



DEPUTY DIRECTOR-GENERAL: ASSET & LIABILITY MANAGEMENT

SALARY PACKAGE : R1, 136,910 (ALL INCLUSIVE)

REF : PPT14/05

REQUIREMENTS: A tertiary qualification in Accounting or Finance coupled with 5-7 years relevant experience in Finance or Accounting at a Chief Director level. The following will be an added advantage: a postgraduate qualification in Finance or Accounting; knowledge and understanding of government supply chain management prescripts and financial information systems.

Additional competencies: The applicant must have proven analytical capacity and a clear understanding of provincial revenue fund prescripts, the PFMA, treasury regulations, government financial transversal systems, transversal supply chain policies, transversal asset and liabilities management, government asset policy and GIAMA.

A proven track record of creative thinking, excellent verbal and written communication, facilitation skills, the ability to lead people in strategic change, teamwork, relationship building and building alliances are sought qualities. Code B driver's licence essential.

KEY PERFORMANCE AREAS

Provide strategic leadership to ensure full execution of programmes' key performance areas, namely: effective management of provincial assets and liabilities in line with legislation/prescripts; effective implementation and maintenance of LOGIS in the province; effective implementation of all SCM practices/instruction notices as well as the monitoring thereof; effective management and monitoring of all financial information systems; understanding of the public sector banking structure as well as its regulations; give strategic direction to the programme and manage overall performance of the programme.

SECTION B: JOB PURPOSE

To oversee the management of provincial departments physical, financial assets and supply chain management

SECTION C.: KEY RESULT AREAS

KEY RESULT AREA	OUTPUT
1. Provide strategic leadership to ensure full execution of departmental programmes	• Develop and implement programme plan and strategy to contribute to the realization of the objectives of the department • Develop and periodically review the Service Delivery Model • Develop and implement a communication and stakeholder management protocol • Systems put in place and work processes improved to ensure the achievement of programme objectives. • Create an environment that enables and sustains mutually beneficial relationships in the provincial departments • Resource Management Plan and Strategy developed and implemented to ensure the programme's contribution in realising the department's objectives • Annual Operational Plan developed and implemented and systems put in place to ensure delivery on programme objectives • Develop and implement the Delegations Framework
2. Facilitate effective and efficient management of provincial physical and financial assets.	• Assessment on the implementation of controls relating to assets and inventories in provincial departments • Departments supported to maintain user asset management plans and Custodian asset management plans • Consolidated provincial immovable asset register compliant with GIAMA
3. Provide technical support, monitoring and guidance towards efficient SCM practices in the Province	• Reports on SCM policies, guidelines, practice notes circulars and opinions developed and complaints addressed • Reports on the monitoring of compliance to SCM requirements • Procurement Plan monitoring, IBAC facilitation, Price Index monitoring
4. Support departments towards the improvement and efficiency of financial	• Provide support, management and oversight of transversal financial systems • Manage creditor payments and improve debt management practices in the departments • Build capacity in the departments where required

management systems	
5. Manage area of responsibility	• Oversee the Programme's operations and enhance internal processes to help the department grow and fulfil its mission • Ensure that systems perform at an optimal level and meet service delivery obligations while decreasing costs • Develop integrated Strategic Plans & Policies, solicit inputs from management within the Programme and ensure these are communicated to and understood by staff • Promote a culture of high performance and continuous improvement that values learning and a commitment to quality and ensure that corrective and performance reinforcement measures are taken where required • Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities and conduct half yearly performance reviews • Ensure that units are adhering to the strategic plan, delivering status reports monthly, quarterly and as and when required • Supervise / Coordinate effective / efficient management of the unit • Develop and supervise implementation of the Units Annual Operational Plans, monitor and report on the implementation of plans
6. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility	• Plan, coordinate, and execute the annual budget process. • Ensure that risk management of the Unit's resources takes place, a Risk register is developed and that appropriate measures are in place to mitigate identified risks • Ensure timely budgeting, monitoring, variance analysis and reporting • Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with Supply Chain Prescripts. • Ensure the Unit's assets are managed, maintained and kept safely and that a proper asset register is kept

EXECUTIVE SUPPORT: DEPUTY DIRECTOR - GENERAL

SALARY PACKAGE: R771, 306 PER ANNUM (ALL-INCLUSIVE)

REF: PPT14/06

REQUIREMENTS: Postgraduate qualifications in Finance or Auditing, having completed articles plus at least three years' relevant experience at middle management level. Extensive experience in the public sector financial environment or a qualification as a CA (SA) will be an added advantage. Proven record of interacting at a strategic level with advanced project management and

communication skills. Advanced technological skills (competent on the use of Microsoft Applications), innovation capability and excellent problem solving skills.

A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, GAAP, complemented by ability to work within a deadline driven and regulatory environment, with Code B driver's licence.

KEY PERFORMANCE AREAS: Support the office of the Deputy Director General on the planning and execution of departmental programmes , including stakeholder management, preparing and reporting on programme budgets, preparation of monthly/annual reports, develop and maintain service standards, develop and communicate operating procedures, manage correspondence, manage programme performance around leave, assets, meeting administration and Performance Management and Development System (PMDS), to ensure overall programme effectiveness in line with applicable legislation and/or policies.

DEPUTY DIRECTOR: LOGIS MONITORING AND SUPPORT

SALARY PACKAGE: R495, 603 PER ANNUM

REF: PPT14/07

REQUIREMENTS: A Degree or National Diploma in Financial Information Systems, IS/ICT, Finance, Accounting or SCM and at least five (5) years systems monitoring experience (3 of which must be in monitoring of LOGIS). Alternatively, 8 eight years systems monitoring experience (6 of which must be in monitoring of LOGIS). LOGIS Systems Administrator Certification, COBIT, CISA and and/or approved education in SCM/IT/Accounting will be an added advantage. Proven experience in user account management and review processes and procedures. An in-depth knowledge of the LOGIS system and its capabilities. A clear understanding of the financial systems used in the public sector and their integration. An in-depth knowledge of regulations related to Supply Chain Management in Government. Proven analytical skills and report-writing skills. Excellent interpersonal and communication skills. The ability to communicate and/or interact with internal and external stakeholders at senior level. The ability to undertake research and produce best practice procedures and guidelines on the use of LOGIS. Knowledge of PFMA and the Public Service Regulations. A valid driver's license.

KEY PERFORMANCE AREAS: Monitor activities of LOGIS system controllers of all provincial departments and report on a monthly basis. Perform quarterly User Account review monitoring of the LOGIS system per department and review compliance to LOGIS policy and LOGIS best practices. Issue LOGIS notices and /or Circulars/policies on LOGIS system and bring important messages to the attention of system controllers and management in the Departments. Monitor & Provide reports on commitments and accruals, Payments within 30 days, access and logon violations, user administration procedures. Monitor and report monthly on security controls, exceptions, and balance score card. Review status of inventories and assets on LOGIS through periodic spot check. Provide solutions to all logged calls within the agreed timeframes as per the Service charter. Provide guidance in the use of correct Transaction Processing Rules (TPR). Produce monthly, weekly and ad hoc business intelligence/financial reports. Monitor consolidated monthly reports on the LBIS application. Generate & analyse LOGIS reports in order to flag exceptions. Provide Advise to departments on flagged exceptions and monitor corrective action taken. Maintain LOGIS policy and procedure manuals.

WEBMASTER: INFORMATION TECHNOLOGY AND DGITO

SALARY NOTCH : R252, 144 PER ANNUM

REF: PPT14/08

Requirements: B.SC. Degree in Computer Science or National Diploma in Information Technology with 3 to 5 years Web development, update and maintenance experience. Knowledge of the following: Visual Studio.NET, ASP.NET, Databases (MsSQL 2005/2008R2), IIS 6.0 or IIS 7.0, JavaScript and SDLC. Knowledge and experience of Microsoft SharePoint 2007/2010, MySQL, HTML, Security and Backup or any related qualification will be an added advantage.

Skills Required: Experience in coding for cross browser compatibility. Implement best of breed technical solutions that will comply with the latest trend in development of WEB applications. Excellent understanding of the Microsoft SharePoint administration and development. End user orientated or focused. To configure, maintain and support the departmental web servers (IIS), web based applications and services for optimal performance, reliability and availability. Implement and maintain website security. Layout and design of graphics, flash and text in various formats. Advanced technical aptitude and knowledge of Web technologies. Superior

written and oral communications skills. Knowledge of effective Web authoring practices and presentation techniques. Knowledge of relevant web software as well as graphics applications and techniques. Project coordination.

Key Performance Areas: Prepare annual plans for the Web site, Identifying goals, operational objectives, strategic approach and budget requirements. Analyze web sites statistics and use findings to improve and refine the web sites. Convert submitted materials to web documents, monitors the day-to-day operation of the web site including, the transfer, testing and updating of web materials. Manage security of website by performing backups, checking files for quality. Perform technical research and analytical functions in respect of website technology. Establish and implement standards and guidelines for content of the websites. Implementation and maintenance of departmental web site policy. Create and maintain departmental intranet sites and sub-sites for Microsoft SharePoint. Provides SharePoint support to end users.

Duties, Responsibilities and Accountability: Develop state of the art web pages and work with related applications. Develop layout and design of graphics, flash and text according to departmental needs. Develop and implement on-going revision and new areas of departmental websites. Develop training documents and tools for staff. Develop templates or other electronic aids to assist authors in preparing appropriately formatted documents for the websites. Use typographic and graphic design techniques, photography and illustration to create well-designed, dynamic and easy-to-use web pages and documentation. Analyse and manage user feedback, web site statistics and response time and use findings to improve and refine sites.

FEMALES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY AND WILL BE GIVEN PREFERENCE.

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 N.M. Madikiza at 040 6095708/5709

CLOSING DATE: 4 APRIL 2014