



DIRECTORS (6 POSTS): BUDGET MANAGEMENT (BUDGET OFFICE, PUBLIC ENTITIES AND INFRASTRUCTURE)

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).

REF : PPT 15/05

Core Purpose:

Allocative efficacy through budget preparations, infrastructure budgeting, expenditure monitoring economic analysis and fiscal policy to all provincial departments, municipalities and public entities

Requirements

- A bachelor's degree or National Diploma or any other relevant tertiary qualification (including an equivalent qualification in recognition of prior learning) in Financial Management/Accounting/Auditing/ Public Finance/ Economics/Public Administration/Built Environment or related field. Proof of attendance of relevant skills development /training programmes will be an added advantage
- 5 – 11 years working experience in Finance or related field of which 3 years must have been at middle management level

Key Performance Areas

- To drive the provincial Medium Term Expenditure Framework (MTEF) and annual budget process;
- To promote effective, optimal financial resource allocation and enable Government to finance its service delivery obligations;
- To manage the formulation and publication of the Medium Term Budget Policy Statement (MTBPS) and the main budget overview
- To determine the impact of allocated resources on achieving the desired socio-economic outcomes
- To recommend budget allocations that give expression to national, provincial and local government priorities
- To review and evaluate budget proposals, budget implications of policies and plans and recommend funding
- To provide departmental policy advice, ensure budget implementation and enhance service delivery.
- To enhance social and economic infrastructure investment.

- To monitor and support the improvement of Public Entities Financial performance and efficient use of public resources.
- Ensure effective strategic and human resource management within the Directorate

DIRECTOR: STRATEGIC MANAGEMENT

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).

REF : PT 15/06

REQUIREMENTS:

- A three year Degree / National Diploma in Public Administration / Public Management/ Social Science or any other related field.
- Minimum of seven (7) years experience in related field of which 3 years should be at Middle Management Level
- Knowledge of strategic planning process and in depth knowledge of legislative framework that govern the Public Service
- Applicants must possess the following competencies: Applied strategic thinking, budgeting and financial management. Communication and information management. Managing interpersonal relationship, conflict management, client orientation and problem solving. Project management and team leadership. Planning and organising. Advanced Computer literacy (excellent knowledge of Ms office).

KEY PERFORMANCE AREAS:

Manage and cordinate strategic planning, reporting, monitoring and evaluation services and policy coordination services:

- Manage the development and maintenance of strategic planning and reporting guideline.
- Manage coordination and facilitation of operational planning
- Mange research and policy coordination

Manage and coordinate the implementation of transformation programmes:

- Manage the development of transformation policies and programmes
- Manage, coordinate, advise & support the implementation of transformation programmes and activities.

Manage and coordinate the implementation of departmetnal special programmes:

- Ensure facilitation, coordination, monitoring and reporting on the effective implementation of the national, regional and international mandates on designated groups and Historically Disadvantaged Individuals (HDIs).

- Ensure mainstreaming of issues pertaining to, and social inclusion of designated groups and HDIs through the implementation of directives, strategies and policies in the department.

Manage the provision of communication and events management services:

- Manage internal and external communication services
- Manage the process of publication, photo journalism, multimedia services, marketing and branding services

Manage area of responsibility:

- Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness,
- Resolve problems of motivation and control with minimum guidance from manager,
- Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities,
- Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously,
- Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates
- Ensure assets are managed, maintained and kept safely by subordinates
- Manage the development of departmental corporate image.

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.

Applications can be forwarded through one of the following options:

- **Post:** The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag x0029 ,Bhisho,5605
- **Hand Delivery:** Human Resources Section, Provincial 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 A Guga 040 1010 071/072

CLOSING DATE: 13 MARCH 2015