



DEPUTY DIRECTOR : BAS TECHNICAL SUPPORT
SALARY NOTCH : R532 278.00 PER ANNUM
REF : PPT 14/19

REQUIREMENTS

A degree/National diploma in Financial Information Systems, Information Technology or Finance with at least three years BAS experience and a BAS Systems Controller Certification. Alternatively Matric plus a minimum of seven years' BAS experience and a BAS Systems Controller Certification will also be considered. A clear understanding of financial systems used in government. A thorough knowledge of the Public Sector SCOA, the PFMA and all relevant public sector financial management regulations. Strong Financial Management skills and an understanding of the full budget and expenditure management cycle of the Public Sector, including a clear understanding of the role of BAS in this process. In depth knowledge of the BAS system functions and capabilities. Advanced experience in BAS data analysis and interrogation. Advanced proficiency in computer literacy in Ms Office applications, especially in MS Excel and MS Word and advanced Experience in Database Management (specifically MS SQL and MS Access). Proven analytical, report extraction and manipulation and report writing skills. Thorough knowledge of all sources of BAS information e.g. Vulindlela and the MIS and AG Downloads from National Treasury. A thorough knowledge of User Account Management Procedures and their application to BAS. Proven project management skills. Ability to communicate and/or interact with internal and external stakeholder at senior level. Ability to undertake research and produce best practice policies, procedures and guidelines on the use of BAS.

KEY PERFORMANCE AREAS

Provide effective BAS support and training to users in the Eastern Cape Provincial departments, Ensure the availability and effective operation of the BAS system by all departments. Ensure that correct transaction processing rules are applied by departments. Produce regular and ad-hoc business intelligence reports from financial systems. Manage new releases of BAS and communicate with departments and Logik call centre at the National Treasury. Perform audits of the BAS system use and ensure system security measures are adhered to. Ensure the effective maintenance of the departmental code file in consultation with BAS controllers in each department. Evaluate and recommend changes requested by provincial departments to the BAS system. Manage and control BAS notices and messages and bring important messages to the attention of management. Perform regular user account management reviews for all departments.

APPLICATION INSTRUCTIONS

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, drivers license (where applicable) and Identity Document(with an original certification stamp, Z83 form must be signed by an original signature)
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- The Department of Provincial Planning and Treasury welcomes people with disabilities.
- Females and people with disabilities are encouraged to apply.
- All short listed candidates will be required to undergo security clearance.
- All the appointments are subject to State Security Agency (SSA) security screening.

Applications can be forwarded through one of the following options:

- **Post:** The Director: Human Resources Services, Eastern Cape Provincial Planning and Treasury, Private Bag x0029 ,Bhisho,5605
- **Hand Delivery:**Human Resources Section, Provincial Planning and Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

Failure to submit a comprehensive CV, qualifications and the signed Z83 form will result in the disqualification of the application from the process.

Enquiries can be directed to Ms B. Ndayi at 040-1010 072

Closing Date: 24 December 2014