

|                                   |   |  |
|-----------------------------------|---|--|
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Provincial Office (Bloemfontein)   |
|                                   | : | A relevant tertiary qualification in Financial Management at NQF level 6. A 3 years relevant experience in Financial Accounting at supervisory/management (ASD) level. A valid driver's license.   |
| <b><u>DUTIES</u></b>              | : | Manage the financial revenue, expenditure management and accounting sub directorate, monitor the policy and legislative framework to ensure that cognizance is taken of new developments, develop and maintain policies and processes, Undertake revenue, expenditure management and accounting work as required, Manage the sub-directorate revenue, expenditure management and accounting, Management of performance and development, Develop and Manage the operational plan of the sub- directorate and report on progress as required, Compile and submit all required administrative reports, Procurement and asset management for the sub directorate, quality control of work delivered by employees, planning and allocate work and Functional technical advice and guidance.   |
| <b><u>ENQUIRIES</u></b>           | : | Ms N Molikoe at 083 762 7455   |
| <b><u>POST 02/211</u></b>         | : | <b><u>SOCIAL WORK SUPERVISOR GRADE 1 REF NO: DSDFS 15/26</u></b>   |
| <b><u>SALARY</u></b>              | : | R477 564 per annum   |
| <b><u>CENTRE</u></b>              | : | Dr Beyers Naude Halfway House  |
| <b><u>REQUIREMENTS</u></b>        | : | Bachelor's Degree in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.   |
| <b><u>DUTIES</u></b>              | : | Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions (SACSSP) projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.   |
| <b><u>ENQUIRIES</u></b>           | : | Ms L Masangane at 066 486 6906   |
| <b><u>POST 02/212</u></b>         | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (BANKING AND REVENUE) REF NO: 11/26</u></b>   |
| <b><u>SALARY</u></b>              | : | R468 459 per annum. (Level 09)   |
| <b><u>CENTRE</u></b>              | : | Provincial Office (Bloemfontein)   |
| <b><u>REQUIREMENTS</u></b>        | : | A relevant tertiary qualification in financial management at NQF level 6. A valid driver's license. Minimum of 3 years relevant supervisory experience.  |
| <b><u>DUTIES</u></b>              | : | Collection and recording of revenue. Cashier, banking service and electronic payments. Oversee that the banking of monies are done in accordance with the prescribed processes, Oversee that the bank reconciliations are performed and are correct. Debt Management, Oversee the identification and accurate recording of debts owed to the department. Oversee the accurate of monies received. Monitoring and reporting on revenue, Oversee and monitor income against budget and review reconciliations, Ensure completeness and accuracy of financial information. Expenditure Management, Compensation of employees, oversee quality assure all payroll transactions, oversee verification of information for payroll certification. Goods and services, oversee verification of source documents, ensure that quality is in line with budget and item provisioning. Transfers and subsidies, Oversee and reconcile payment request with budget provisions and the availability of funds, authorize the payment of transfers and subsidies processed on the accounting system. Reporting, Oversee the processing of information to determine expenditure against budget, ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following: General supervision of employees, allocate duties and |