

OFFICE OF THE PREMIER OF THE EASTERN CAPE

**HEAD OF DEPARTMENT FOR PROVINCIAL TREASURY (HEAD OFFICE –
BHISHO) (Ref PPT/1/2014) (Five-year performance based contract)**

All inclusive remuneration package of R1 570 254 per annum (salary level 16) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

Requirements: An appropriate three year Bachelor's degree or equivalent qualification backed by at least ten years relevant experience at Senior Management level of which three to five years should be at Executive Management level, preferably in a Public Sector or related environment. A relevant post graduate qualification would be an added advantage. The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. Some working knowledge of resource deployment in a development-orientated environment and a good appreciation of the spatial distribution of economic activity in the Province to inform resource allocation and advice to policy makers will give the candidate a definite edge.

In addition he/she must have: Proven strategic and leadership capability • Excellent programme, project and financial management skills • An understanding of and experience in change management, knowledge management and service delivery innovation • Excellent problem-solving and analysis, people management and empowerment skills • A client and customer service orientation • Ability to communicate at all levels • Honesty and integrity • Analytical thinking and research skills • A valid driver's license and computer skills • Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

Key responsibilities: The successful candidate shall be the Head of Department and Accounting Officer of Provincial Treasury and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations • Preparation and exercising control over the implementation of the provincial budget • Promoting and enforcing transparency and effective management in respect of revenue, expenditure, assets and liabilities of Provincial Government Departments, Municipalities and Public Entities • Enforcing the PFMA, MFMA and any other prescribed national and provincial norms and standards, including prescribed standards of Generally Recognised Accounting Practice (GRAP) and unified classification systems in provincial departments • Compliance with the Division of Revenue Act (DORA) and monitoring and assessing the implementation of the Act in provincial public entities • Assisting provincial departments, municipalities and public entities to achieve efficient, effective and transparent financial management • Advise on systems of financial management and internal control applied by a provincial department or provincial public entity • Promoting sound financial, fiscal management • Ensure inclusive growth in the Province through equitable and transparent SCM practices • Advise on resource allocation strategies geared at achieving social transformation and economic development • Give focused support to resource stressed provincial departments to eliminate wastage and achieve efficiencies • Aligning departmental planning to the national and provincial priorities, including but not limited to the. National Development Plan and Provincial Strategic Framework • Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Provincial Treasury • Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources • Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making • Ensure cooperation and

collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders • Efficiently managing corporate services in the department.

Closing Date: 6 June 2014

Enquiries: Mr L van Zuydam (040 609 6460 / 6424 / 0767845033)

Short-listed candidates may be subjected to security clearance and competency assessment. The successful incumbent will be required to enter into a performance agreement. Females and disabled persons are encouraged to apply.

The Eastern Cape Provincial Administration is an equal opportunity affirmative action employer.

Directions to candidates: Applications must be submitted on the prescribed application form Z.83, which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. A comprehensive CV and certified copies of educational qualifications, identity document, and driver's license must be attached. Failure to comply with the above may result in immediate disqualification. Applications should be posted to the Director-General, Private Bag X0047, Bhisho, 5605 / hand delivered to room no 1041A / 1038, 1st floor, Office of the Premier, Bhisho / e-mailed to:

lawrence.vanzuydam@otp.ecprov.gov.za.