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Department:
Community Safety & Transport Management
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

HUMAN RESOURCE MANAGEMENT

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DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

VACANCY CIRCULAR NO. 05 OF 2016/2017 FINANCIAL YEAR

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: The Director: Human Resource Management, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 136, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.

NOTES: (a) Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being considered.

(b) All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).

(c) Positions requiring tertiary qualification/s must be accompanied by **certified copies of academic record/ transcript(s).**

(d) Candidates must indicate the number of the post/reference number in their applications.

(e) Candidates requiring additional information regarding an advertised post, must direct their queries to the person reflected as enquiries below the post applied for.

(f) Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted.

(g) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

(h) The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only.

(i) Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting.

(j) SMS appointments are also subjected to SMS competency assessment as a DPSA requirement.

(k) All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

CLOSING DATE: 23/09/2016 AT 15H30



"Together we move Bokone Bophirima Province forward"



DIRECTORATE : **FINANCIAL MANAGEMENT**
POST : **ASSISTANT DIRECTOR (REVENUE MANAGEMENT)**
REF.NO : **51/2016/17**
SALARY : **R311 784 pa (SL 09)**
CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: *Grade 12 Certificate or equivalent plus appropriate recognized three year National Diploma/Degree in Finance/Accounting or any relevant qualification within finance /accounting environment coupled with three (03) to five (05) years relevant experience in Revenue Management of which two years must be at supervisory level. **KNOWLEDGE:** *Must have extensive knowledge Of DORA, PFMA and Treasury regulations, Basic Accounting System, Public Service Act and Performance Management Development System. **SKILLS:** *Good communication (verbal and writing) skills and interpersonal relations.*Creativity and innovations.*Ability to work independently and under pressure.*Proven skills in report writing.*Computer literacy.*Problem solving, Planning and organizing skills.

DUTIES: *Ensure proper management and administration of Revenue.*Identify and manage risk in Revenue Management.*Compile and manage financial and non financial reports.*Manage the payments of revenue received on behalf of third parties.*Handle audit queries.* Train, develop and Supervision of staff.

ENQUIRIES: MS. L. MOTSHUMI, TEL.NR (018) 200 8142

DIRECTORATE : **FINANCIAL MANAGEMENT**
POST : **STATE ACCOUNTANT (REVENUE MANAGEMENT X2)**
REF. NO : **52/2016/17**
SALARY : **R211 194 pa (SL 07)**
CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: *Grade 12 Certificate or equivalent plus appropriate recognized three year National Diploma/Degree in Finance/Accounting or any relevant qualification within accounting environment coupled with zero (0) to two (02) years relevant experience in Revenue Management. **KNOWLEDGE:** *Must have extensive knowledge of DORA, PFMA and Treasury regulations, Basic Accounting System, Public Service Act and Performance Management Development System. **SKILLS:** * Good communication skills and interpersonal relations. *Computer skills. *Creativity and innovation.

DUTIES: *Clear and monitor revenue exception. *Ensure batch control and safeguard all journals passed and receipts.*Check requested BAS report.*Assist with preparations or monthly reports.*Ensure payments of revenue received on behalf of third parties.

ENQUIRIES: MR. L.T.D. MOLETE, TEL.NR (018) 200 8189

DIRECTORATE : **FINANCIAL MANAGEMENT**
POST : **ACCOUNTING CLERK (REVENUE MANAGEMENT X2)**
REF. NO : **53/2016/17**
SALARY : **R142 461 pa (SL 05)**
CENTRE : **HEAD OFFICE - MAHIKENG**

REQUIREMENTS: *Grade 12 Certificate or equivalent coupled with zero (0) to two (2) years relevant experience in Revenue Management. **KNOWLEDGE:** *Must have knowledge of PFMA and Treasury regulations.*Must have Basic Accounting System. **SKILLS:** Computer literacy in Ms Office (word & Excel).*Must have good communication and interpersonal relations.*Creativity and innovation.

DUTIES: *Capture receipt on BAS system.*Check and clearing bank exceptions. *Compile and capture journals.*Assist with Batch control.*Filing of batches.*Request BAS reports.

ENQUIRIES: MR. L.T.D. MOLETE, TEL.NR (018) 200 8189