Province of the
EASTERN CAPE
PROVINCIAL TREASURY

**DEPUTY DIRECTOR-GENERAL : CORPORATE MANAGEMENT**

**SALARY PACKAGE : R1, 201 713 per annum (ALL INCLUSIVE)**

**REF : PT15/09**

**Purpose:** To manage and monitor the provision of Corporate Management Services in the Department.

**REQUIREMENTS**

A Master's degree or equivalent post graduate qualificationin Finance/HR/SCM/Public Administration. 8-10 years experience in administration or related field of which 5 years must be at Chief Director Level.

**Applicants must possess the following Knowledge, Skills and Competencies:**

In depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Competencies required are: Strategic Capability and Leadership, Financial Management, Change Management, Knowledge Management, People Management, Client Orientation and Customer Focus, Project Management, Problem Solving and Analysis, Communication, Computer Literacy.

**KEY PERFORMANCE AREAS**

**Provide strategic leadership to ensure full execution of departmental programmes**:

- Develop and implement programme plan and strategy to contribute to the realisation 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.

**Ensure provision of human resource, facilities services and the coordination of human resorce utilisation and development programmes in the department**:

- Manage the provision of human resource administration, od & change management programmes
- Manage the coordination of human resource utilisation and development programmes
- Manage & monitor the provisioning of Security Management, Office Support and Auxiliary Services.

**Ensure effective and efficient provision of financial management services in the department**:

- Ensure establishment and maintenance of Financial Management Structures; establishment, implementation and monitoring of Financial Management and Internal Control Systems
- Oversee the budget preparation process, oversee and manage the budget monitoring process, including the production of monthly and quarterly financial and performance reports
- Manage the finalisation of interim and annual financial statements and the reviewing thereof.

**To ensure the management and co-ordination of the implementation of strategic management services and the provisioning of legal and ICT services in the department:**

- Manage & coordinate the provision of Legal Services
- Manage and facilitate the provision of ICT management
- Manage and coordinate the implementation of Strategic Planning Management 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 timously development and implemetation of Work Plans and Personal Development Plans (PDP's) for all subordinates
- Manage daily employee performance and ensure timely Performance Assessments of all subordinates
- Ensure management , maintenance and safekeeping of assets
- Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility.

**CHIEF DIRECTOR : MUNICIPAL BUDGET, FINANCIAL, ASSET & LIABILITY MANAGEMENT & INSTITUTIONAL GOVERNANCE**

**SALARY PACKAGE : R988 152 per annum (ALL INCLUSIVE)**

**REF : PT15/10**

**Purpose:** To ensure optimal and sustainable budget management, monitor compliance with financial assets and liabilities management, coordinate, monitor and report on MFMA implementation

**REQUIREMENTS**

A Bachelor degree/National Diploma in Financial Management/ Financial Accounting/ Public Finance or related field. A postgraduate degree in Financial Management/ Financial Accounting/ Public Finance or related field will be an added advantage. Ten (10)- fifteen (15) years' experience in Finance of which 5 years must have been at senior management level.

**Applicants must possess the following Knowledge, Skills and Competencies:**

Strategic capability and leadership, Programme and Project Management, Financial Management, Legislation, regulations and policies. Change management, service delivery innovation, problem solving and analysis, People management and communication. Supply Chain Management policies, Financial accounting, risk management policies and asset management policies. Budget submission and project appraisals. Information technology systems and support. Corporate communication, investment and cash management.

**KEY PERFORMANCE AREAS**

**Oversee the monitoring of the implementation of the budget framework by municipalities:**

- Facilitate the understanding and implementation of the Municipal Budget and Reporting Regulations by ensuring that municipal finance staff is trained on the framework.
- Ensure that tabled budgets submitted by municipalities are assessed annually for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework.
- Ensure that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption.
- Oversee the monitoring, evaluation on budget implementation (eg. IYM) on a monthly and quarterly basis.

- Coordinate and review reports on budget implementation (eg. IYM) and provide feedback to directorates and key stakeholders (eg. National Treasury, Legislature).
- Ensures that municipalities implement corrective measures recommended.
- Evaluate the effectiveness and the impact of support provided on budgeting and fiscal management to municipalities by reviewing the outcomes of the Financial Management Capability Maturity Model (FMCMM) on an annual basis and take appropriate remedial actions.
- Coordinate provincial inputs on proposed and existing circulars, regulations and legislation on budgeting and fiscal management and give feedback to the National Treasury.

**Oversee MFMA compliance and implementation in municipalities:**

- Review and coordinate MFMA implementation reports and submit to key stakeholders eg. National Treasury, Legislature.
- Ensure the monitoring, evaluation and reporting on Risk Management and Internal Audit compliance on a quarrterly basis.
- Ensure that municipalities are supported to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis.
- Review and consolidate assessment reports to facilitate the implementation of recommendations
- Promote institutional development and capacity building programs in municipalities in conjunction with COGTA EC based on identified gaps in in financial management performance.
- Ensure that guidance is provided on designing and drafting of financial policies o municipalities.

**Ensure the monitoring of compliance with financial assets and liabilities and revenue management:**

- Oversee the monitoring, evaluation and reporting on financial asset management
- Oversee the monitoring, evaluation and reporting on liability management
- Oversee the monitoring, evaluation and reporting on revenue management
- Evaluate and review reports on the above and make recommendations on corrective actions to be taken.
- Engage with municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services.

**Manage area of responsibility:**

- Supervise and co-ordinate the effective and efficient running and management of the chief directorate
- Convene regular meetings within MFU for improved internal coordination and communication of MFMA activities.
- Develop and implement service delivery improvement programmes
- Develop and supervise the implementation of the chief directorate’s Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually

- Ensure that  performance agreements and development plans are developed and implemented for all staff in the chief directorate within set timeframes,
- Ensure that staff performance is managed on a daily basis and that  Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes
- Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff  is according to laid down policy and procedure
- Periodically review internal PT delegations on all MFMA activities
- Assess knowledge and technical capabiities of officials in the chief directorate to support training and development of skills.
- Develop, consult and circulate combined COGTA EC and MFU plan of action (Annual Performance Plan) for support to municipalities.
- Communicate on the state of municipal finances in the province to all stakeholders.
- Convene Municipal CFO Forums for information sharing
- Participate and contribute to solutions at meetings of the Provincial Legislature Committees on MFMA implementation
- Participate in meetings of the Auditor- General on MFMA issues and municipal audits.

**Ensure the implementation and management  of Risk, Finance and Supply Chain Management protocols and prescripts in area of responsibility:**

- Identify and manage risks  in area of responsibility
- 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
- Weigh up financial implications of propositions and align expenditure to cash flow projections.

**CHIEF DIRECTOR : MUNICIPAL ACCOUNTING, REPORTING,SCM & ASSET MANAGEMENT**

**SALARY PACKAGE : R988 152 per annum (ALL INCLUSIVE)**

**REF : PT15/11**

**Purpose:** To monitor compliance with Financial Management and Annual Reporting Framework in Municipalities, to also enhance, monitor and enforce transparent and effective SCM and Asset Management.

**REQUIREMENTS**

A three year bachelor degree /National Diploma in Financial Management/ Financial Accounting/ Public Finance or related field. A postgraduate degree in Financial Management/ Financial Accounting/ Public Finance or related field will be an added advantage. Ten (10)-

fifteeen (15) years experience in Finance  of which 5 years must have been at senior management level.

**Applicants must possess the following Knowledge, Skills and Competencies:**

Strategic capability and leadership, Programme and Project Management, Financial Management, Change management, Knowledge management, service delivery innovation, problem solving and analysis, People management and communication. Client orientation and customer focus, Supply Chain management policies and asset management policies. Budget submission and project appraisals. Information technology systems and support. Corporate communication, investment and cash management.

**KEY PERFORMANCE AREAS**

**Ensure Accounting and Financial Reporting of municipalities is according to the precribed reporting framework**:

- Evaluate comments received from municipalities on the Exposure Drafts prior submission to National Treasury /Accounting Standards Board on accounting standards (GRAP) and financial management related issues in order to inform NT/ASB on the position of the province with regard to the practical implementation of the accounting standards;
- Promote the understanding and the implementation of the accounting standards by attending/presenting at various Fora's to discuss principle changes to be implemented on accounting reporting frameworks;
- Review and report on the quality of annual financial statements by  monitoring compliance with the reporting requirements by overseeing transversal issues of non-compliance identified in accounting reporting and establish  support/training to be rolled out;
- Promote development and implementation of systems and processes to improve sound financial management and audit outcomes;
- Ensuring that financial health assessments are compiled with recommendations and engagements are conducted with municipalities to ensure improvement in the financial viability of municipalities;
- Ensure that there is progress on the implementation of SCOA by municipalities in line with project plans.

**Oversee and ensure that the monitoring, evaluation and reporting on compliance with SCM and Asset Management regulations takes place and provide advice and guidance.**

- Ensure that guidance is provided on designing and drafting of Policies and Control Mechanism in Asset and SCM in municipalities;
- Evaluate and sanction the implementation of plans on SCM & AM capacitation and training to improve compliance with applicable regulations;

- Promote the monitoring of the implementation of recommended remedial actions on SCM and Asset Management and engage with municipalities so as to improve compliance;
- Oversee the asessment of the Strategic Procurement & Supply Chain Management Technology of municipalities and provide recommendations where necessary to ensure compliance with applicable regulations.

**Coordinate the efforts of the various stakeholders to promote compliace with the MFMA:**

- Facilitate internal coordination and communication of MFMA activities by convening regular meetings, at least monthly;
- Develop, consult and circulate consolidated MFU plan of action (Annual Performance Plan) with key stakeholders aimed at providing support to municipalities in order to coordinate efforts and eliminate duplication;
- Review MFMA compliance reports before submission to National Treasury.
- Promote compliance with the MFMA by facilitating discussions in the Municipal CFO Forums to ensure implementation of reforms;
- Facilitate sessions between municipalities and provincial departments where required to resolve disputes,promote common understanding on the compliance with the MFMA;
- Participate and contribute to solutions at meetings of the Provincial Legislature Committees to ensure political heads are informed on MFMA implementation;
- Facilitate improved audit outcomes by focusing efforts in critical areas identifed by the Auditor- General during municipal audits.

**Manage area of responsibility:**

- Supervise and co-ordinate the effective and efficient running and management of the Unit
- Develop and implement service delivery improvement programmes
- Develop and supervise the implementation of the Unit's Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually
- Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes,
- Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes
- Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure
- Periodically review internal PT delegations on all MFMA activities
- Assess knowledge and technical capabiities of MFU officials to support training and development of skills.

**Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility:**

- Identify and manage risks in area of responsibility
- 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
- Weigh up financial implications of propositions and align expenditure to cash flow projections
- Contributing to and implementing the strategic plan as it relates to the chief directorate.
- Providing direction and guidance around the relevant chief directorate's strategic initiatives
- Submitting quarterly and annual reports on the achievement of strategic direction and activities of the relevant chief directorate.
- Ensuring appropriate business practice occurs within the relevant chief directorate to adhere to Corporate Governance policy and practice.

**CHIEF DIRECTOR : PROVINCIAL SCM &MOVABLE & IMMOVABLE ASSETS**

**SALARY PACKAGE : R988 152 per annum (ALL INCLUSIVE)**

**REF : PT15/12**

**Purpose:** To promote and enforce transparency and effective supply chain management and asset management in Provincial Departments

**REQUIREMENTS:** A three year bachelor degree/National Diploma in Commerce/Financial Management/ Public Finance/Procurement and /or related field. Minimum of 5-8 years experience in Commerce/Financial Management/Procurement and / or related field of which minimum 5 years must have been at Senior management level.

**Applicants must possess the following Knowledge, Skills and Competencies:**

Strategic capability and leadership, Programme and Project Management, Financial Management, Change management, Knowledge management, service delivery innovation, problem solving and analysis, People management and communication. Client orientation and customer focus, Supply Chain management policies and asset management policies. Interpretation, presentation and audit skills. Computer skills.

**KEY PERFORMANCE AREAS**

**To enhance, monitor, enforce transparent and effective management of movable and immovable assets**:

- Coordinate the assessments on the extent to which asset management related controls are implemented within departments.

- Ensure the development and implementation of strategies to address gaps identified by assessment results.
- Provide guidance to monitor and evaluate the implementation of these corrective strategies and provide senior management with periodic reports.
- Provide guidance in the development and implementation of appropriate asset management policy.
- Ensure that disclosure of inventories related expenditure is in compliance with the relevant guidelines.
- Assist with the preparation of financial disclosure annexures and notes relating to expenditure on movable and immovable assets.
- Issue annual circular communicating the submission dates for the U-AMPs and C-AMPs in terms of Section 9 of GIAMA.
- Monitor and support the review and implementation of annual provincial GIAMA implementation plan by DRPW.
- Support the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DRPW.
- Support the DRPW with the maintenance of a consolidated provincial immovable asset register which is compliant with GIAMA and other relevant National Treasury guidelines.

**Promote support and develop SCM capacity through institutional, organisational individual and stakeholder development:**

- Ensure that annual assessments of provincial asset management structures for adequacy and relevance to perform asset management function.
- Provide guidance and support the identification of training needs and planning for relevant training.
- Provide guidance and leadership on workshops and forums aimed at roll-out of asset management related reforms from National Treasury as well as enhancing provincial best practices sharing amongst practitioners.

**Establish SCM strategic procurement and transversal contract management mechanism:**

- Provide oversight and ensure SCM systems are managed properly to render effective management of goods and services and infrastructure procurement
- Ensure monitoring and evaluation of supply chain risks
- Provide support and guidance on management of suppliers and supplier development
- Ensure monitoring, evaluation and reporting on infrastructure procurement and major capital projects
- Ensure and provide guidance on monitoring and evaluation of transversal term contracts and provide client support

**Establish uniform SCM policy, norms and standards and monitor governance and compliance:**

- Ensure the development of policy, norms and standards and ensure continuous improvement of SCM system
- Provide guidance and support on the implementation of SCM policy, norms and standards
- Provide oversight on governance mechanism and enforce compliance

- Ensure that monitoring, evaluation and reporting on SCM systems and supplier performance is conducted and done as and when required
- Ensure the development of stratergy and implementation stratergies for SCM capacity development
- Ensure that SCM client support to provincial departments and public entities is provided
- Ensure that guidance and support is provided to SCM external stakeholders.

**Manage area of responsibility:**

- Supervise and co-ordinate the effective and efficient running and management of the Programmme
- Develop and implement service delivery improvement programmes
- Ensure development and supervision of the implementation of the Unit's Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually
- Ensure and coordinate the performance agreements and development plans are developed and implemented for all staff in the programme within set timeframes
- Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes
- Ensure and coordinate the timeously filling of all vacancies and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure is adhered to in the programme
- Ensure that Unit's risk register is developed,quarterly assessed and adequately reported on.
- Conduct team meeting to share vision, plan and performance reports and plan / discuss business plan
- Conduct meetings with external stakeholders and issue written correspondences in respect of asset management matters where necessary.

**Ensure the implementation and management of Risk, Finance and Supply-chain Management protocols and prescripts in area of responsibility:**

- Identify and manage risks in area of responsibility
- 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
- Weigh up financial implications of propositions and align expenditure to cash flow projections

**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 NM Madikiza 040 1010 064**

**CLOSING DATE: 13 MARCH 2015**