

**Programme: Sustainable Resource Management
Sub Programme: Municipal Finance**

Directorate: Dr Kenneth Kaunda District Management

Director: Governance, Institutional Management & Kenneth Kaunda District Management (SL13)

Salary: R1,057,326 all-inclusive salary package per annum (Salary Scale: R1,057,326 – R1,245,495)

• Reference No: NWFIN/2020/01 • Centre: Mmabatho

Requirements: • As a minimum a Bachelor's Degree or Advanced Diploma in Finance/Economics/Accounting/Budget/Municipal Finance or equivalent NQF 7 qualification • Pre-entry Certificate for SMS is compulsory • Ten (10) years' relevant experience in Municipal Finance Management environment of which five (05) years' must be on a middle management level • Must have a valid driver's license.

Skills/Competencies: • A thorough understanding of planning, policy, and administrative processes of Local Government • Especially Municipal budget planning, implementation and financial management and reporting • Sound analytical and problem-solving skills • Good communication and interpersonal skills • Creative and innovative. Ability to work independently and in a team • Sound Report writing and computer skills • Implement effective actions and processes to ensure that deadlines are met • Supervise, train, and guide all personnel reporting to you • Ability to work under pressure • Proven leadership qualities with strong strategic and operational management thinking.

Duties: • Support and capacitate Municipalities in co-ordinating the integrated planning and reporting in Municipalities • To support and monitor Municipalities in implementing the Municipal Finance Management Act (MFMA), with specific reference to general financial management processes relating to planning, budget management, supply chain management and financial reporting • Support the Chief Director in the compilation of the Annual Performance Plan, Strategic Plan of the directorate in line with National Treasury guidelines and frameworks • Manage and co-ordinate performance of officials in the directorate • Undertake regular performance reviews and analysis of the unit and formulate recommendations to address the weaknesses • Compile performance assessments reports of the directorate and communicate the results of the findings to the relevant stakeholders • To ensure all audit queries and findings are adequately addressed and resolved • Supervise and assess performance of sub-ordinates • To perform any other duties that might be expected from time to time.

Enquiries: Ms L Nengovhela, Tel: (018) 388 2142

**Programme: Sustainable Resource Management
Sub Programme: Municipal Finance**

Directorate: Ngaka Modiri Molema District Management

Director: Municipal Finance District Management (SL13)

Salary: R1,057,326 all-inclusive salary package per annum (Salary Scale: R1,057,326 – R1,245,495)

• Reference No: NWFIN/2020/02 • Centre: Mmabatho

Requirements: • As a minimum a Bachelor's Degree or Advanced Diploma in Finance/Economics/Accounting/Budget/Municipal Finance or equivalent NQF 7 qualification • Pre-entry Certificate for SMS is compulsory • Ten (10) years' relevant experience in Municipal Finance Management environment of which five (05) years' must be on a middle management level • Must have a valid driver's license.

Skills/Competencies: • A thorough understanding of planning, policy, and administrative processes of Local Government • Especially Municipal budget planning, implementation and financial management and reporting • Sound analytical and problem-solving skills • Good communication and interpersonal skills • Creative and innovative • Ability to work independently and in a team. Sound Report writing and computer skills • Implement effective actions and processes to ensure that deadlines are met • Supervise, train, and guide all personnel reporting to you • Ability to work under pressure • Proven leadership qualities with strong strategic and operational management thinking.

Duties: • Support and capacitate Municipalities in co-ordinating the integrated planning and reporting in Municipalities • To support and monitor Municipalities in implementing the Municipal Finance Management Act (MFMA), with specific reference to general financial management processes relating to planning, budget management, supply chain management and financial reporting • Support the Chief Director in the compilation of the Annual Performance Plan, Strategic Plan of the directorate in line with National Treasury guidelines and frameworks • Manage and co-ordinate performance of officials in the directorate • Undertake regular performance reviews and analysis of the unit and formulate recommendations to address the weaknesses • Compile performance assessments reports of the directorate and communicate the results of the findings to the relevant stakeholders • To ensure all audit queries and findings are adequately addressed and resolved • Supervise and assess performance of sub-ordinates • To perform any other duties that might be expected from time to time.

Enquiries: Ms L Nengovhela, Tel: (018) 388 2142

**Programme: Sustainable Resource Management
Sub Programme: Municipal Finance**

Directorate: Dr. RSM District Management

Director: Municipal Finance District Management (SL13)

Salary: R1,057,326 all-inclusive salary package per annum (Salary Scale: R1,057,326 – R1,245,495)

• Reference No: NWFIN/2020/03 • Centre: Vryburg

Requirements: • As a minimum a Bachelor's Degree or Advanced Diploma in Finance/Economics/Accounting/Budget/Municipal Finance or equivalent NQF 7 qualification • Pre-entry Certificate for SMS is compulsory • Ten (10) years' relevant experience in Municipal Finance Management environment of which five (05) years' must be on a middle management level • Must have a valid driver's license.

Skills/Competencies: • A thorough understanding of planning, policy, and administrative processes of Local Government • Especially Municipal budget planning, implementation and financial management and reporting • Sound analytical and problem-solving skills • Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team • Sound Report writing and computer skills • Implement effective actions and processes to ensure that deadlines are met • Supervise, train, and guide all personnel reporting to you • Ability to work under pressure • Proven leadership qualities with strong strategic and operational management thinking.

Duties: • Support and capacitate Municipalities in co-ordinating the integrated planning and reporting in Municipalities • To support and monitor Municipalities in implementing the Municipal Finance Management Act (MFMA), with specific reference to general financial management processes relating to planning, budget management, supply chain management and financial reporting • Support the Chief Director in the compilation of the Annual Performance Plan, Strategic Plan of the directorate in line with National Treasury guidelines and frameworks • Manage and co-ordinate performance of officials in the directorate • Undertake regular performance reviews and analysis of the unit and formulate recommendations to address the weaknesses • Compile performance assessments reports of the directorate and communicate the results of the findings to the relevant stakeholders • To ensure all audit queries and findings are adequately addressed and resolved • Supervise and assess performance of sub-ordinates • To perform any other duties that might be expected from time to time.

Enquiries: Ms L Nengovhela, Tel: (018) 388 2142

**Programme: Administration
Sub Programme: Financial Management**

Directorate: Departmental Supply Chain Management

Director: Supply Chain Management (SL13)

Salary: R1,057,326 all-inclusive salary package per annum (Salary Scale: R1,057,326 – R1,245,495)

• Reference No: NWFIN/2020/04 • Centre: Mmabatho

Requirements: • As a minimum a Bachelor's Degree in Logistics Management/Supply Chain Management/Commerce or an Advanced Diploma in SCM/Logistics Management/Advanced Procurement Management or equivalent NQF 7 qualification • A Post- Graduate degree will be an added advantage • Pre-entry Certificate for SMS is compulsory • Ten (10) years' relevant experience in the SCM field, of which 5 years' should be at middle-management level • Extensive proven knowledge and experience in Supply Chain Management, inclusive of Tender processes • Must have a valid driver's license.

Skills/Competencies: • Thorough knowledge of Supply Chain Management processes. PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, Preferential Procurement Regulations, National Treasury Instruction Notes, Practice notes and other relevant prescripts, Government Immovable Asset Management Act, Broad Based Black Economic Empowerment, Cooperatives/SMME development, Supplier trends and commodities analysis • Knowledge of financial systems used in the Department for procurement • Ability to conduct financial analysis • Thorough understanding of Bidding process, procurement planning and demand and acquisition management • Good interpersonal relations and the ability to work effectively with officials across all levels within and outside the Department • Good negotiation, planning, decision making and problem-solving/solution-driven skills • Must be computer literate, have good communication (verbal and written) and numeracy skills • Project Management, presentation skill, ability to work under pressure and the knowledge of supplier performance evaluation • Must act with integrity and be knowledgeable about Policy Development and Compliance Monitoring.

Duties: • Provide strategic advice and direction on policy and regulatory matters of Supply Chain Management • Oversee preparation of procurement delegations, policies, procedures, process charts and checklists • Oversee Demand and Acquisition management processes to ensure compliance with legislation, deadlines, value for money to eliminate SCM risks and achieve service delivery • Ensuring the effective facilitation, timely implementation, and monitoring of bids • Administer and manage service provider contracts and service level agreements by developing SLA's and monitor contract outcomes • Ensure the implementation and monitoring of SCM performance system, inclusive of supplier performance and complaints • Manage the payment of suppliers within 30 days • To ensure efficient and effective management of assets and property maintenance in the Department • To ensure effective and efficient management of transport services within the department • To take effective and appropriate steps to prevent and detect unauthorised, irregular and fruitless and wasteful expenditure • Ensure that effective and efficient sourcing strategies are developed and promote the development and utilization of BBBEE companies in line with the relevant prescripts and policies • Facilitate continuous improvement and Programme and Project Management.

Enquiries: Mr R Soofie, Tel (018) 388 3266

**Programme: Administration
Sub Programme: Financial Management**

Directorate: Departmental Supply Chain Management

Sub Directorate: Demand and Acquisition Management

Deputy Director: Demand and Acquisition (SL11)

Salary: R733,257 all-inclusive salary package per annum (Salary Scale: R733,257 – R863,748)

• Reference No: NWFIN/2020/05 • Centre: Mmabatho

Requirements: • As a minimum a National Diploma/Advanced Certificate in Public Administration/SCM Management or equivalent NQF 6 qualification • Six (6) years' relevant experience in Public Sector SCM of which (3) years' must be on a junior management level • A valid driver's license.

Skills/Competencies: • Knowledge and experience in the application of prescripts/legislative frameworks that govern supply chain management in the Public Service environment, including but not limited to Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), Broad-Based Black Economic Empowerment Act (BBBEE), National Treasury Instruction Notes and Practice Notes. Excellent verbal and written communication skills • Problem solving, analytical skills and computer literacy • Knowledge of Walker-BAS system and Central Supplier Database (CSD) system • Strong planning, management, and co-ordination abilities • Sound interpersonal and presentation skills and a track record in the preparation, implementation and management of strategic, operational demand and acquisition plans and projects • Attention to detail and deadline driven.

Duties: • Develop, design, implement and manage demand and acquisition management, policies, processes and systems, as well as internal controls and audit trails across all levels in the department in order to ensure effective and efficient service delivery as well as compliance with policies and prescripts • Oversee the conducting of market research and needs analysis • Design, review and manage the implementation of strategic sourcing techniques • Coordination, compilation, management and reporting of procurement and demand management plans • Oversee secretariat duties and provide sound advice to Bid Specification, Bid Evaluation and Bid Adjudication committees and Management thereof • Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulation, PFMA, and Service Level Agreements • Compile and analyse management reports from various strategic activities • Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management prescripts and guidelines • Ensure compliance with Central Supplier Database (CSD) requirements.

Enquiries: Mr V Mammen, Tel: (018) 388 4061

**Programme: Administration
Sub Programme: Corporate Services**

Directorate: Legal Services

Director: Legal Services (SL13)

Salary: R1,057,326 all-inclusive salary package per annum (Salary Scale: R1,057,326 – R1,245,495)

• Reference No: NWFIN/2020/06 • Centre: Mmabatho

Requirements: • As a minimum a LLB or equivalent 4-year Law degree (NQF 7) coupled with at least 10 years legal experience of which a minimum of five years' should be at middle management level • Pre-entry Certificate for SMS is compulsory • Admission and enrolment as an Advocate or Attorney are compulsory • A valid driver's license is essential.

Skills/Competencies: • Experience in and understanding of the constitutional framework and South African Judicial System • Legal research and drafting of legislation and litigation procedures, Interpretation, good communication and interpersonal skills • Dispute Resolution skills, Project Management, Report writing and analytical thinking, Planning and decision-making skills, Strategic capabilities and leadership skills, Knowledge of Government and Departmental policies and strategies, Maintenance of confidential information.

Duties: • Prepare and provide general legal advice on matters affecting the Department • Draft Legal documents and contracts entered into by/with the Department • Provide litigation support to the Department • Liaise with different stakeholders, particularly the Office of the Premier, Public Protector and Office of the State Attorney • Provide assistance and strategic input in the overall management of the Directorate • Undertake efficient budgetary & expenditure control and procurement in terms of the PFMA, Treasury Regulations and other prescripts • Management of PAIA, POPI and PAJA. Provide legal training and presentation on new legislation and the ones that have a bearing on the Department.

Enquiries: Ms M Jansen, Tel (018) 388 3419

**Programme: Administration
Sub Programme: Corporate Services**

Directorate: Legal Services

Senior Legal Administration Officer (MR6)

Salary: R763,212 all-inclusive salary package per annum (Salary Scale: R763,212 – R1,140,828). Salary will be in accordance with Occupational Specific Dispensation (OSD)

• Reference No: NWFIN/2020/07 • Centre: Mmabatho

Requirements: • As a minimum a LLB or equivalent 4-year Law degree (NQF 7) • Admitted as an Attorney or Advocate • At least 8 years' experience in civil litigation, legislative drafting, drafting of legal opinions, contracts, documents, and briefing of counsel in civil matters • A valid driver's license.

Skills/Competencies: • Knowledge of the Constitution of South Africa, PFMA and Treasury Regulations, MFMA, PAIA, PAJA, Public Service Act and its Regulations, as well as other legislation regulating government • Computer literacy • Supervisory and leadership skills • Written and verbal communication skills and Research skills • Project management and report writing skills • Good conflict resolution and mediation skills.

Duties: • Provide legal advice on a variety of issues • Draft policies of the Department • Provide verbal and written legal opinions • Manage litigation of the Department • Draft legal documents and contracts entered into by/with the Department • Liaise with the office of the Premier and State Attorney.

Enquiries: Ms A Morare, Tel: (018) 388 3349

**Programme: Financial Governance
Sub Programme: Provincial Internal Audit**

Directorate: Risk Based Internal Audit

Director: Risk Based Internal Audit (SL13)

Salary: R1,057,326 all-inclusive salary package per annum (Salary Scale: R1,057,326 – R1,245,495)

• Reference No: NWFIN/2020/08 • Centre: Mmabatho

Requirements: • As a minimum a B Degree or Advanced Diploma in Accounting and Auditing, or equivalent NQF 7 qualification • At least 10 years' relevant experience of which five years' should be in the Public Sector Auditing environment and with a minimum of five years' middle management/ senior management experience • Pre-entry Certificate for SMS is compulsory • A valid driver's license is essential • Experience must include: comprehensive planning of/for audit projects, including risk, compliance, performance audits, the audit of performance information and financial statements, review of audit work papers and compilation of the relevant audit reports/report writing, staff appraisal, on the job training and submission of progress reports • Your CV must further clearly outline your level of experience with specific emphasis on performance information and performance auditing at provincial departments • A professional qualification (CA/CIA) or postgraduate degree will be an added advantage • Extensive knowledge International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field.

Skills/Competencies: • A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector • Sound analytical and problem-solving skills • Good communication and interpersonal skills • Creative and innovative orientation • Ability to work independently and in a team • Sound Report writing and computer skills • Implement effective actions and processes to ensure that deadlines are met • Supervise, train, and guide all personnel reporting to you • Ability to work under pressure • Proven leadership qualities with strong strategic and operational management thinking.

Duties: • Establish strategic and operational risk-based audit plans for the Cluster • Prepare and monitor cluster budgets • Oversee the management of all cluster audits and ensure that audits are completed in line with the annual audit coverage plan and comply with quality standards • Finalize and approve audit reports • Communicate the results of the IA engagement to the relevant stakeholders • Establish and maintain client relationships • Assume responsibility for quality assurance of all audit work performed in the cluster • Conduct peer reviews • Coordinate the activities of the Cluster Audit Committee and perform the Secretariat function for the Cluster • Coordinate the activities of internal audit with those of other assurance providers • Conduct training to subordinates and do presentations internally and externally where needed • Execute PMDS requirements • Oversee monthly and quarterly reporting to the CAE, the Cluster Departments, and the Audit Committee.

Enquiries: Mr A Nel, Tel: (018) 388 1616

**Programme: Financial Governance
Sub Programme: Provincial Internal Audit**

Directorate: Risk Based Internal Audit

Deputy Director: Risk Based Internal Audit (SL11)

Salary: R733,257 all-inclusive salary package per annum (Salary Scale: R733,257 – R863,748)

• Reference No: NWFIN/2020/09 • Centre: Mmabatho

Requirements: • As a minimum a National Diploma or Advance Certificate in Accounting and Auditing or equivalent NQF 6 qualifications • Six (6) years' relevant experience in auditing of which (3) years' should be in Internal Auditing and 3 (three) years' on junior management level • A professional or postgraduate degree/qualification or a CIA/CA designation will be an added advantage • Extensive knowledge International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field • A valid driver's license is essential.

Skills/Competencies: • A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector • Sound analytical and problem-solving skills • Good communication and interpersonal skills • Creative and innovative orientation • Ability to work independently and in a team • Sound Report writing and computer skills • Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you • Ability to work under pressure • Proven leadership qualities with strong strategic and operational management thinking.

Duties: • Prepare a three-year strategic plan and annual audit coverage plan for a department • Assist in the facilitation of risk assessment workshops and provide inputs for and review/update the risk assessment documents where required • Manage the planned audit projects and audit team and budgeted time • Compile quality and value adding reports by making appropriate recommendations • Assume responsibility for quality assurance of all audit work performed by ensuring compliance with IIA Standards • Conduct peer reviews • Be prepared to manage audits of bigger departments, manage teams, complex audits and render additional assistance to cluster Directors as needed or act in their absence • Conduct training to subordinates and do presentation internally and externally where needed • Execute PMDS requirements • Monthly and quarterly reporting to Cluster Director and Audit Committee.

Enquiries: Mr A Nel, Tel: (018) 388 1616

**Programme: Financial Governance
Sub Programme: Provincial Internal Audit**

Directorate: Risk Based Internal Audit

Deputy Director: Risk Based Internal Audit (Probity) (SL11)

Salary: R733,257 all-inclusive salary package per annum (Salary Scale: R733,257 – R863,748)

• Reference No: NWFIN/2020/10 • Centre: Mmabatho

Requirements: • As a minimum a National Diploma or Advance Certificate in Accounting and Auditing or equivalent NQF 6 qualifications • Six (6) years' relevant experience in auditing of which (4) years' must be in probity and forensic auditing and 3 (three) years' on junior management level • Your CV must further clearly outline your level of experience with specific emphasis on probity and forensic audits in the public sector • A professional or postgraduate degree/ qualification or a CIA/CFE/CA designation will be an added advantage • Knowledge International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Forensic/Probity Audit Methodologies as well as knowledge of developments in the Internal Audit and related fields.

Skills/Competencies: • A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector • Sound analytical and problem-solving skills • Good communication and interpersonal skills • Creative and innovative orientation • Ability to work independently and in a team • Sound Report writing and computer skills • Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you • Ability to work under pressure • Proven leadership qualities with strong strategic and operational management thinking.

Duties: • Prepare a three-year strategic plan and annual audit coverage plan • Assist in the facilitation of fraud risk assessment workshops and provide inputs for and review/update the fraud risk assessment documents where required • Manage the planned audit projects and audit team and budgeted time • Compile quality and value adding reports by making appropriate recommendations • Assume responsibility for quality assurance of all audit work performed by ensuring compliance with IIA Standards • Conduct peer reviews • Be prepared to manage audits at bigger departments, manage teams, complex audits and render additional assistance to cluster Directors as needed or act in their absence • Conduct training to subordinates and do presentation internally and externally where needed • Execute PMDS requirements • Monthly and quarterly reporting to Cluster Director and Audit Committee.

Enquiries: Mr A Nel, Tel: (018) 388 1616

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.

NOTES: Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies, and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Driver's License must be submitted for posts where it is required. Both sides must be copied and be clearly visible. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

TECHNICAL AND COMPETENCY ASSESSMENT FOR SMS POSTS

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools.

SMS PRE-ENTRY CERTIFICATE

It is compulsory for applicants of SMS posts to complete the pre-entry course for SMS and submit the Certificate for entry into the SMS with the application. To access the SMS Pre-entry Certificate course and for further details, please go to the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za

Women are encouraged to apply for SMS posts.

APPLICATIONS

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, O Kgomyane or N Marengwa, 2nd Floor, Garona Building.**

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.

Applications should be submitted on time. Applications received after the closing date will not be accepted.

Closing date: 13 November 2020 at 16h00

