



Province of the
EASTERN CAPE
PROVINCIAL TREASURY

DEPUTY DIRECTOR : TRANSVERSAL RISK MANAGEMENT
SALARY PACKAGE : R532 278.00 PER ANNUM
SALARY LEVEL : 11
REF : PT 15/32

Purpose: To manage the implementation of Risk Management Services in Provincial Departments and Public Entities.

REQUIREMENTS

A three year Degree/National Diploma in Risk Management / Accounting /Internal Auditing and / or related field plus minimum of 5 years relevant experience of which 3 years should be at a supervisory / an Assistant Director Level within Risk management environment. Drivers licence is a prerequisite.

Applicants must possess the following Skills and Competencies: Public Finance Management Act. Risk Management Policies. Governance Practices. Internal Control Systems and ability to monitor risk management activities and programmes. Enterprise Risk Management Concepts, frameworks and methodology. Applied Strategic Thinking. Budgeting and Financial Management. Communication and Information Management. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Planning and Organising. Problem Solving and Decision Making. Project Management and Team Leadership.

KEY PERFORMANCE AREAS

FACILITATE THE DEVELOPMENT AND MAINTENANCE OF PROVINCIAL RISK REGISTER:

Compile Provincial Risk Register in accordance to risk management framework and best practices principles. Maintain and ensure accuracy of the provincial risk register. Develop risk mitigation plans. **MONITOR, ENFORCE AND REPORT ON THE IMPLEMENTATION OF RISK**

MANAGEMENT FRAMEWORK: Monitor bi-annual Risk Assessments in Provincial Departments and Public Entities. Draft oversight reports on the assessments. Facilitate development of risk assessment profiles for provincial departments and public entities. Conduct risk assessments , develop risk management plan and monitor implementation of the plan and report on progress. Develop risk management protocols and monitor implementation thereafter. Provide technical support on risk management to provincial departments and public entities. Assist in the development and facilitate the implementation of risk management guidelines and procedures. Facilitate training on Risk Management. **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 ensure timely Performance Assessments of all subordinates.Ensures that assets are managed, maintained and kept safely

ASSISTANT DIRECTOR : WEBMASTER

SALARY NOTCH : R337 998 PER ANNUM

SALARY LEVEL : 10

REF : PT 15/33

Purpose: To develop and provide the departmental website and intranet support services.

REQUIREMENTS

A three year degree/National Diploma in Computer Science/ Information Systems/ Information Technology or any relevant field plus minimum of 3 years experience in Web Development,. Knowledge and experience of MSSQL, MySQL, CSS, HTML and Microsoft SharePoint 2007/2010 will be an added advantage. Computer Literate.

Applicants must possesses the following Skills and Competencies:

•Visual Studio ASP.NET, C# • Databases (MS SQL 2005/2008R2), IIS 6.0 or IIS 7.0, CSS, Java, JavaScript and SDLC. •Knowledge and experience of MSSQL, MySQL, CSS, HTML. • Security and Cross-browser compatibility. • Advanced Technical Aptitude and knowledge of Web Technologies. • Knowledge of effective Web authoring practices and presentation techniques. • Knowledge of relevant web software as well as Graphics Applications and Techniques. • Typographic and Graphic Design Techniques & Photography and illustration will be an added advantage • Project Management. •Communication (verbal & written).• Interpersonal Relations. • Planning and Execution. • Analytical Thinker.

KEY PERFORMANCE AREAS

RENDER SUPPORT IN THE DEVELOPMENT OF POLICIES AND PROCEDURE FOR THE DEPARTMENT: Develop policy for approval Website policies, processes, procedures, standards and guidelines aligned to provincial standards. Implement and maintain approved Website policies, processes and procedures and establish website standards and guidelines.

RENDER SUPPORT IN THE DEVELOPMENT OF WEBSITES, WEB APPLICATIONS AND INTRANET: Design and implement technological website solutions in accordance with provincial standards. Develop and implement on-going revision and new areas of departmental websites. Ensure adherence agreement with services provider for relevant infrastructure. Implement and maintain website security by performing back-ups and checking files for reliability. Create and maintain departmental intranet sites and sub-sites for Microsoft SharePoint. Research into best-practice and new trends / approaches related to web-design.Perform technical research and analytical functions in respect of website technology and recommend changes for improvement to the website. Analyse

and manage user feedback, web site statistics and response time and use findings to improve and refine sites. Annually review performance of service providers.

RENDER SUPPORT TO END USERS: Provides support to end users. Implement standards and guidelines for content of the websites to support the departmental web services for optimal performance, reliability and availability. Develop training documents and tools for staff in preparing appropriately formatted documents for the websites.

ASSISTANT DIRECTOR : PROGRAMMER

SALARY NOTCH : R337 998 PER ANNUM

SALARY LEVEL : 10

REF : PT 15/34

Purpose: To facilitate the provision of programming support services to Information Communications Technology in terms of development of programmes, databases, reports, documentation and instructions for computer operation.

Requirements:

A three year degree/National Diploma in Information Systems / Information Technology/ Computer Science or any relevant field (+ technical qualifications required e.g. C++ or SQL) plus minimum of three (3) years experience in Programming with at least one year in Developing Database Systems.

Applicants must possess the following Skills and Competencies:

•Programming procedures. • Data processing requirements. •Visual Studio C# & ASP.NET, SDLC. MSSQL, SQL Server, Oracle or other database software. Java, JavaScript & CSS will be an added advantage •Computer systems, operations equipment, programming languages, programming. System analysis and design. •Programming procedures and programming languages. System development, testing, implementation, documentation and training. •Flowcharts and Programming. •Programming logic and codes. Technical instructions •Project Management. • Planning and Execution. • Communication (verbal & written). •Interpersonal Relations. •Computer Literate. •Analytical Thinker.

KEY PERFORMANCE AREAS;

DESIGN AND DEVELOP PROGRAMMES: Perform system analysis and program development on assigned projects. Determine data needs, appropriate hardware and software, and operating instruction procedure. Assist in performing cost analysis of system changes and feasibility studies. Compile documentation of program development and revisions.

FACILITATE CREATION AND MAINTENANCE OF DATABASES: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department

as required. Advises standards pertaining to the Data Base and Data Base Control and Recovery Concepts. ERD diagrams of databases. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage.

MAINTENANCE OF EXCISTING SYSTEMS, DATABASES AND SYSTEM UP-TIME. Ensure that all source code and databases is backed up. Facilitate and implement Change Control Process for all system and database changes. Test, Schedule and Deploy system changes. Test restore of databases. Train users on system changes. Ensure high available of all systems and databases and minimize system downtown.

USER SUPPORT: Consult with and provide assistance, information, and training for system users and other staff. Provision of reports as per user requirements. Documentation of instructions for computer operation.

ASSIST WITH THE DEVELOPMENT OF DEPARTMENTAL WEBSITE: Create, design, develop, streamline and maintain web pages using HTML, Java Script and other similar programming languages. Utilize applications to ensure technical performance of web site and assess new technologies for applicability to the department's needs. Train Divisional personnel in use of HTML, Java Script and other similar programming language and web page design and maintenance.

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, driver's 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.
- 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: 05 JUNE 2015