



provincial treasury

Department:
Provincial Treasury
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

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CORPORATE SERVICES Human Resource Management and Development

Ref: 4/3/1

VACANCY CIRCULAR 1 OF 2023

The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Women, People with Disabilities and Youth are encouraged to apply as the targeted groups as per our employment equity plan. The Employment Equity Plan of the Department will be considered when filling vacant positions. It is our intention to promote representivity.

APPLICATIONS:

- (a) Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, or N Marengwa, 2nd Floor, Garona Building.
- (b) You can also email your application to ptvacancies@nwpg.gov.za. The maximum limit is 35MB for applications to transmit successfully, otherwise you will have to send more than one email. When you submit through email, please put the reference number and post job title in the subject line.
- (c) The reference number should be indicated on the application. If you apply for more than 1 post, please submit separate applications for each post that you apply for.
- (d) Applications should be submitted on time. Applications received after the closing date will not be accepted and considered.

NOTES:

- (a) Applications must quote the relevant reference number and be submitted on the [NEW Z83](#) form, obtainable from any Public Service Department or the DPSA website at <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using the incorrect application for employment (old Z83), it will not be considered.



- (b) The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, certificates, skills, competencies, and knowledge, specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service).
- (c) At least two contactable referees should be provided. (Telephone numbers and email addresses must be indicated).
- (d) Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae only. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and training certificates as well as a driver's license where necessary. This must be submitted on or before the day of the interviews.
- (e) Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified.
- (f) Foreign qualifications must be accompanied by a SAQA evaluation report on the qualification. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).
- (g) It will be expected of candidates to be available for interviews and assessments on the date and time and at a place as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting.
- (h) The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process.
- (i) The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.
- (j) All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and Directorships that they may be associated with and declare any business they had or are conducting with an Organ of State. It will be required by employees who fall within the designated groups to do financial disclosures to submit such within three months of their appointment.
- (k) Failure to comply with the above requirements will result in the disqualification of the application.
- (l) Due to the large number of applications, we envisage receiving, applications will not be acknowledged. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful.

(m) The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only.

Closing date: 15 June 2023 at 16h00

PROGRAMME: Administration
SUB-PROGRAMME: Corporate Services
DIRECTORATE: Information Management
SUB-DIRECTORATE: Records Management
POST: **Cleaner (SL2) (5 Posts)**
SALARY: R125,373 per annum (on the salary scale: R125,373 – R145,077)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/04

REQUIREMENTS: As a minimum a Grade 10 and/ or ABET Level 1-4. Know how to operate elementary cleaning machines and equipment. Good communications skills, writing skills, teamwork, and interpersonal relations skills. Personal attributes such as honesty, integrity, flexibility, professionalism, and team player are required. Willingness to work extra hours when required.

DUTIES: Cleaning offices, corridors, and boardrooms. Cleaning of general kitchens and rest rooms. Keep and maintain cleaning machines and equipment. Provide logical support services during meetings and workshops such as providing tea and coffee. Create a clean working environment. Perform other duties as delegated. It will be required to work overtime from time to time.

ENQUIRIES: M. Kgalapa Tel: (018) 388 4356

PROGRAMME: Administration
SUB-PROGRAMME: Corporate Services
DIRECTORATE: Information Management
SUB-DIRECTORATE: Security Management
POST: **Security Guard (SL3)**
SALARY: R147,036 per annum (on the salary scale: R147,036 – R170,598)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/05

REQUIREMENTS: As a minimum a Grade 12 certificate. Grade B PSIRA certificate. A control room operator certificate will be an added advantage. Valid Driver's License required. Good communication

skills (written and verbal), good interpersonal skills. Must be prepared to work weekends and irregular hours. The applicant must be physically fit and have no criminal record.

DUTIES: Conduct access control. Process and print access control cards. Activate and deactivate access control cards. Monitor and operate the CCTV system. Ensure full functioning CCTV system recording. Conduct inspection in all Provincial Treasury offices. Inspect Security Service provider registers. Keep record of incidents as per CCTV recordings, Report all incidents of Security breaches to Supervisor and Manager. Safeguarding of buildings keys.

ENQUIRIES: Ms.K.Mampe

Tel: (018) 388 4687

PROGRAMME: Administration
SUB-PROGRAMME: Corporate Services
DIRECTORATE: Information Management
SUB-DIRECTORATE: Records Management
POST: **Driver/ Messenger (SL4) (2 Posts)**
SALARY: R171,537 per annum (on the salary scale: R171,537 – R199,461)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/06

REQUIREMENTS: As a minimum Grade 12 or equivalent NQF 4 qualification. Valid driver's licence minimum code 08 is compulsory. Valid Professional Driving Permit (PDP) licence will be added advantage. Knowledge of traffic rules and laws. Knowledge of applicable policies and procedures government vehicles. Time management skills, good communication and writing skills. Good interpersonal skills. Ability to maintain high level of professionalism, confidentiality, and reliability. Ability to work with a team. Exposure in administration, Computer literacy.

DUTIES: Drive light and medium motor vehicles to transport passengers and deliver items. To collect and dispatch mail and newspapers. Delivery of documents and proper records keeping. Verify documents when collected and delivered in the Department. Ensure Proper logistical arrangements for distribution of documentation (logbook, route forms, safekeeping of keys, parking of vehicle in parking bay). Perform other duties as delegated. Routine maintenance of the allocated vehicle and report defects timely.

ENQUIRIES: M. Kgalapa

Tel: (018) 388 4356

PROGRAMME: Administration
SUB-PROGRAMME: Financial Management
DIRECTORATE: Departmental Supply Chain
SUB-DIRECTORATE: Transport Management
POST: **Driver/Messenger (SL4)**
SALARY: R171,537 per annum (on the salary scale: R171,537 – R199,461)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/07

REQUIREMENTS: As a minimum Grade 12 or equivalent NQF 4 qualification. Valid driver's licence minimum code 08 is compulsory. Valid Professional Driving Permit (PDP) licence will be added advantage. Knowledge of traffic rules and laws. Knowledge of applicable policies and procedures of government vehicles. Time management skills, good communication and writing skills. Good interpersonal skills. Ability to maintain high level of professionalism, confidentiality, and reliability. Ability to work with a team. Exposure in administration, Computer literacy.

DUTIES: Render driving services, Administration of pool vehicles logbooks. Administer renewal of vehicles license disks. Maintenance and inspection of pool vehicles. Identify pool vehicles for service. Provide inputs to monthly reports. Perform other duties as delegated.

ENQUIRIES: Ms. D Kujane

Tel: (018) 388 3299

PROGRAMME: Administration
SUB-PROGRAMME: Corporate Services
DIRECTORATE: Human Resource Management and Development (1 Post)
Information Management – Records Management (2 Posts)
POST: **Registry Clerk (SL5) (3 Posts)**
SALARY: R202,233 per annum (on the salary scale: R202,233 – R235,611)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/08

REQUIREMENTS: As a minimum a Grade 12 certificate. An appropriate Certificate in Records Management will be an added advantage. Understanding of general office administration, planning, and organizing skills, ability to operate computer. Good communication skills. Ability to work under pressure and working after hours. Time Management. Practices as well as the ability to capture data and operate computer. Knowledge and understanding of the Legislative framework governing the Records Management. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Public service prescripts Computer literacy. Good

interpersonal relationship. Good verbal and writing skills. High level of confidentiality. Able to work independently and as part of the team.

DUTIES: Coordinate incoming and outgoing correspondence. Filing of daily correspondence and documents in line with relevant prescripts. Provide Registry counter services. Implement Registry Manual procedures to ease filling and retrieval of records. Handle incoming and outgoing correspondence. Render an effective filing and records management services. Process document for archiving and disposal. Maintenance of Departmental files and records. Maintain security, confidentiality and integrity of records and information. Render messenger services. Provision of support services

ENQUIRIES: M. Kgalapa
Mr. G Mmape

Tel: (018) 388 4356
Tel: (018) 3883300

PROGRAMME: Administration
SUB-PROGRAMME: Financial Management
DIRECTORATE: Departmental Supply Chain
SUB-DIRECTORATE: Transport Management
POST: **Transport Clerk (SL5)**
SALARY: R202,233 per annum (on the salary scale: R202,233 – R235,611)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/09

REQUIREMENTS: As a minimum a Grade 12 or equivalent NQF 4 qualification. Exposure in administration will be an added advantage. Computer literacy, proficiency in MS Office packages, knowledge of transport regulating procedures and policies. Good Communication Skills (verbal and written) at all levels in English. Ability to maintain high level of professionalism and reliability. Ability to work under pressure, independently and as part of the team Excellent interpersonal relation skills. Problem solving and analytical skills. Good organising

DUTIES: Administration of pool vehicles logbooks. Administer renewal of vehicles license disks. Administer compensation of travel claims for departmental officials. Facilitate payment of service providers. Administer pool vehicle registration. Maintenance and inspection of pool vehicles. Monitoring pool vehicles for service and maintenance of data.

ENQUIRIES: Ms. D Kujane

Tel: (018) 388 3299

PROGRAMME: Administration
SUB-PROGRAMME: Financial Management
DIRECTORATE: Departmental Supply Chain
SUB-DIRECTORATE: Demand and Acquisition
POST: **SCM Clerk (SL5)**
SALARY: R202,233 per annum (on the salary scale: R202,233 – R235,611)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/10

REQUIREMENTS: As a minimum a Grade 12 or equivalent NQF 4 qualification. Knowledge of government procurement systems, Public Finance Management Act (PFMA), Treasury Regulations, Central Supplier Data base, Public Service Regulations. Computer literacy (Ms Word Excel and PowerPoint). Good Communication and Interpersonal skills. Problem solving and report writing skills. Ability to interpret and apply policies. Analytical and innovative thinking. Adaptability during changes to meet the goals. Planning and time management. Must have the ability to work under pressure.

DUTIES: Ensure that all Key Accounts are processed and paid monthly in line with their Service Level Agreements (SLA). Ensure that all purchases are done according to the prescripts, regulations, and delegation. Evaluate all requests in terms with PPR 2022 and Approved SCM Policy. Verify that Service provider Tax matter are complaint through CSD. Verify government employees on CSD before processing payments and normal SCM Process of procuring Goods and Services through three quotes. Prepare monthly report on status of requisition. Provide administrative support. Distribute all the relevant documents to the different sections for Approval Programme Managers. Keep proper filling record of all Key Accounts SLA and report Contract that are about to Expire three Months Prior to Contract Management.

ENQUIRIES: Mr Oupa Kekana

Tel: (018) 388 4062

PROGRAMME: Administration
SUB-PROGRAMME: Financial Management
DIRECTORATE: Departmental Supply Chain
SUB-DIRECTORATE: Asset Management
POST: **Asset Management Clerk (SL5)**
SALARY: R202,233 per annum (on the salary scale: R202,233 – R235,611)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/11

REQUIREMENTS: As a minimum a Grade 12 or equivalent NQF 4 qualification. Ability to interpret and apply policies. Analytical and innovative thinking. Research, Report writing, Workshop

presentation and facilitation. Adaptability during changes to meet the goals. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the public service such as: Public Service Act, Public Service Regulations, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Promotion of Access of Information Act, Medium Term Strategic Framework, Government Financial Systems.

Duties: Update and maintain the assets and database register. Conduct and control the movements of assets. Identify surplus, obsolete, and underperforming Assets. Provide administrative support in the disposal of asset and meeting.

ENQUIRIES: Ms P. Seetelo

Tel: (018) 388 5141

PROGRAMME: Sustainable Resource Management
SUB-PROGRAMME: Budget Management
CHIEF- DIRECTORATE: Budget and Public Finance Management
POST: **Personal Assistant (SL7)**
SALARY: R294,321 per annum (on the salary scale: R294,321 – R343,815)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/12

REQUIREMENTS: As a minimum a National Diploma/ Advanced Certificate in Office Management/ Secretarial or equivalent NQF 6 qualification. At least one to two (1-2) years' relevant experience rendering a support service to Senior Management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. A high level of reliability. Written communication skills. The ability to act with tact and discretion. The ability to do research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of the relevant legislation/policies/prescripts and procedures governing the unit and Public Service. Basic knowledge of financial administration/bookkeeping will be an added advantage.

DUTIES: Provide a secretarial/receptionist support service to the Chief Director. Manage phone calls. Perform advanced typing work. Record engagements of the Chief Director. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Manager. Collect, analyse and collate information requested by the Manager. Clarify instructions and notes on behalf of the Manager. Ensure that travel arrangements are well

coordinated. Prioritise issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Handle the procurement of items for the office. Obtain necessary signatures on documents. Provide support to the Chief Director regarding meetings. Scrutinise documents to determine actions/information required for meetings. Collect and compile all necessary documents for the Manager. Record minutes/decisions and communicate to relevant role-players and follow up on progress made. Prepare briefing notes for the Manager. Coordinate logistical arrangements.

ENQUIRIES: Mr. N Sidumo

Tel: (018) 388 2227

PROGRAMME: Administration
SUB PROGRAMME: Financial Management Services
DIRECTORATE: Financial Accounting Services
SUB-DIRECTORATE: Salary Administration - Claims, Payments, and Recons
POST: **State Accountant (SL7)**
SALARY: R294,321 per annum (on the salary scale: R294,321 – R343,815)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/13

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Finance/ Accounting or equivalent NQF 6 qualification. A minimum of one (1) year's relevant experience in Salary Administration and experience in both Persal and BAS. Introduction to Persal Certificate, as well as Introduction to BAS Certificate will be an added advantage. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act and Public Service Regulations. Financial Manual, Basic Conditions of Employment Act and Guide on Managing Departmental Debt. Computer literacy – Word, Excel, and PowerPoint important. Knowledge of Government systems (BAS, Walker, Persal). Sound analytical and problem-solving skills. Excellent interpersonal and customer relation skills. Ability to work independently and in a team. Ability to work under pressure and with precision. Ensure deadlines are adhered to.

DUTIES: To render Financial Accounting Services related to Debtors and Expenditure. Recover and follow up on outstanding debts. Handle all payments made outside Persal. Handle all recalled, reversed and rejected salaries. Be responsible for the capturing of Salary related and clearing of salary control accounts. Preparation of all salary related reconciliations.

ENQUIRIES: Ms. G Molamu

Tel: (018) 388 3260

PROGRAMME: Financial Governance
SUB PROGRAMME: Internal Audit Services
DIRECTORATE: Risk Based Audits
POST: **Assistant Internal Auditor (SL7) (3 Posts)**
SALARY: R294,321 per annum (on the salary scale: R294,321 – R343,815)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/14

REQUIREMENTS: As a minimum a National Diploma or Advance Certificate in Accounting and Auditing or equivalent NQF 6 qualifications. A minimum of one (1) year Internal Auditing experience. A postgraduate degree or a professional qualification/designation such as Internal Audit Technician or Professional Internal Auditor or General Internal Auditor or Certified Internal Auditor will be an added advantage. A valid driver's license is essential. Knowledge of the IIA International Professional Practices Framework (IPPF), PFMA, Treasury Regulations and Internal Audit Methodology. An understanding of government processes and the role and function of internal audit in the public sector. Report writing and communication skills. The ability to work in a team.

DUTIES: Collect information relevant to the audit area, document the system description and assist with the identification of risk and related controls that address risk. Provide inputs into the drafting of auditing programs. Execute approved audit programs. Manage the performance of assigned work within the required timeframe and budget. Document audit findings including appropriate root cause identification and recommendations and assist/support with the discussions of the findings. Ensure that work performed fully complies with the IPPF and Quality Assurance Improvement Program of the unit. Respond to coaching notes. Perform PMDS requirements.

ENQUIRIES: Mr. A. Nel

Tel: (018) 388 1616

PROGRAMME: Administration
SUB-PROGRAMME: Corporate Services
DIRECTORATE: Human Resource Management & Development
SUB DIRECTORATE: Human Resource Development
POST: **Senior HRD Practitioner: (SL8)**
SALARY: R359,517 per annum (on the salary scale: R359,517 – R420,402)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/15

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Public Administration/ Public Management/ Human Resources Management/ Development or equivalent NQF 6

qualifications. A minimum of two to three (2-3) years' experience in in the field of training and development. Knowledge of current government policies and regulations pertaining to training and development, that is, Skills Development Act, Human Resource Development and Training Strategy in the Public Service (SAQA) Act. The Experience in course development will be added advantage. Computer literacy. A valid driver's licence. Computer skills (MS Word, Excel, PowerPoint) and proven skills in data analysis and report writing. Good communication skills (verbal and written), Presentation skills, Training Coordination, Ability to work independently and in a team, Ability to interpret directives and work under pressure. Ability to communicate at all levels.

DUTIES: Assist in Identifying and determining training needs for the Department. Plan, organise and coordinate training courses. Assist in the development, updating and implementation of the training and development policy. Advise the line manager on new trends in the field of HRD and develop and ensure the implementation of workplace skills plan (WSP) and the Annual Training Report (ATR). Assist in organizing and convening of the Training Committee meetings and provide secretarial activities at the meetings. Ensure that accurate monthly statistics on training are kept and reported.

ENQUIRIES: Ms. D Mafulako

Tel: (018) 388 3201

PROGRAMME:	Administration
SUB-PROGRAMME:	Corporate Services
DIRECTORATE:	Human Resource Management and Development
SUB DIRECTORATE:	Employee Health and Wellness
POST:	<u>Counsellor (SL8)</u>
SALARY:	R359,517 per annum (on the salary scale: R359,517 – R420,402)
CENTRE:	Mmabatho
REFERENCE NO:	NWFIN/2023/16

REQUIREMENTS: As a minimum a Degree in B Psych or Social Work or equivalent NQF 7 qualification. Registration as a psychological counselor with the HPCSA or as a Social Worker with the SACSSP is compulsory. A minimum of two to three (2-3) years practical experience in counseling of a diverse client group. Computer literacy in MS Office packages. Experience in an Integrated Employee Health & Wellness Programme would be an added advantage. The incumbent must be willing to travel. A valid Driver's license is a necessity. Knowledge of an Integrated Employee Health and Wellness Programme. Knowledge of Government legislation, especially those pertaining to the Employee Health & Wellness Programme. Ability to run workshops, support groups, and think creatively and innovatively in terms of programme development and expansion. Ability to work independently but also be a team player. Good interpersonal, communication, analytical ability, research, report writing, people, facilitation, and presentation skills.

DUTIES: Assist with Employee Health and Wellness Programme that covers Wellness Management, Occupational Health and Safety, HIV and AIDS and Health and Productivity Management thus will need to be conversant in all four areas. The person will be tasked with counseling, group work, crisis intervention, bereavement, trauma debriefing and running workshops, policy development, promoting work wellness. Assist in developing workshops & materials, questionnaire design and data collection, data capturing, data analysis and report writing. Coordinate events. Develop and maintain effective client record keeping systems and provide statistical and other reports as directed.

ENQUIRIES: Mr. T Ntsheni

Tel: (018) 388 4024

PROGRAMME: Administration
SUB-PROGRAMME: Management Support
SUB DIRECTORATE: Enterprise Risk and Integrity Management
POST: **Enterprise Risk Practitioner (SL8)**
SALARY: R359,517 per annum (on the salary scale: R359,517 – R420,402)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/17

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Accounting/ Auditing/ Risk Management (NQF 6). A minimum of two to three (2-3) years' relevant experience of which one (1) year must be in the field of Enterprise Risk Management. Conversant with Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework and Public Sector Anti-Corruption Strategies. Conversant with the Public Service Act and Public Service Regulations. Excellent interpersonal skills and customer relations. Good coordination and facilitation skills. Effective report writing skills. Working knowledge of the MS office suite.

DUTIES: Monitoring, updating, and reporting progress on the approved risk management, fraud prevention and whistle blowing implementation plans. Monthly updating of the risk registers on progress made on implementation of risk treatment plans. Verification of portfolio of evidence on the implementation of risk treatment plans. Arrange and facilitate awareness workshops on risk management, fraud prevention and whistleblowing. Assist in provision of administrative support services to the risk management committee. Perform administrative functions as delegated.

ENQUIRIES: Ms. N Stuurman

Tel: (018) 388 3767

PROGRAMME: Administration
SUB-PROGRAMME: Management Support
SUB DIRECTORATE: Enterprise Risk and Integrity Management
POST: **Ethics Officer (SL8)**
SALARY: R359,517 per annum (on the salary scale: R359,517 – R420,402)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/18

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Finance/ Accounting/ Internal Audit/ Risk Management or equivalent NQF 6 qualifications. A minimum of two to three (2-3) years' relevant experience in an integrity environment. Certification as an ethics officer will be an added advantage. Valid drivers' license.

SKILLS/ COMPETENCIES: Conversant with the Public Service Act and Public Service Regulations. Conversant with the Public Administration Management Act. Conversant with the Protected Disclosure Act and Regulations Relating to Protected Disclosures. Conversant with Directives on Remunerative Work Outside the Public Service, Financial Disclosure and Conducting Business with an Organ of State. Excellent interpersonal skills and customer relations. Good coordination and facilitation skills. A firm determination to behave ethically.

DUTIES: Process application to conduct other remunerative work as prescribed. Manage declaration of gifts. Support designated officials on financial disclosure, conduct verification and prepare verification reports. Arrange and facilitate awareness workshops on the public sector code of conduct, gifts, financial disclosure and conducting business with an organ of state. Perform administrator functions on the financial disclosure system. Assist in the provision of administrative support services to the ethics committee. Advice staff on ethical matters. Perform administrative functions as delegated.

ENQUIRIES: Ms. N Stuurman

Tel: (018) 388 3767

PROGRAMME: Administration
SUB-PROGRAMME: Corporate Services
DIRECTORATE: Strategic Management
SUB DIRECTORATE: Planning, Monitoring and Evaluation
POST: **Administrative Officer: M&E (SL8)**
SALARY: R359,517 per annum (on the salary scale: R359,517 – R420,402)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/19

REQUIREMENTS: As a minimum a Grade 12 with four (4) years' experience in Monitoring & Evaluation. Alternatively, a National Diploma or Advanced Certificate in Public Administration/ Public

Management or equivalent NQF 6 qualifications with a minimum of two to three (2-3) years' relevant experience in Planning Monitoring and Evaluation. A minimum of NQF 6 qualification will be an added advantage. Knowledge of planning and monitoring and evaluation frameworks and processes in government. Ability to interpret and apply policies. Analytical and innovative thinking. Research and Report writing. Project Management. Planning and Adaptability during changes to meet the goals. Teamwork orientation, Good Communicator, and Problem-Solving skills.

DUTIES: Conduct and implement Monitoring and Evaluation Principles and Practices, including verification and validation of reported performance information. Coordinate the implementation of departmental Annual Performance Plan/predetermined objectives (Compilation of quarterly, half-yearly and annual reports). Provide support on strategic and operational planning processes. Electronically populating monthly reports i.e., State of the Province Address (SOPA) and Makgotla Resolutions (Programme of Action) and Budget Speech Commitments. Render administrative and secretariat functions on Departmental Performance Reviews. Responsible for supervision to any lower-level employee/contract employee.

ENQUIRIES: Mr. G. Lethogile

Tel: (018) 388 4999

PROGRAMME: Administration

SUB-PROGRAMME: Corporate Services

DIRECTORATE: Legal Services

POST: **Legal Administration Officer: (OSD MR4)**

SALARY: Salary scale: R351,618 – R397,323

The salary will be determined according to relevant legal experience in terms of the OSD provisions.

CENTRE: Mmabatho

REFERENCE NO: NWFIN/2023/20

REQUIREMENTS: As a minimum, a NQF 7 qualification in LLB/BPROC/ BCOM LAW/ BA LAW with a minimum of five (5) year's appropriate post qualification legal experience in civil litigation, legislative drafting, drafting of legal opinion. Admission as Advocate or Attorney of the High Court of South Africa. Experience in labour relations in Public Service. Experience in briefing advocates on civil matters. Experience in drafting legal documents. Valid driver's license. Knowledge of PFMA, Municipal Finance Management Act, Treasury Regulations, Promotion of Access to Information Act (PAIA), Promotion of Administration Justice Act (PAJA) and other legislative prescripts governing the Public Service. Good interpersonal relations. Reporting writing skills. Case investigation and project management skills. Good verbal and written communication and project management skills. Good conflict relations and mediation skills. Computer literacy in Microsoft packages.

DUTIES: Provide legal advice to the Executive Authority and line management on a variety of issues. Draft contracts and service level agreements entered by/with the Department. Provide legal opinions on matters affecting the Department. Liaise with the Premier's Office, Chief State Law Adviser, State Attorney's office and other legal firms regarding legal issues. Attend to litigation involving Department.

ENQUIRIES: Ms. A Lee

Tel: (018)388 3354

PROGRAMME: Administration
SUB-PROGRAMME: Financial Management
DIRECTORATE: Departmental SCM
SUB DIRECTORATE: Logistic Management
POST: **Senior SCM Officer (SL8)**
SALARY: R359,517 per annum (on the salary scale: R359,517 – R420,402)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/21

REQUIREMENTS: As a minimum a Grade 12 Certificate with four (4) years' experience in Supply Chain Management, preferably in Logistics Management Unit. Alternatively, a National Diploma or Advance Certificate in Supply Chain Management/ Logistics Management or Financial Management or equivalent NQF 6 qualification with a minimum of two to three (2-3) years' experience in Supply Chain Management, preferably in Logistics Management Unit. Knowledge of Prescripts governing SCM (PPFA, PFMA, & Treasury Regulation) as well as Public Service Regulation. Computer Literacy, Good Communication Skills (verbal and written) at all levels in English. Ability to maintain high level of professionalism and reliability. Report writing Skills. Ability to work under pressure, independently and as part of the team. Excellent interpersonal relation skills.

DUTIES: Administration of procurement requisitions and tax invoices. Creditor's reconciliation. Authorize orders on the Walker Financial Management System. Reconcile contract payment. Checking compliance of payment vouchers, Keep record of all incoming and outgoing payment vouchers. Attend to queries, record them, and make follow-up on unresolved queries. Personnel supervision and their performance assessment. Report writing.

ENQUIRIES: Ms. L Khumalo

Tel (018) 388 2132

PROGRAMME: Administration
SUB-PROGRAMME: Financial Management
SUB DIRECTORATE: Management Accounting Services (Budget Office)
POST: **Senior Management Accountant (SL8)**
SALARY: R359,517 per annum (on the salary scale: R359,517 – R420,402)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/22

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Finance/ Accounting or equivalent NQF 6 qualifications. A minimum of two to three (2-3) years' relevant experience in a budget management environment. Sound analytical thinking and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing. Compliance with deadlines. Ability to work under pressure. Extensive knowledge of Budget Processes, Budget Management, Revenue management, Expenditure Management, Financial prescripts, Public Finance Management Act (PFMA), Treasury regulations. Computer literacy – Word and Excel important. In-debt knowledge of Government systems (BAS, Walker and Vulindlela) will be an added advantage.

DUTIES: Consolidate, check, collect and prepare financial supporting information for completion of the budgeting process (MTEF). Coordinate the process of management and monitoring of cashflow, budget, revenue, and expenditure (departmental spending) and report on budget deviations (variances) and report to the Manager on a regular basis. Facilitate the budget shifts and virement and prepare requests and submit them to the Manager for review. Facilitate the process of loading of Departmental budget (MTEF), adjustment budget estimates (AEPRE) and budget shifts/virement and any roll-over in the BAS System. Monitor any under/overspending of budget and expenditure and report to the Manager on a regular basis. Compile and verify the accuracy of In- Year Monitoring (IYM) monthly and quarterly reports and submit them to the Manager for checking. Supervise and assess performance of subordinates and the departmental budget queries.

ENQUIRIES: Ms. A Makgopa

Tel 018 - 388 1066

PROGRAMME: Financial Governance
SUB-PROGRAMME: Accounting Services
DIRECTORATE: Financial Systems
SUB DIRECTORATE: Financial Systems Administration & Support
POST: **Persal Support Officer (SL8)**
SALARY: R359,517 per annum (on the salary scale: R359,517 – R420,402)
CENTRE: Mmabatho

REFERENCE NO: NWFIN/2023/23

REQUIREMENTS: As a minimum a Grade 12 Certificate with four (4) years' experience in Persal Administration and Salary Management. Alternatively, a National Diploma or Advance Certificate in Information Systems/ Public Administration/ HRM or equivalent NQF 6 qualification with a minimum of two to three (2-3) years' experience in Persal Administration and Salary Management. The following PERSAL Certificates are compulsory - Introduction, Personnel Administration, Leave Administration, Salary Administration, Establishment Administration. Workable experience on FTP, Excel, Pivot Tables will be added advantage. *Practical, proven persal experience.* Knowledge of the Public Service Legislations including legislation that governs Human Resource Management practices. Good communication and ability to assist variety of officials. Report writing skills. Presentation skills. Computer literacy especially on MS Office package or equivalent packages. Ability to interpret and apply policy. Analytical and innovative thinking. Conflict Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management. People Management. Planning. Time Management. Facilitation

DUTIES: Provide support and advice on Persal related matters to Persal Users and Financial Institutions. Perform administrative functions on the Persal System. Distribute reports received from National Treasury. Ensure that the Persal System is competently operational. Participate in National and Provincial Persal Forums. Investigate and identify irregularities and shortcomings on the PERSAL System. Broadcast PERSAL messages to PERSAL controllers and users within the North West Provincial Departments. Monitor and evaluate the implementation of PERSAL Project Plan by the North West Provincial Departments. Monitor and evaluate the implementation of exceptions reports, received both Nationally and Provincially, by North West Provincial Departments. Investigate and identify irregularities and shortcomings on the PERSAL System.

ENQUIRIES: Ms. A Mehlo

Tel (018) 388 2457

PROGRAMME: Sustainable Resource Management
SUB-PROGRAMME: Public Finance
DIRECTORATE: Public Finance & Data Management
SUB DIRECTORATE: Data Management
POST: **Budget Analyst (SL8)**
SALARY: R359,517 per annum (on the salary scale: R359,517 – R420,402)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/25

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Commerce/ Financial Management/ Information Systems or equivalent NQF 6 qualifications. A minimum of two to three (2-

3) years' relevant experience in a data management environment. Acquainted with government financial data manipulation, financial management and reporting in terms of the PFMA, DoRA and Treasury Regulations. Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act; effective oral and writing skills; strong analytical skill; conversant with Vulindlela/ Basic Accounting Systems; competency in evaluating financial reports.

DUTIES: Prepare analysis tools to analyse budget inputs. Update analysis tools with recent data. Develop budget tools in line with National Treasury's requirements / guidelines. Assist in consolidation of budget inputs of departments. Development and maintenance of models. Pre-loading of budget templates with data. Provide analysts with specific monthly expenditure reports. Check and verify if the expenditure items are correctly categorised according to their economic classifications. Provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies, and other financial processes. Maintain and ensure proper management of financial records. Perform generic administrative functions.

ENQUIRIES: Ms B Moalosi

Tel. (018) 388 3999

PROGRAMME:	Sustainable Resource Management
SUB-PROGRAMME:	Public Finance
DIRECTORATE:	Public Finance & Data Management
SUB DIRECTORATE:	Public Finance
POST:	<u>Budget Analyst (SL8) (2 Posts)</u>
SALARY:	R359,517 per annum (on the salary scale: R359,517 – R420,402)
CENTRE:	Mmabatho
REFERENCE NO:	NWFIN/2023/26

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Commerce/ Financial Management or equivalent NQF 6 qualifications. A minimum of two to three (2-3) years' relevant experience in a budgeting and public finance environment. Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela/ Basic Accounting Systems. Computer literacy in Microsoft Word, Excel, and PowerPoint. Competency in evaluating written reports; report writing skills.

DUTIES: Upload in-year-monitoring models with budget statistics that are aligned to the indicative allocations. Check and verify if the expenditure items are correctly categorised according to their economic classifications. Check and verify accuracy of the submitted the in-year-monitoring models from departments. Verify section 32 information to ensure synergy with provincial IYM. Download expenditure statistics from the Financial Systems and update tables and models. Compile personnel analysis reports of provincial departments. Evaluate departmental virement and shift in the system to

ensure that they are in line with legislative requirements. Maintain the virement register to account for all virements and shifting of funds for audit purposes. Assist to provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies, and other financial processes. Maintain and ensure proper management of financial records.

ENQUIRIES: Ms B Moalosi

Tel. (018) 388 3999

PROGRAMME: Sustainable Resource Management
SUB-PROGRAMME: Budget Management
DIRECTORATE: Public Finance & Data Management
SUB DIRECTORATE: Budget Management
POST: **Budget Analyst (SL8)**
SALARY: R359,517 per annum (on the salary scale: R359,517 – R420,402)
CENTRE: Mmabatho
REFERENCE NO: NWFIN/2023/27

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Commerce/ Financial Management or equivalent NQF 6 qualifications. A minimum of two to three (2-3) years' relevant experience in a budgeting implementation environment. Acquainted with government financial data manipulation, financial management and reporting in terms of the PFMA, DoRA and Treasury Regulations. Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela/ Basic Accounting Systems. Competency in evaluating financial reports.

DUTIES: Assist on the evaluation of the MTEF budget submissions of the departments for compliance with the laid down prescripts. Assist on coordination of the provincial adjustment estimate process, prior to final provincial allocations, to be in line with the provincial fiscal framework. Analyse and prepare reports on monthly and quarterly In-Year Monitoring (IYM) reports on expenditure of Provincial Departments. Check and verify if the expenditure items are correctly categorised according to their economic classifications. Provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies, and other financial processes. Maintain and ensure proper management of financial records. Perform generic administrative functions.

ENQUIRIES: Mr. E Abrahams

Tel. (018) 388 3709