



**NORTHERN CAPE PROVINCIAL ADMINISTRATION
PROVINCIAL TREASURY**

CHIEF DIRECTORATE: ASSETS AND LAIBILITIES

POST: ASSISTANT DIRECTOR: TRANSVERSAL TECHNICAL SUPPORT

CENTRE: KIMBERLEY

REFERENCE: NCPT/2017/01

SALARY: R 389 145.00 - R 458 385.00

LEVEL: SR: 10

REQUIREMENTS: A three year tertiary qualification (NQF level 6 or above) in Information Technology. Two to three years' experience in computer networks, transversal systems, data analysis and management as well as experience in basic databases and database application support. A valid driver's licence.

A good understanding of the government networking infrastructure. An understanding of SITA's role in providing and maintaining government networks. General knowledge of the mainframe and IP translation. Relational databases. Advanced knowledge of MS Excel and Word. Knowledge of planning, communication and organizing. Analytical skills, decision making, problem solving and negotiation skills. Knowledge of facilitation, and conflict management.

KEY RESPONSIBILITIES:

- **Co-ordinate operational processes for the successful rollout of transversal systems' applications:**

- ◇ Determine and recommend desktop minimum requirements (hardware and software) for financial systems.
 - ◇ Install and configure financial system applications.
 - ◇ Download and distribute BAS codes tables and client files to all provincial departments.
 - ◇ Update record of financial system users.
- **Co-ordinate technical support on financial systems:**
 - ◇ Keep updated registers on technical support calls.
 - ◇ Attend to technical support queries and problems on financial systems.
 - ◇ Maintain up to date client files on BAS file servers. Add, configure and setup printers for financial systems.
 - **Co-ordinate regional and head offices visits and technical projects on financial systems:**
 - ◇ Prepare a quarterly site visit schedule and ensure it is followed. Assist departments with desktop technical support and maintenance on financial system computers.
 - **Co-ordinate Biometric Access Control System (BACS) technical support: Warehouse, allocate and issue biometric smart cards.**
 - ◇ Issue biometric finger-print scanners/smart card readers. Create and enrol users on BACS.
 - ◇ Install eDNA software for BACS and register the user's computer to the backend. Attend to technical support queries and problems on BACS.
 - **Prepare and co-ordinate technical reports that are necessary for monitoring and control:**
 - ◇ Identify sources of data.
 - ◇ Compile and gather relevant data.
 - ◇ Liaise with key individuals to obtain data.
 - ◇ Develop and maintain technical tools for data.
 - ◇ Develop and maintain technical tools for data cleansing, analysis and reporting.
 - ◇ Run the ETL (Extract, Transform, and Load) processes.

ENQUIRIES: **Mr. MZ Mbijekana (053) 830 8363**

CHIEF DIRECTORATE: INTERNAL AUDIT

POST: **INTERNAL AUDITOR (X1)**

REFERENCE: **NCPT/2017/02**

CENTRE: **KIMBERLEY**

SALARY: **R183 438.00 – R216 084.00**

LEVEL: SR 7

REQUIREMENTS: B Comm Degree/ National Diploma in Accounting/Auditing. Twelve (12) months full-time experience in an auditing environment. A Valid Driver's license.

Knowledge of the Standards for the Professional Practice of Internal Auditing and IIA Code of Ethics. Knowledge and skill in applying: Internal Auditing and accounting principles and practices. Information systems terminology, concepts and practices industry program policies, procedures, regulations and laws. Computer Literacy, Planning, project management, verbal and written communication, negotiating issues and resolving problems. Team worker.

KEY RESPONSIBILITIES: The successful candidate will, inter alia be responsible for the following: Perform planning of audit projects. Perform research on policies, laws and regulations that are relevant to the audit and submit these to the supervisor for consideration in the audit project. Conducting of interviews, gathering information and analysis of relevant information about the client, business structure, processes, systems and key personnel in order to obtain a general overview of operations. Documenting of the system description. Assist with identification of risk and related controls that address risk, e.g. Detailed Process Matrix. Prepare and update audit file. Provide inputs into the drafting of audit programs. Execute the audit program. Select sample to be tested. Collect audit evidence. Completing all assigned working papers and concluding on the work performed. Discuss findings found during the execution with the audit clients before exceptions are raised in order to determine consensus thereon. Assist with documenting audit findings, identify the root cause and effect, the criteria and making of recommendations and discuss with the supervisor. Ensure quality in respect of audit work and outputs. Sign off working papers. Respond to coaching notes. Report audit results. Assist with providing inputs into the draft and audit report.

ENQUIRIES: Mr. G. Kruger (053 802 5233)

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the relevant post reference number will not be processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Women and persons with disabilities are encouraged to apply. No faxed/ scanned

applications will be considered. Please forward the applications for the post quoting the relevant reference number to:

POST TO:

Northern Cape Provincial Treasury
Private Bag X5054
Kimberley
8300

Metlife Towers
Cnr Knight & Stead Street
5th Floor
Kimberley

For Attention: Mr. R. Toffar

CLOSING DATE: 17 February 2017

*** Please note that shortlisted candidates will be subjected to a satisfactory feedback on qualifications verification and criminal checks. Women and people with disabilities are encouraged to apply.**

