



NCPT

NORTHERN CAPE PROVINCIAL ADMINISTRATION PROVINCIAL TREASURY

DIRECTORATE: CORPORATE SERVICES

POST: CHIEF DIRECTOR: CORPORATE SERVICES
CENTRE: KIMBERLEY
REFERENCE: NCPT/2019/01
SALARY PACKAGE: R 1 189 338 – R 1 422 012 per annum (TCE Package)
LEVEL: SR: 14

REQUIREMENTS: Degree: (NQF/7) in Human Resource Management / Public Management or related fields. A minimum of 5- 10 year's relevant experience at a Senior Managerial level within Human Resource Management, Operational Management or Administrative Support Functions in the Public Sector. A valid driver's licence

SKILLS & KNOWLEDGE: Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act, Treasury Regulations, PSCBC resolutions. Strategic and leadership management, Programme and Project Management, Change and Knowledge management, Good Corporate Governance Principles. Planning and organisational skills. Report writing and communication skills. Leading and controlling skills. Computer literacy. Decision making. Networking skills. Leadership and team building skills. Analytical problem solving skill. Policy development. Financial management and formal presentation skills.

KEY RESPONSIBILITIES: **Manage the administration of HRM policies, procedures and programmes:** Oversee and monitor the implementation and reviewing of HRM policies. Present to the departmental committee / meetings of all HRM matters. Monitor the implementation of Organizational Efficiency. Monitor the implementation of HR plan and EE plan. Ensure the implementation of Employee Health and Wellness programmes in the department. Monitor the development and the implementation of HRD strategy and Workplace skills plan. Monitor the implementation of EPMDS procedures and policies. **Manage the implementation of Corporate Support Services in the department:** Monitor the implementation of sound Legal and Labour Relations Services. Oversee the development, implementation and maintenance of Departmental Information Technology strategies. Manage and monitor the provision of Special programmes in the department. Oversee and direct the provisioning of internal and external communication and media services. Manage corporate services directorate, e.g. Facilities, and security management. Manage records management services. Provide fleet management services. **Strategic management of the Chief Directorate:** Develop strategic priorities of the Chief Directorate. Develop operational plans for the Chief Directorate. Manage written contributions to departmental quarterly progress reports,

Annual reports, Portfolio Committees, Budget speeches, Annual Performance plans. **Advice and guide the HOD on matters relating to Corporate Services:** Coordinate the development of HRM delegations. Recommend on discipline, grievances and disputes. Recommend on payment of merit awards. Approve appointment of Departmental staff as per HRM delegations. **Manage resources in the Chief Directorate:** Financial resources. Manage human resources in the Chief Directorate and maintain discipline. Manage training and development of personnel according to agreed interventions. Manage the provision of equipment (assets) required by personnel for achievement of outputs in their respective Job Descriptions. Manage Asset Management.

ENQUIRIES: Mr. ATM Mabija (053) 830 8333

Please note successful candidates will be required to sign a performance agreement and will be subjected to a technical and competency assessment.

DIRECTORATE: INTERNAL AUDIT

POST: DIRECTOR: INTERNAL AUDITOR

CENTRE: KIMBERLEY

REFERENCE: NCPT/2019/02

SALARY PACKAGE: R 1 005 063 – R 1 183 932 per annum (TCE Package)

LEVEL: SR: 13

REQUIREMENTS: B-Tech / B.Com Degree (NQF: 7) in Accounting / Auditing / Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 5 years full-time Middle Management experience in an auditing environment. 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. 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 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.

KEY RESPONSIBILITIES:

Provide strategic leadership to the cluster in the delivering of efficient and value adding assurance and consulting services to provincial departments and listed public entities:

Establish annually a 3 year rolling internal audit plan and annual internal audit plan per client department/entity for approval by the Audit Committee. Oversee the delivery of the internal audit plans, requests/ad hoc assignments by discussing operational challenges and reviewing draft internal audit reports. Oversee that follow up audits are performed and implementation is monitored. Oversee that the audits are performed in terms of the required IIA standard.

Liaise with departments/entity and relevant assurance stakeholders regarding assurance and consulting services by:

Engaging with departments to build working relationships and a conducive audit environment by attending management, risk management committee meetings and AGSA steering committee meetings. Facilitate combined assurance plans through coordinating with other assurance providers to ensure proper coverage and to minimize duplication of effort. Report quarterly progress on the performance of internal audit and the results of internal audit engagements against the internal audit plan to client departments/entity/audit committee and assess/confirm the relevance of internal audit plans. Report annually on the control environment per client department/entity to client department/entity and the audit committee.

Forster effective IA management: Provide leadership to the cluster through cluster staff meetings. Provide input into unit's strategic, annual performance plans, Methodology/policies/charters. Provide strategic leadership in respect of the cluster's operational plans and compiling the quarterly performance reports. Manage the clusters operational risks by providing input to the unit/s risk registers and ensuring that mitigating actions are implemented. Manage the budget, financial resources and assets. Manage the performance, training and development of officials and ensure the maintenance of discipline. Oversee that the audit management system is applied effectively (audits/timesheets). Participate in NCPT management, unit management and staff meetings. Participate in relevant forum meetings.

Oversee and provide valuable IA support to the Audit Committee:

Convene and attend Audit Committee cluster meetings as coordinating official and participate in Joint Audit Committee (JAC) meetings. Oversee the Audit Committee pack preparation. Prepare draft reports for AC chairperson. Provide support to Audit Committee secretariat function.

ENQUIRIES:

Mr. J Van Tonder Jvantonder@ncpg.gov.za (053) 802 5039

Please note successful candidates will be required to sign a performance agreement and will be subjected to a technical and competency assessment.

DIRECTORATE: ECONOMIC ANALYSIS

POST: DIRECTOR: ECONOMIC ANALYSIS
REFERENCE: NCPT/2019/03
CENTRE: KIMBERLEY
SALARY: R 1 005 063 – R1 183 932 per annum (TCE package)
LEVEL: SR: 13

REQUIREMENTS: An appropriate three year tertiary qualification (NQF/7 as recognized by SAQA) in Economics, Macroeconomics or related fields. A Master's Degree NQF/8 in Economics, Macroeconomics or related fields will be an added advantage. A minimum of 5 years middle management level experience within an Economic Research environment. A valid driver's license.

KNOWLEDGE & SKILLS: Sound Knowledge of Macroeconomic, applied economics and quantitative tools (such as econometrics or economic modeling). Knowledge of Financial Norms and Standards (PFMA, MFMA, Treasury Regulations, Provincial Treasury Directives). Knowledge of the Medium Term Expenditure Framework Budget. Knowledge of legislation, Directives, and procedures with regards to Financial Management (Division of Revenue Act, Appropriation Act, Intergovernmental Fiscal Relations Act. Policy Analysis and development, Planning and organizing skills, Strategist, analytical Decision Making, Problem Solving, Facilitation skills, conflict management, Computer Literacy, analytical thinking, teamwork and team leadership.

KEY RESPONSIBILITIES: Oversee and manage the collection, analysis of Social and Economic statistics at Provincial and Municipalities for growth and developmental purposes. Oversee the construction of the Provincial Socio-Economic demographics and Fiscal database. Advise SMS, HOD on the implications of Macro-Economic and Micro-Economic variables on the MTEF, and represent the Northern Cape Provincial Treasury on any economic and/or Statistical forum, including the Economic Cluster, and Social Cluster. Oversee and manage the Provincial publications undertaken in the Economic Analysis Directorate. Management and supervision of the Directorate staff members. Training and development of officials, Performance Management, Work Allocation and Asset Management. Conduct research and prepare policy papers on the impact that government program has on the people of the Northern Cape.

ENQUIRIES: Mr. H.V. Gumbo (053 830 8408)

Please note successful candidates will be required to sign a performance agreement and will be subjected to a technical and competency assessment.

DIRECTORATE: INTERNAL AUDIT

POST: DEPUTY DIRECTOR: INTERNAL AUDITOR

CENTRE: KIMBERLEY

REFERENCE: NCPT/2019/13

SALARY PACKAGE: R 697 011 – R 821 052 per annum

LEVEL: SR: 11

REQUIREMENTS: National Diploma / B-Tech / B.Com degree (NQF 6/7/) in Accounting / Auditing/ Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 3-5 years full-time experience in an auditing environment. A valid Driver's License

KNOWLEDGE & SKILLS: Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, and management principles and preferred business practices. 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 industry program policies, procedures, regulations and laws. Skill in conducting quality control reviews of audit work products. Skill 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.

KEY RESPONSIBILITIES: **Provide key input to assurance and consulting coverage in terms of governance, risk and controls:**
Provide inputs into 3 year rolling and annual internal audit plan per client department / entity. Compile quarterly project management plan. Provide input into unit annual performance plan and Risk Management, methodologies, policies / charter.

Manage assurance and consulting services in terms of governance, risk and controls:
Manage the delivery of the internal audit plans, requests / ad hoc assignments. Manage that follow up audits are performed and implementation is monitored. Manage that the audits are performed in

terms of the required IIA standard. Manage that the audits are valuable to the department.

Report audit results:

Provide input into quarterly progress reports against internal audit plan to client departments / entity. Review draft report. Discuss the draft report with clients.

Support liaison with all IA stakeholders and IA Administration:

Participate in Audit Committee meetings. Participate in relevant forum meetings. Provide assurance to Audit Committee packs. Management of performance, training and development of officials. Ensure audit management system is applied effectively (audits/timesheets). Ensure the maintenance of discipline.

ENQUIRIES:

Mr. J Van Tonder: Jvantonder@ncpg.gov.za (053) 802 5228

DIRECTORATE: CORPORATE SERVICES

POST:

DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION TECHNOLOGY

REFERENCE:

NCPT/2019/04

CENTRE:

KIMBERLEY

SALARY:

R 826 053 – R 973 047 per annum (TCE Package)

LEVEL:

SR: 12

REQUIREMENTS:

Bachelor's Degree or National Diploma (NQF: 6/7) in Information Technology. Three to five (3-5) years' supervisory level experience in a relevant IT support field. A valid Driver's license.

Knowledge of IT Technical Support, IT Networks and the DPSA CGICT Framework, training, administration, career management, strategic planning, reporting procedures and research. Technical Expertise, Project Management, Functional Ability, Quick Thinking, Diagnostic Action Research, Strategic and Conceptual, Orientation, Innovative Thinking, Problem solving, Communication, Team Player, Coaching and Developing People, Self-driven, Interpersonal Understanding, Departmental Organizational Knowledge, Networking and Influencing skills.

KEY RESPONSIBILITIES:

Align the department's information management system and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of its strategic plan. Establish an information plan, information technology plan and operational plans to give effect to the strategic direction and

management plans of the department. Manage IT Governance. **Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focused on the specific requirements of the department.** Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans, policies, etc. Manage and develop departmental ICT strategies and policies. **Represent the relevant department at the GITO Council:** Attend GITO Council meetings. Report on issues that emanates from the GITO Council meetings. **Promote effective management of information and information technology as enabler as a strategic resource:** Apply an enterprise wide approach to the use of information management, (Information technology systems and infrastructure included) in supporting the business units and business processes, bridging diverse systems to establish a client-focused service strategy, eliminating unnecessary duplication, increase overall coordination and control, and rapidly introduce new systems and technology to improve service delivery. Development information and technology system infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalize unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department. Promote the Utilization of technology as a key enabler for the future in delivering information and services and promote its use in the reengineering/transformation of government service delivery. Manage ICT e-Infrastructure. Manage effectiveness maintenance of hardware, software and licensing. **Create an enabling environment for other managers to perform their functions more effectively and efficiently:** Close communication as part of the top management team of the department with the top echelon of the department to promote the utilization of information. Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies. Change the culture of the department to embrace an enterprise-wide information management and information technology approach. This requires the visible, strong and continuous support of senior managers. Take a leadership role in knowledge management. Manage IT backup process. **Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and services:** Manage the standardization of equipment software according to policy. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework: Manage IT Risk register. Manage network integrity (WAN system in relation to SLAs/MOUS). Responsible for ensuring

development and training of the members in the department in relevant information technology matters. Manage the Departmental IT unit and staff. Management of Financial Resources and Assets. Provide 3rd line IT support to the department. Responsible for AG Audit outcomes, Manage IT infrastructures and IT security.

ENQUIRIES: **Mr. TG Ngamole (053) 830 8228**

DIRECTORATE: INTERNAL AUDIT

POST: **ASSISTANT DIRECTOR: INTERNAL AUDIT (x2)**

CENTRE: **KIMBERLEY**

REFERENCE: **NCPT/2019/05**

SALARY PACKAGE: **R 356 289 – R 419 679 per annum**

LEVEL: **SR: 9**

REQUIREMENTS: National Diploma/ B-Tech/ B. Com Degree (NQF: 6/7) in Accounting/Auditing, Internal Auditor (CIA). Accreditation as a certified Internal Auditor (CIA) (will be an added advantage). 2-3 years full time experience in an auditing environment. A valid Driver's license.

SKILLS & KNOWLEDGE: Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, 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 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, innovative and creative, accuracy and discipline.

KEY RESPONSIBILITIES: **Supervise planning of auditing audit projects:** Initiate audit assignment: Define audit engagement scope, audit objectives, timeframes and determine audit sample strategy. **Perform engagement activities:** Prepare notification letter to notify client about engagement. Facilitate the setting of engagement meeting with audit clients. Conduct interviews and identify and monitor the gathering and analysis of relevant information

about the auditee, business structure, process, system, key personnel etc. in order to obtain a general overview of operations and plan the audit. Document/ review the detailed process matrix (DPM) from the system notes and documentation received and review/finalized the internal control structure and mapping of controls against actual and potential risks identified. Supervise the risk assessment and evaluation activities. **Supervise the execution of the audit program:** Compile audit programs: Draft audit programs and plan the audit sampling accordingly. Liaise with team members at the planning execution and reporting phase. Perform special assignment as directed by management. Monitor Compilation of audits as per the operational plan and compliance thereto. **Supervise and review client processes and procedure, criteria and evidence:** Review, supervise and monitor the work done by senior and internal Auditors for compliance to the international standards for the professional practices of internal audit and internal audit Methodology. Review and assess evidence collected for competency, validity, completeness and determine that it support finding raised and working papers. **Supervise and review audit issues and recommendations:** Review/ identify/ assess shortcoming that need to be communicated to line management, discuss any significant finding with the client by issuing informal queries. Provide timely coaching to the team members to resolve encountered relating to the working papers. Interact with the client on the need basis to ensure that all audit requests are forwarded timely to achieve the key audit objectives. **Report audit results:** Review teammate file to determine the completeness of audit wok performed and sign off. Review and summaries the audit findings, criteria, effect, foot causes, conclusion and recommendation necessary for the draft audit report. Assist in discussion of the draft report with clients. Update draft report with management comment and action plan received. Update the draft report with auditors comment.

ENQUIRIES:

Mr. J Van Tonder Jvantonder@ncpg.gov.za Tel. (053) 802 5228

DIRECTORATE: MUNICIPAL ACCOUNTING SERVICES

POST:

ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING & FINANCIAL REPORTING

CENTRE:

KIMBERLEY

REFERENCE:

NCPT/2019/06

SALARY:

R 356 289 – R 419 679 per annum

LEVEL:

SR: 9

REQUIREMENTS:

Degree /Diploma (NQF: 6/7) in Accounting, or a B Com Degree in Accounting with Accounting 3 as a major. 2 -3 years relevant experience in an accounting environment with experience of the compilation of financial statements. A valid driver's license.

SKILLS & KNOWLEDGE: Good knowledge of accounting standards, guidelines and frameworks i.e. GRAP, IFRS, GAAP etc. MFMA and other applicable legislation, regulations and prescripts. Administration procedures relating to specific working environment including norms and standards. Compilation of management reports. Change Management, Research and analysis. Project Management. Project planning. Conflict management and Performance Management skills.

KEY RESPONSIBILITIES: **Provide technical support on the implementation of GRAP and monitoring tool to delegated municipalities:** Request submissions of the monitoring tool from the delegated municipalities. Evaluate and recommend on the tool. Follow up on non-submission. Issue a letter of non-compliance. Compile a report on municipal visits. Facilitate training to Municipalities. Assist and update municipalities on latest accounting frameworks and policies. Provide technical guidance during annual municipal audits. **Review, monitor and assist with the development and implementation of an audit action plan:** Review action plan. Evaluate and recommend on the action plan. Follow up on non-submission. Issue a letter of non-compliance. Report on progress made by delegated municipalities. **Promote timeous submission of credible annual financial statements by delegated municipalities:** Sensitize municipalities on the submission of annual financial statements. Compile monthly follow-up schedules and checklist of annual financial statements submission. Monitor and assist with the implementation of annual financial statement plan. Follow up on outstanding annual financial statements after due date. **Coordination of Capacity Building initiatives:** Compile and circulate invitations. Obtain confirmation of attendance from delegated municipalities. Compile analysis of training attendance. Compile a report on the capacity building session.

ENQUIRIES: **Mr. H. Salome Tel: 053 802 5084**

DIRECTORATE: ECONOMIC ANALYSIS

POST: **ASSISTANT DIRECTOR: MARCO ECONOMIC ANALYSIS & RESEARCH (X2)**

CENTRE: **KIMBERLEY**

REFERENCE: **NCPT/2019/07**

SALARY: **R 356 289 – R 419 679 per annum**

LEVEL: **SR: 9**

REQUIREMENTS: A Degree (NQF 7 as recognized by SAQA) in Economics, Econometrics or Statistics. 2-3 Years relevant experience in research and analysis. A valid driver's license.

SKILLS & KNOWLEDGE: Knowledge of economic research and analysis, econometrics, applied economics and quantitative tools (such as econometrics or economic modelling) Medium Term Expenditure Framework and intergovernmental relations. Knowledge and understanding of the PFMA, National Treasury Regulations, Expenditure Framework Budget process and procedures,

Division of Revenue Act, Provincial Directives and Treasury Regulations. Knowledge and understanding of the functioning of Provincial Departments. Analytical thinking, team work and team leadership.

KEY RESPONSIBILITIES:

Research the impact of the resource allocation on service delivery and the economy of the province. Collect, capture, edit, tabulate, analyse, research, and interpret key variables that impact on budget decision and outcomes. Identify and analyse development constraints that contribute to the budget process and fiscal development of the Province Assist in compiling the annual Socio- Economic Review of the Province and the Medium Term Budget Policy Statement. Assist with the development, coordinating and updating of the directorate's statistical/economic database. Disseminate data and research findings to provincial departments, municipalities and other relevant stakeholders. Presenting and reporting writing.

ENQUIRIES:

Ms. B Mgaguli (053) 830 8385

DIRECTORATE: CORPORATE SERVICES

POST:

ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS

REFERENCE:

NCPT/2019/08

CENTRE:

KIMBERLEY

SALARY:

R 356 289 – R 419 679 per annum

LEVEL:

SR: 09

REQUIREMENTS:

Degree/Diploma (NQF: 6/7) in Psychology/ Health & or Social Sciences. 2-3 years' relevant experience in an Employee Health & Wellness environment. A valid Driver's License.

SKILLS & KNOWLEDGE:

Knowledge of Policy analysis and development, monitoring systems and procedures. Relevant legislation and related policies, Labour Relations, Employee Assistance Programme, and Health and Safety. Ability to communicate ideas verbally and in writing and informally and formally. Basic counselling, planning and organizing skills. Decision making skills, analytical and problem solving skills. Negotiation skills, facilitation skills and conflict management. Presentation and computer literacy (Word, Excel, and PowerPoint).

KEY RESPONSIBILITIES:

Coordinate HIV/AIDS and TB Programmes in the department: Commemorate HIV and TB events, facilitate the awareness and prevention programmes, Liaise with health care stakeholders regarding the treatment of affected and infected employees. Promote human rights and access to justice in the workplace. Attend EH & W stakeholders forums. **Provide support in the management of health and productivity:** Facilitate disease and

chronic illnesses programmes, promote occupational health education and promotion. Referral of mental health cases to relevant stakeholders. **Facilitate health and safety in the work environment:** Provide Occupational health and safety awareness programme. Conduct health and safety risk assessments. Capacity building of health and safety representatives. **Coordinate individual and organizational wellness programmes:** Promote individual physical wellness of employees, e.g. physical activities. Promote individual psychosocial wellness, e.g. social, financial and spiritual wellness. Promote work-life balance, e.g. programmes accommodating personal and family needs.

ENQUIRIES: Ms. D.P Barnett (053) 830 8274

DIRECTORATE: INFRASTRUCTURE PERFORMANCE MANAGEMENT

POST: ASSISTANT DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT

CENTRE: KIMBERLEY

REFERENCE: NCPT/2019/09

SALARY: R 444 693 – R 523 818 per annum

LEVEL: SR: 10

REQUIREMENTS: Degree or National Diploma (NQF: 6/7) in Building and Construction, Project Management, LLB (law) Building environment. 2-3 years' relevant experience in Public Sector building environment, PPP environment, Budgeting and Financial environment. A valid driver's license.

SKILLS & KNOWLEDGE: Knowledge of relevant legislation and policies. Policy analysis and development. Monitoring systems and processes. Strategic planning. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

KEY RESPONSIBILITIES: **Assist with the provision of technical advisory support on Local Government Infrastructure Delivery Management:** Municipal Infrastructure plans aligned to strategic infrastructure objectives in the Integrated Development Plans. Municipal Infrastructure annual assessment on performance in line with budget process. Provide advisory support in establishing the viability of cost effective PPP projects. **Support in ensuring compliance to Standard for Infrastructure Procurement and Delivery Management (SIPDM):** Full compliance to SIPDM audit actions. **Assist in monitoring Local Government Infrastructure expenditure trends against budget allocations:** Credible Monthly DoRA reports and IRM sign off for the Department of COGHSTA (Human Settlement). Credible infrastructure financial reporting in line with section 71 and 72 reports. **Assist in monitoring Local Government Infrastructure Implementation against service delivery outcomes:**

Reduced service delivery backlogs and value for money on delivered infrastructure assets.

ENQUIRIES: Mr. Enzo Wax Tel: 053 802 5018

DIRECTORATE: BANKING SERVICES & CASH FLOW MANAGEMENT

POST: SECRETARY TO DIRECTOR: BANKING SERVICES & CASH FLOW MANAGEMENT

REFERENCE: NCPT/2019/11

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: **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:** Filing 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. GW Molelekwa (053 830 8476)

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 originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matrix certificate must also be attached) as well as an ID Document and Driver's license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Women and persons with disabilities are encouraged to apply. No faxed applications will be considered.

POST TO: The Human Resource Manager
Northern Cape Provincial Treasury
Private Bag X5054
Kimberley
8300

HAND DELIVER TO: Metlife Towers
Cnr Knight & Stead Street
5th Floor
Kimberley

For Attention: Ms D Barnett

CLOSING DATE: 01 February 2019

Please note suitable candidates will be subjected to a satisfactory personnel suitability check (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and

previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply.

