Province of the
EASTERN CAPE
PROVINCIAL PLANNING
AND TREASURY

**EXECUTIVE SUPPORT TO THE HEAD OF DEPARTMENT (HOD)**

**Salary: R819 126 per annum all-inclusive salary package (including basic salary = 70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual's needs).**

**CENTRE: BHISHO**

**REF : PPT 14/18**

**PURPOSE:**

- To support the HOD in her role to provide strategic leadership and direction for the successful implementation of the legislative mandate of the Provincial Treasury;
- To provide the HOD with appropriate and quality advice and support in the coordination and implementation of the provincial budget process, vote 12 operational issues, departmental and entities' strategic policy analysis and reviews;
- To ensure full compliance with the PFMA, Treasury Regulations and Public Service Act / Regulation.

**REQUIREMENTS:**

- Bachelor's Degree in Economics or Finance plus a minimum of three (3) years in management level (Postgraduate qualification will be an added advantage).
- 4 to 6 years' experience in budget coordination and analysis in the public sector.
- 4 to 6 years' experience in policy analysis in the public sector.
- Extensive experience in strategy formulation, excellent writing skills and editing budget documents and policy papers.
- A clear understanding of the PFMA, Treasury Regulations, the MFMA, and the Public Service Act, etc. and
- Ability to liaise and interact with the executive authority and manage key departmental stakeholders (provincial and national).
- A code 8 driver's licence.

**KEY PERFORMANCE AREAS:**

- To plan, coordinate and implement the annual provincial budget process and to review budget submissions and policies in order to produce a sound and sustainable provincial budget;
- To conduct in-year financial monitoring and policy reviews policy for both provincial departments and public entities;
- Establishing standard operating procedures for provincial public entities and the provincial budget process
- Overseeing vote 12's internal operations to ensure integrated coordination between its 4 programmes whilst ensuring that there is appropriate oversight by the executive authority throughout the department.
- Support the HOD to develop the integrated infrastructure model and coordinate both its implementation and Treasury's oversight role in this programme.
- Support the HOD to develop the integrated municipal support model and coordinate both its implementation and Treasury's oversight role in this programme.
- Manage the Office of the HOD and all external stakeholder relationships (both provincial and national)

**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 Treasury welcomes people with disabilities.
- Females and people with disabilities are encouraged to apply and will be given preference.
- Short listed candidates will be required to undergo competency assessments.
- All short listed candidates will be required to undergo security clearance.
- All the appointments are subject to State Security Agency (SSA) security screening.

**Enquiries can be directed to Ms N.E. Malova, at (040) 1010 064**

**CLOSING DATE: 05 SEPTEMBER 2014**