

# NORTH WEST PROVINCIAL TREASURY

## Deputy Director: Financial Systems and Training

Programme: Financial Governance

Directorate: Norms and Standards

Salary: An all-inclusive salary package of R378 456 per annum (Level 11) (K59537/7)

**Requirements:** • 3-year tertiary qualification (degree or diploma) in Information Technology • Experience in management (3 years), Public Finance and Administration (1 year), Financial Systems (BAS, WALKER, PERSAL, Vehicle Management Systems, Inventory Management, Asset Management System and Supply Chain Management or Procurement Systems).

**Competencies:** • Ability to work independently and within a team • Ability to facilitate workshops, give training, present policies and produce written policies • Interpersonal, communication, management, report writing, research and analytical skills • Ability to work under pressure • Ability to conduct financial analysis, prepare reports and proposals.

**Duties:** • Provide financial systems training in the North West provincial departments, municipalities and public entities – assessing their financial training needs and thereby developing skills training strategies to address them • Establish an effective financial information management system within provincial departments • Implement financial systems training (BAS, LOGIS, WALKER) within the target groups – provincial departments, municipalities and public entities • Manage and co-ordinate processes related to training • Provide user support on all training modules • Compile monthly and quarterly management reports • Participate in the preparation of the Directorate's annual financial report(s) and budget(s).

**Enquiries:** Mr P Thelele, tel. (018) 387-3122.

## Assistant Director: Employee Wellness

Human Resource Management

Sub-directorate: Employee Wellness Programme

Salary: R192 540 – R232 590 per annum (Level 09) (K59537/8)

**Requirements:** • A minimum of a B degree in Social Work or B Psych degree that has a practical component in counselling/therapy or its equivalent • An additional qualification in EAP would be an advantage • A broader understanding of the wellness work environment • Registration with either the Social Work Council or HPCSA • At least 2 years' plus experience in working in an integrated Employee Wellness Programme • A valid driver's licence.

**Competencies:** • Knowledge of the EHWP National Strategic Framework • Excellent communication and interpersonal skills • Counselling and problem-solving skills • Projects and events management skills • Computer literacy (MS Word, Excel, PowerPoint) • Research and report-writing skills • Conflict management • The ability to preserve confidentiality • Good presentation and facilitation skills • The ability to do trauma management and debriefing and crisis intervention.

**Duties:** • Assist with the co-ordination of activities in the EWP unit as a whole including HIV/AIDS • Be responsible for health and productivity • Be responsible for Safety, Health, Risk and Quality Assurance (SHERQ) • Provide counselling to staff • Co-ordinate activities of other EWP staff as required • Assist with the co-ordination of the clinic • Manage wellness and assist with administration and support • Develop policies and programmes for staff and provide supervision.

**Enquiries:** HJ Venter, tel. (018) 387-3485.

## Labour Relations Practitioner

Directorate: Human Resource Management

Salary: R161 970 - R188 046 per annum (Level 8) (K59537/9)

**Requirements:** • A degree/diploma in Human Resource Management • 3 years' experience in Labour Relations.

**Competencies:** • Good knowledge of the process of policy research, analysis and development • Extensive knowledge of Public Service regulations and Labour legislation • Good computer user knowledge and experience in the use of Microsoft programmes • Persal experience related to Labour Relations functions • Independence, strong self-motivation and client focus • Good interpersonal relations and the ability to work as a team member • Task structuring skills • Report writing skills.

**Duties:** • Provide support, advice and training to staff and managers on Labour Relations matters • Co-ordinate the development and/or review of Labour Relations policies within the framework of relevant legislation • Facilitate and/or manage individual and collective dispute resolution • Represent the Department in conciliation boards and in the CCMA • Prepare documentation for arbitration cases • Process and/or investigate cases of misconduct • Maintain a Labour Relations database • Capture Labour Relations cases on Persal.

**Enquiries:** Ms H Venter, tel. (018) 387-3485.

## Deputy Director: Budgets

Directorate: Budgets

Salary: An all-inclusive remuneration package of R378 456 per annum (Level 11) (K59537/10)

**Requirements:** • A BCom degree or equivalent qualification • At least five years' working experience in Government budgeting • A valid Code 08 driver's licence.

**Competencies:** • Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act • Effective verbal communication and report-writing skills • Analytical skills • Computer literacy in Microsoft Word, Excel and PowerPoint, as well as the WALKER/BAS Financial Systems • Skill in the evaluation of written reports.

**Duties:** • Analyse departmental and public entities' budgets against strategic and annual performance plans for compliance with the laid-down prescripts • Advise the Manager accordingly in view of ensuring firm linkages between budgeting, planning and service delivery • Compile the departmental budget database, policy proposals and associated budgetary allocations over the MTEF • Assist the Manager with the compilation and analysis of budgets, as well as with advising on the allocation of budgets to departments • Attend to departmental budgetary queries raised • Attend and participate actively in financial and non-financial provincial and national sectoral meetings • Assist the Manager in ensuring that the departments implement resolutions made by the Provincial Public Accounts Committee • Conduct monthly and quarterly performance assessments of provincial departments and public entities, compiling the results of such into measurable information • Improve the design of analytical instruments to analyse and assess the qualitative impact of service delivery on the applicable socio-economic variables in relation to budget, revenue and expenditure trends, strategies and service delivery indicators • Evaluate and investigate expenditure trends on a monthly basis and engage departments in bilateral liaison on such expenditure reports • Draft operational plans for the section and manage the performance of subordinates.

**Enquiries:** Mr Lucky Sidumo, tel. (018) 388-2227/387-4302.

All posts are based at Head Office, Mafikeng.

Please note: This is a re-advertisement and applicants who applied previously must re-apply.

Note: Successful candidates will undertake an oath of secrecy, and approval of appointment is subject to the verification of the educational qualification certificates, proof of citizenship and the positive results of a security clearance process.

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.

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.

Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735 and marked for attention: JM Moheta, 2nd Floor, Garona Building. Applications should be submitted on time, since applications received after the closing date will, as a rule, not be accepted.

Closing date: 27 August 2010.

If you have not received any response from us within three months of the closing date, please accept that your application was unsuccessful.

The successful candidate will undertake an oath of secrecy and approval of appointment is subject to the verification of educational qualification certificates and the positive results of a security clearance process.

