



Province of the
EASTERN CAPE
PROVINCIAL TREASURY

5x DEPUTY DIRECTORS : BUDGET MANAGEMENT

SALARY PACKAGE : R674 979 PER ANNUM

SALARY LEVEL : 12

REF : PT 15/50

Purpose: To manage optimal financial resource allocation, monitor and report on financial and non financial performance.

REQUIREMENTS:

A three year Degree/National Diploma in Financial Management / Public Finance / Economics or relevant field plus Minimum of 5 years experience in Finance environment of which 3 years must have been at Assistant Director Level. Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation. Knowledge of Budgeting preparation and analysis. Knowledge of BAS, PERSAL and Vulindlela.

Applicants must possess the following Skills and Competencies: Project Appraisal. Knowledge & application of PFMA & DORA. Supply chain management policies and practices. Risk management policies and practices. Economic Analysis. Problem solving skills. Presentation and Project Management. Statistical and data analysis. Policy analysis and research. Analytical Thinker, Report writing and Presentation.

KEY PERFORMANCE AREAS:

OVERSEE THE TIMELY TABLING OF CREDIBLE MAIN BUDGET: Review and improve on previous year's internal budget process for with internal stakeholders. Conduct National Benchmark exercise. Manage sectoral policy implementation and provide advise and technical assistance to departments to promote fiscal discipline. Facilitate and coordinate inputs into the preparation of the annual Treasury Guideline documents (Budget Preparation and Draft Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue approved Guidelines to departments. Prepare for Budget achievability hearings through economic and statistical analysis to assess the department's capacity to spend its budget and whether actual expenditure matches policy priorities. Monitor revenue and expenditure reviews over MTEF with external stakeholders in consultation with National Treasury. Manage reconciliation and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Advise departments on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Facilitate Budget guideline (EPRE) workshops with departments and entities. Provide assistance to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's input. Analyse and report on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECs. Plan and conduct pre- and

main MTEC hearings and prepare a comprehensive departmental MTEC report to inform MTEF budget allocations. Coordinate the accuracy and credibility of MTEF database and EPRE. Evaluate Conditional grant business plans and ensure compliance to DOR Act and Bill and also DORA framework. Provide support to departments and ensure that the Main budget is loaded on BAS and verify accuracy of loaded budget. Review the process of gazetting of transfers to Public Institutions. Prepare closeout report on previous years financial and non-financial performance.

COORDINATE THE ADJUSTED BUDGET PUBLICATIONS: Consolidate a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO. Provide guidance to the department and evaluate requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Consolidate and submit inputs for Medium Term Budget Policy Statements. Provide support to department and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget.

PROVIDE OVERSIGHT REGARDING THE COMPLIANCE OF DEPARTMENTAL STRATEGIC PLANS (SP) AND ANNUAL PERFORMANCE PLANS (APP) AND THE ALIGNMENT THEREOF TO NATIONAL AND PROVINCIAL POLICY PRIORITIES

Monitor and manage the provincial budget alignment with strategic plan, APPs and OPS.

ANALYSE MONTHLY IYM ON REVENUE AND EXPENDITURE AND ENSURE FEEDBACK IS PROVIDED TO DEPARTMENT: Engage with internal stakeholders and assign responsibilities in preparation for Budget achievability hearings. Establish and maintain appropriate controls and reporting systems in order to meet performance expectations and work with the department to solve problems and generate solutions that may impact on its performance. Review S40 cash flow projections and assess credibility of submissions for equitable share and conditional grant allocations. Review the weekly expenditure report that will inform the monthly IYM. Monitor and report on the IYM evaluated submission for completeness and accuracy. Monitor the implementation of provincial budgets by assessing departmental revenue and expenditure. Monitor and report on utilisation of gazetted transfers. Provide monthly feedback to EXCO and department on IYM analysis.

ANALYSE QUARTERLY PERFORMANCE REPORTS (QPR) AND PROVIDE FEEDBACK TO DEPARTMENT: Analyse and report on QPR submission and assess credibility of variance explanations. Integrate, analyse and report on non-financial and financial performance information. Analyse and prepare quarterly management feedback reports and letters to departments. Monitor timeous reporting of any emerging factors that could preclude the achievement of performance targets / outputs, including contingency measures to ensure the impact of such deviation is minimised. Conduct and report on site visits undertaken to inform budget and other policy decisions. Monitor and report on the evaluation of studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making.

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. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and conduct Performance Assessments of subordinates. Manage all aspects

of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PT in realising its strategic objectives. Monitor expenditure and ensure it is within budget. Monitor that assets are managed, maintained and kept in good conditions.

DEPUTY DIRECTOR : CONDITIONS OF SERVICES
LEVEL : 11
SALARY PACKAGE : R569 538 PER ANNUM

REF : PT/ 51

Purpose: Manage the implementation of Conditions of Services in the Department.

REQUIREMENTS

A three year tertiary qualification i.e. Degree (NQF level 7) / National Diploma (NQF level 6) in Human Resource Management / Public Admin / Public Management or any related field. Minimum 3 - 5 of years working experience in Conditions of Service environment of which 3 years must be at an Assistant Director level. Computer literacy. A driver's licence is a prerequisite.

Applicants must possess Competencies: Strategic thinking Financial Management and budgeting, Diversity Management , Problem solving and decision making. Project Management, Team leadership, People Management, Planning and organising, Client Orientation and customer focus. Managing Interpersonal Conflict and resolving problems. Knowledge, understanding and application of Human Resource Management with reference to Conditions of Service in the Public Service. Thorough knowledge of PERSAL System. In-depth knowledge of legislative framework that governs the Public Service. Computer literacy. Drivers licence is a prerequisite.

KEY PERFORMANCE AREAS

Manage implementation of Service Benefits. Manage Service Terminations. Conduct Exit Interviews, analyse trends and present findings to management. Develop long term strategies to address employee turnover. Manage Leave Matters including PILIR. Manage safekeeping and disposal of HR Records. Conduct research in developing and reviewing policies. Liaison with line managers and stakeholders for inputs on policy development/review. Conduct awareness campaigns on new and reviewed policies. Communicate departmental plans and offer guidance to all employees. Provide inputs to line management and unit for budgeting purposes. Compile the unit's operational plan. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and within prescribed timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervision and Delegation of 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.

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.
- 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 B Ndayi at (040) 1010 072

CLOSING DATE: 08 OCTOBER 2015