



HUMAN RESOURCE MANAGEMENT

1st Floor West Wing, University drive
Garona Building
Mmabatho, 2735
Tel: +27 (18) 388 4814

2nd Floor West Wing, University Drive
Garona Building
Mmabatho, 2735
Tel: +27 (18) 388 4762

NORTHWEST PROVINCE

DEPARTMENT OF HUMAN SETTLEMENT

COMPONENT: HUMAN SETTLEMENTS DEVELOPMENTS

POST: CHIEF FINANCIAL OFFICER

SALARY: REMUNERATION PACKAGE OF R 1 494 900.00 - R 1 787 328.00 p.a (SL14). The inclusive remuneration Package consist of Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract.

CENTRE: HEAD OFFICE (MMABATHO)

REF No: HS/ 05/ 25/26

Requirements: Matric/Grade12• Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Financial and Accounting management and related field. • Minimum Five (5) years relevant experience in senior management • A valid driver's license. Must have an Extensive Travelling ability.

Competencies/ Knowledge and skills: advanced communication skills, both oral and writing. Client orientation and customer focus, honesty and integrity, service delivery innovation, willingness to work extended hours, Problem solving and analysis, knowledge management, negotiation skills and analytical skills are a prerequisite. Financial management and management accounting. Strategic capability leadership. Business plan. Program and project management. People management and empowerment. Change management and stakeholder management. Good understanding of government policies, programmes, strategies, projects and plans, Constitution, Public Service Act, Public Service Regulatory Framework, Public Finance Management Act, Medium Term Expenditure Framework and Budget process, Division of Revenue Act, Income Tax Act, Supply Chain Management, Treasury Regulations and associated practice notes, financial accounting (including principles of GAAP/GRAP), management accounting, cost accounting, internal control, internal and external audit, information systems, Government systems, strategic understanding and knowledge of the application of the constitutional values and principles,

Duties: The Chief Financial Officer's core functions are to assist the Accounting Officer to carry out his or her financial management responsibilities, in areas ranging from budget preparation to financial reporting and the development and maintenance of internal control policies and procedure. Contribute to the financial aspects of the strategic planning process. Ensure that internal financial targets and budgets are fully consistent with the strategic plan and relevant agreements with Government, manage working capital, assets and liabilities, internal control, accounting and finance, expenditure and revenue management, exercise effective budgetary control. Monitor systems that warn of impending overspending of a vote or main division of any impending under collection of revenue or shortfall in budgeted revenue, meet reporting requirements as required in terms of financial management legislation such as PFMA, Treasury Regulations and DoRA, submit all reports, returns, notices and other information as required by the executive authority, Legislature, the relevant treasury, Auditor-General and internal audit. Manage the departmental budget in accordance with departmental strategy and relevant prescripts, Co-ordinate and ensure effective and efficient performance of the Financial Management and Supply Chain Management function in all components of the Department. Develop and maintain measures to prevent fraud and mal administration, ensure strict adherence to the provisions of the Preferential Procurement Policy Framework Act (Act 5 of 2000). Oversee the preparation and analysis of the Annual Financial Statements for the Department, strategically engage with auditors and provide appropriate and timely responses to audit queries.

Enquiries: Ms D Lolokwane

Tel: 018 388 2391

Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. **Successful candidate will be required to enter into an employment contract and a performance agreement. Successful candidate will be subject to security vetting. The candidate will have to disclose his/her financial interests. Candidates are required to submit pre- entry certificate for SMS (Nyukela) before appointment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment.**

Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) 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. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries.

Completion of new Z83: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: **Part A, B,C and D may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, Part E: all fields must be completed, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service.** The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, www.dpsa.gov.za.

Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, hsjobs@nwpg.gov.za , 2735, hand deliver to Cnr Provident and University Drive, West wing 2nd floor Garona Building, Mmabatho.

The Northwest Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. The posts are open for everyone, but preference will be given to women and persons with disabilities.

NB: THE DEPARTMENT RESERVES THE RIGHT NOT TO MAKE APPOINTMENTS. CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES ONLY.

Closing date: 30 January 2026, Time (16H00)

