

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

APPLICATIONS: Applications quoting the relevant reference should be forwarded as follows: The Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand delivered to MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.

FOR ATTENTION: Ms. M. Musa

CLOSING DATE: 12 December 2022

NOTE: All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department should be dully completed and accompanied by a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. All applications, including those submitted via registered mail must reach the department before 16h00 on the day of the closing date. Incomplete applications, applications on incorrect forms, applications sent or delivered to the wrong address or applications received after closing date will be disqualified.

POST: CHIEF FINANCIAL OFFICER

REF NO: NCDEDAT/2022/10

SALARY : R1 308 051 – 1 563 948 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement.

CENTRE : Kimberley Office

REQUIREMENTS : Applicants must be in possession of an undergraduate qualification (NQF7) in Finance / Accounting, or an equivalent qualification as recognised by SAQA; Registered as a Chartered Accountant in good standing with a recognised Professional body will be an added advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in Government: Generally, Recognised Accounting Practices (GRAP), Foreign Service Act, and Preferential Procurement Policy Framework (PPFFA). At least 10 years' experience at a senior managerial level, coupled with extensive management experience in the field of financial management covering Accounting, Auditing, Risk Management, Budgeting, Reporting, Asset Management and Supply Chain Management.

DUTIES: Oversee and provide overall management in the implementation of financial management and administrative services; Oversee and manage the provisioning of assets and supply chain management services; Provide overall management and facilitation of properties and facilities management services; Provide overall management and strategic direction in the Branch; Execute all responsibilities delegated by the Accounting Officer in terms of Sections 38 to 43 of the PFMA; Maintain an integrated accounting and financial management system, including financial reporting and internal control; Oversee the budgetary process within the Department and ensure alignment to

Departmental strategic objectives as well as exercise budgetary control and provide early warning arrangements at strategic level; Oversee the preparation and submission of quarterly and annual financial statements including other financial reports and liaise with National Treasury and the Auditor-General in this regard; Participate in policy formulation and review by rendering advice to the Executing Authority, Accounting Officer and Top Management on financial matters and financial consequences thereof; Oversee the development, revision and alignment of the departmental policies, priorities and processes according to National Legislation, Public Service Regulations and national and international best practices; Liaise with CFO's of other government departments regarding financial transactions for diplomatic missions abroad and ensure speedy recovery of expenditure incurred by the Department on behalf of other Departments; Liaise with the relevant role-players in the financial environment regarding transversal financial matters; Manage foreign exchange fluctuation in line with National Treasury and South African Reserve Bank (SARB) guidelines.

Competencies and Skills: Excellent knowledge of financial management, contract management, supply chain management systems and budgeting principles; Expert knowledge of Basic Accounting Systems, procedures and controls within the private and public sectors; Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting, management accounting, cost accounting, internal controls, internal and external audit, information systems and Supply Chain Management; Knowledge and understanding of Facilities and Property management; Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa; Acumen and experience to manage and interact with key stakeholders at senior level; Proven strategic and leadership capabilities, programme and project management, and people management and empowerment; Well-developed research and development methodologies. Excellent communication skills (written and verbal); Client orientation and customer focus, honesty and integrity, and time management skills; Excellent project management, problem solving, report writing, computer and analytic skills are key to this post; Understanding of SA foreign policy.

ENQUIRIES: Mr T Mabija (053) 839 4002