Control Schedule, Registry Procedure Manual, Protection of Personal Information Act and Promotion of Access to Information Act. **Supervise Records Management staff:** Administer the performance, training and development of officials. Maintenance of discipline. Leave Management.

ENQUIRIES: **MR S MADIBELA (053) 830 8250**

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

NOTE FOR SMS POSTS: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name "Certificate for entry into SMS" and the full details can be obtained by following the below link:

<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

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

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

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. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts.

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

FOR ATTENTION: MS D BARNETT
POST TO: The Human Resource Manager
Northern Cape Provincial Treasury
Private Bag X5054
Kimberley
8300

HAND DELIVER TO: Metlife Towers
Cnr Knight & Stead Street
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: 3 March 2023.

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

