

## NORTHERN CAPE PROVINCIAL ADMINISTRATION PROVINCIAL TREASURY

### CHIEF DIRECTORATE: MUNICIPAL FINANCIAL MANAGEMENT

<b>POST:</b>	<b>ASSISTANT DIRECTOR: MUNICIPAL SUPPORT (X3)</b>
<b>CENTRE:</b>	<b>KIMBERLEY</b>
<b>REFERENCE:</b>	<b>NCPT/2025/01</b>
<b>DURATION:</b>	<b>12 MONTHS CONTRACT</b>
<b>SALARY PACKAGE:</b>	<b>R 468 459 – R 551 823 per annum</b>
<b>LEVEL:</b>	<b>SR: 09</b>
<b>REQUIREMENTS:</b>	NQF: 6/7 Tertiary Qualification in Financial Management/Financial Accounting/Management Accounting/Auditing/Local Government Management/ Finance/ Public Management. 2 – 3 years' working experience in the Public and Project Management environment.
<b>SKILLS &amp; KNOWLEDGE:</b>	Analytical skills, Organising skills, Presentation/report writing skills, Numeracy, Advanced Excel, Communication skills, Planning, Problem solving skills and Project management.
<b>KEY RESPONSIBILITIES:</b>	<p><b>Support the monitoring and compliance with the Debt Relief reporting requirements:</b> Monitor and report progress on the conditions of the Municipal debt relief programme. Submit monthly reports to Head Office on each municipality on the programme against the conditions. <b>Provide financial support to municipalities on the debt relief programme:</b> Ensure that municipalities maintain the average collection and usage of electricity and water. Ensure that the municipalities are complying with the conditions of the programme. Hold meetings with municipalities that are non-compliant and not meeting the conditions. Request training when needed from the Technical Advisors for the municipalities. Schedule monthly meetings with the municipalities to go 2 over challenges and risks that have been identified. Ensure municipalities adhere to the reporting deadlines. <b>Facilitate monthly compliance certification of municipalities:</b> Facilitate the submission of compliance certificates within 20 days after each month's end. Facilitate standardized monitoring across the municipalities to formulate the compliance certificates. Coordinate the standardised monitoring across municipalities and provinces format of the certificate of compliance in which the Head of the relevant Provincial Treasury must monthly certify the municipality's compliance with the conditions for municipalities (paragraph 6.1 to 6.14) is included in Annexure A to this Circular. Upload the Monthly Compliance Certificate to</p>

the National Treasury upload portal. **Capacitation of Municipalities:** Facilitate workshops with municipalities on new developments. Train municipalities on reporting tools. Ensuring that municipalities adhere to debt relief conditions. Monitoring credit control policies to ensure that there is revenue collection.

**ENQUIRIES:**

**MS. B. MGAGULI (066 188 6322)**

*The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Women and persons with disabilities are encouraged to apply.*

**All shortlisted candidates will be subjected to a Practical Exercise/Technical assessment and an Ethical Conduct assessment.**

**NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**

**NOTE:** Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or obtained at any government department. **Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview.** Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts.

**Interested candidates may forward their applications to the Department quoting the relevant reference number to:**

**FOR ATTENTION:**

**MS D BARNETT**

**POST TO:**

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

**HAND DELIVER TO:**

Metlife Towers  
Cnr Knight & Stead Street  
7<sup>th</sup> Floor  
Kimberley

**EMAIL APPLICATIONS TO:** [Ncpt-HR@ncpg.gov.za](mailto:Ncpt-HR@ncpg.gov.za). The email must include a completed and signed new Form Z83, which must be completed in font size of 11 and Arial theme font. Attachments must be in a PDF format and limited to 4 megabytes. Emails that do not comply with the above specifications will be rejected and therefore not reach the Department.

**CLOSING DATE:** 06 June 2025

**All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date, late applications will not be considered.**

