



NORTHERN CAPE PROVINCIAL ADMINISTRATION PROVINCIAL TREASURY

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

DIRECTORATE: FINANCIAL INFORMATION MANAGEMENT SYSTEMS

POST:	DIRECTOR: FINANCIAL INFORMATION MANAGEMENT SYSTEMS
CENTRE:	KIMBERLEY
REFERENCE:	NCPT/2024/38
SALARY PACKAGE:	R 1 216 824 – R 1 433 355 per annum (TCE Package)
LEVEL:	SR: 13
REQUIREMENTS:	NQF: 7 Information Systems / Information Technology / Financial Management and any other related fields. 5 year's relevant experience at a middle managerial level within Finance/ Public Finance Management/ Procurement/ Financial Systems. 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 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 (073 001 2277)

CHIEF DIRECTORATE: MUNICIPAL FINANCIAL MANAGEMENT

POST:

DEPUTY DIRECTOR: MUNICIPAL FINANCIAL RECOVERY SERVICES

CENTRE:

KIMBERLEY

REFERENCE:

NCPT/2024/40

SALARY PACKAGE:

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

LEVEL:

SR: 11

REQUIREMENTS:

NQF: 6/7 tertiary qualification in Public Finance, Administration, Economics, Accounting, Business Economics or related fields. 3-5 years' experience at a junior management level in public sector.

SKILLS & KNOWLEDGE:

PFMA, MFMA, Treasury Regulations, Public Service Act & Regulation, Knowledge and understanding of local government legislation, Financial ratios and their interpretation, Planning and organizational, Computer literacy, Interpersonal, Problem solving, Communication (written and

verbal), Project management skills, Ability to interpret and apply relevant policies and procedures.

KEY RESPONSIBILITIES:

Manage the implementation of Municipal Financial Recovery Services: Assist in the preparation of the Financial Recovery Plans and monitoring thereof; To monitor submission of monthly reports and conduct review of progress reported; To assist with solving any implementation and reporting issues; To promote and enforce proactively the government's actions, steps taken and consequence Management in terms of the legal framework, and demanding actions to be implemented by municipalities, Assist the Provincial Treasury to sufficiently exercise their mandates in respect of local government monitoring, oversight, and intervention duties.

Support Municipalities with their FRP's and interventions: Provide hands-on support to municipalities and liaise with National Treasury regarding interventions; To assist the municipalities with the implementation of approved Financial Recovery Plans; Ensuring that the monthly reports on the Financial Recovery Plan are submitted to both Provincial Treasury, National Treasury, and COGHSTA and Provide advice to the municipalities continuously. Promote compliance by municipalities on all intervention processes; Ensure timeous submission of reports; Monitor municipalities and department's financial performance and implement early warning systems of identified that might be in financial crisis;

Ensuring Compliance with reporting framework: Verify the information on reports submitted to ensure that reporting is a true reflection of actual progress, Conduct quarterly audits on the municipality's portfolio of evidence to verify progress and prepare a report on findings. Simplify the current dashboards to monitor progress in the implementation of the Financial Recovery Plan. Ensure that FRPs are regularly reviewed and updated. Prepare management reports on the status of FRP implementation in municipalities;

Ensure that FRPs are regularly reviewed and updated: Ensure that monthly progress reports by municipalities on the implementation of the FRP are submitted by the due date. Follow up any non-compliance with reporting timeframes; Verify progress and prepare a report on findings; Report all areas of slow progress and non-compliance for escalation to National Treasury.

ENQUIRIES:

MS. B. MGAGULI (066 188 6322)

POST:

PERSONAL ASSISTANT: CHIEF DIRECTOR: MUNICIPAL FINANCIAL MANAGEMENT

CENTRE:

KIMBERLEY

REFERENCE:

NCPT/2024/39

SALARY PACKAGE:

R 308 154 – R 362 994 per annum

LEVEL:

SR: 7

REQUIREMENTS:

NQF: 6/7 in Secretarial Management, Management Assistant, Administration, Management, Project management or any other related

fields. 2-3 years' relevant experience within a secretarial environment. A valid Driver's license will be an added advantage.

SKILLS & KNOWLEDGE:

Computer literacy. Financial administration. Knowledge of relevant legislation / policies / prescripts / and procedures. Ability to do research and analyse documents and situations. Language and ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Good people management skills. Good telephone etiquette. Written communication skills.

KEY RESPONSIBILITIES:

Provide a personal assistant / receptionist support service to the Head of the Department/Chief Director: Receive calls on behalf of the Head of Department/Chief Director, and direct them to the relevant officials as well as assisting with telephonic enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g. fax machines and photocopiers are in good working order. Record the engagement of the Head of Department/Chief Director. Utilize discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments. **Render administrative support services to the Head of Department/Chief Director:** Ensure the effective flow of information and documents to and from the office of the Head of Department/Chief Director. Ensure the safekeeping of all documentation in the office of the Head of Department/Chief Director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g. Progress reports, Monthly reports & Management Reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the Head of Department/Chief Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Head of Department/ Chief Director and the unit where required. Ensure procurement tracking is kept up to date. Collect, analyzes and collates information requested by the Head of Department/ Chief Director. Clarifies instructions and notes on behalf of the Head/ Chief Director of Department. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Head of Department/ Chief Director. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc for the activities of the Head of Department/ Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. **Provide support to Head of Department/ Chief Director regarding meetings:** Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compiles all necessary documents for the Manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the Head of Department/ Chief Director as required. Coordinate logistical arrangements for meetings when required. **Support the Head of Department/ Chief Director with the administration of the budget:** Collect and coordinate all the documents that relate to the HOD's/ Chief Director budget. Assist the Head of Department/ Chief Director in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alerts Head of Department/ Chief Director of possible over- and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the

Head of Department/ Chief Director and compiles draft memos for this purpose. Compare the MTEF allocation with the requested budget and informs the Head of Department/ Chief Director of changes. Studies the relevant Public Service and departmental prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the HOD/ Chief Director. Remains abreast with the procedures and processes that apply in the office of the HOD/ Chief Director.

ENQUIRIES: **MS. B. MGAGULI (066 188 6322)**

DIRECTORATE: MUNICIPAL FINANCIAL MANAGEMENT

POST: **ASSISTANT DIRECTOR: ASSET MANAGEMENT (MFMA) (x3)**

CENTRE: **CLUSTER 2: PIXLEY KA SEME DISTRICT (DE AAR) X2 REF: NCPT/2024/41**
CLUSTER 3: JOHN TAOLO GAETSEWE (KURUMAN) X1 REF: NCPT/2024/42

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

LEVEL: **SR: 09**

REQUIREMENTS: NQF: 6/7 tertiary qualification in Accounting/ Finance/ Asset Management/ Economics/ Local Government or related fields. 2-3 years' in a public sector or municipal environment. A valid driver's license.

SKILLS & KNOWLEDGE: Strategic management, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Functioning of provincial Financial Management. Report writing and Communication at both high and lower levels. Planning and organizational skills. Computer literacy in MS Office, Networking skills Analytical problem solving skills, Policy development, Financial management. Formal presentation interpersonal skills, Project and change Management. Interpretation of financial information, Client relationship, Teamwork, Quick and accurate performance.

KEY RESPONSIBILITIES: **Facilitate the development and maintenance of policies, strategies, SOP's and systems for asset and inventory management for compliance:** Provide input to the development and review of asset and inventory management policies/ procedures manuals and systems, Facilitate the development of asset and inventory strategies in line with service delivery objectives. Promote, review and report on effective utilization of relevant asset management assessment tools (FMCMM) to improve associated controls and assist in the development. **Monitor and support municipalities on safeguarding and disposal of assets:** Monitor the safeguarding of assets against destruction, theft and obsolesces. Monitor that all losses of assets are reported, investigated and finalized. Monitor the establishment and functional loss control committees. Monitor disposal process of obsolete, redundant and unserviceable assets for compliance. **Provide support to municipalities on financial management and reporting on assets and inventory:** Monitor and support municipalities on assets registers, trial balance and expenditure reconciliations. Monitor and support municipalities on development and implementation of audit action plan regarding assets

and inventory. Provide support on resolving audit findings on assets of municipalities. **Facilitate training interventions on asset and inventory management:** Identify asset and inventory management capacity GAPS and coordination strategies to address GAPS. Provide on the job training on assets and inventory management. Conduct workshop on policy framework, TR and Accounting Norms and Standards. Coordinate training interventions on asset and inventory management.

ENQUIRIES: **MS. B. MGAGULI (066 188 6322)**

DIRECTORATE: PROVINCIAL SCM AND ASSET MANAGEMENT

POST: **ASSISTANT DIRECTOR: SCM POLICY NORMS & STANDARDS**

CENTRE: **KIMBERLEY**

REFERENCE: **NCPT/2024/37**

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

LEVEL: **SR: 09**

REQUIREMENTS: NQF: 6/7 tertiary qualification in Commerce or SCM related fields. 2-3 years' experience in a Policy Development environment. Valid Driver's License.

SKILLS & KNOWLEDGE: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Knowledge and understanding of the policy development process. Policy Research skills. Knowledge and understanding of SCM governance mechanisms and compliance. Proficient understanding of SCM system, supplier performance and SCM Policy, norms and standards. Computer literacy, Planning and organizational, Interpersonal, Problem solving, Communication (written and verbal), Project management skills. Ability to interpret and apply relevant policies and procedures. Planning and organizational, Interpersonal, Problem solving, Communication (written and verbal) and Project management skills. Computer Literacy (PowerPoint, Excel, Word). Facilitation and Training skills. Ability to interpret and apply relevant policies and procedures.

KEY RESPONSIBILITIES: **Implement SCM Policy, Norms and Standards:** Research and develop provincial SCM policies, Norms and Standards, Analyse and identify gaps in relation to Instruction Notes, Support the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. **Continuous Improvement of the SCM System:** Research, Analyse, review and Improve SCM Policies, Norms and Standards as informed by National and Provincial priorities. **Advice, Guide and support on Implementation of SCM Policy, Norms and Standards:** Coordinate and conduct training on SCM Policy, Norms and Standards. **Implement, guide and support on the developments of SCM Policy,**

Norms and Standards: Monitor the research process, development of SCM Policy, Norms and Standards.

ENQUIRIES:

MR. W. MOLELEKWA (081 246 7688)

DIRECTORATE: CORPORATE SUPPORT

POST:

MESSENGER/DRIVER (RECORDS MANAGEMENT)

CENTRE:

KIMBERLEY

REFERENCE:

NCPT/2024/36

SALARY PACKAGE:

R 216 417 – R 254 928 per annum

LEVEL:

SR: 04

REQUIREMENTS:

Grade 12 certificate or equivalent qualification. 0-1-year experience in the public Sector. A valid driver's license.

SKILLS & KNOWLEDGE:

Knowledge of basic planning and organizing, reporting procedures for driving and transporting passengers and items. Routine maintenance and reporting defects for garage maintenance. Duplicating / binding/copying/faxing and delivering of documents. Ability to communicate verbally or in writing (formally or informally). Photocopy machine, fax machine, binding machine, interpersonal skills. Driving skills.

KEY RESPONSIBILITIES:

Render driver / messenger services: Collect and deliver items such as documents and packages between departments and other establishments. Render driver services to officials within the department e.g. to meetings, airport, etc. **Provide pre-trip maintenance to the allocated vehicle:** Perform routine maintenance on allocated delivery vehicle such as monitoring fluid levels and report defects timeously. Knowledge of procedures to ensure that the motor vehicle is maintained properly. Properly maintenance of the petrol card used on a monthly basis. **Complete all the required and prescribed records with regard to documentation/ packages handled:** Record all outgoing and incoming mail. Ensure signature of recipients on the delivery of documents. **Render a clerical support driver messenger service in the relevant office:** Assist in the registry with documenting of information. Assist with photocopying and faxing of documents. Collect daily newspapers for the Head of Department and communications units.

ENQUIRIES:

MR. SONTI MADIBELA (065 887 6004)

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. 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: 24 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.

