



DIRECTOR: DATA MANAGEMENT AND BUDGET SYSTEMS

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).

Purpose: To manage financial and non financial data and budget systems relating to provincial departments and entities.

REF : PT 15/17

REQUIREMENTS:

- A three year degree/National Diploma IT / FIS / IS / Computer Science or relevant field including Financial Management/ Financial Accounting/ Public Finance with ICT and Data Management exposure.
- Minimum of 5- 7 years experience in IT and Finance (combination) in an ICT and/or Data Management environment or related field of which 4 years must have been at middle management level.
- Applicants must possess the following competencies: Ms Office-Ms excel, Data interpretation, Financial systems-BAS, Vulindlela and Persal. Communication technology and application development. Strategic Capability and leadership. Programme and Project Management. Problem solving and analysis. People Management and empowerment

KEY PERFORMANCE AREAS:

Ensure the implementation to initiatives to build capacity on legislated frameworks on planning and performance information:

- Manage the research, development and facilitation of training programmes incorporating all budget and expenditure related tools used
 - Monthly In Year Monitoring (IYM)
 - Quarterly Performance Reports (QPR)
 - Budget Database (1st Draft, 2nd Draft & Final)
 - Estimates of Provincial Revenue and Expenditure (EPRE)
 - EPRE Tables
 - Estimates of Public Entities Revenue and Expenditure (EPERE)
 - EPERE Tables
 - Gazetting of Transfers

- Transfers Annexure
- Infrastructure Project Lists templates
- Adjusted Estimates of Provincial Revenue and Expenditure (AEPRE)
- AEPRE Tables
- Manage the assessment and evaluation of the impact after training interventions and take corrective action where necessary
- Manage the capacitation of the budget analysts to effectively provide support to departments and entities

Develop, manage common network drives, recommend and monitor implementation of systems to enhance budget process:

- Benchmark best practices, develop and implement tools and systems to support the provincial budget development process
- Manage the development and maintenance of the electronic filing system to support the provincial budget process.
- Manage the development and maintenance of the budget compilation system/application for the provincial budget – including all levels of input (from departments to analysts)

Develop and maintain data models (Budget, Expenditure, Personnel and revenue model)

- Oversee the quality submissions on prescribed templates and formats used for budgeting and reporting
- Manage the development and maintenance of the monthly reporting model – (IYM)
- Manage the development and maintenance of the main budget and adjusted budget compilation models – (Budget database and Estimates documents)
- Manage the development and maintenance of quarterly performance reporting model – QPR model
- Manage the development and maintenance of any reporting tools for any part or segment of specified provincial data (eg. Personnel, Transfers, Infrastructure, Goods and Services, etc)

Monitor budget implementation data (update and maintain database):

- Manage the extraction of data and reporting for all stakeholders as and when required
 - Provincial financial position – monthly
 - Provincial expenditure analysis report – monthly
 - Provincial personnel expenditure reporting – monthly
 - Provincial financial position – bi-monthly
- Manage the synchronisation of data on Persal with other financial systems - to be accurate, representing actual activities of personnel within the province.

Manage area of responsibility:

- Manage the vacancy rate by filling the vacant positions timeously; and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure
- Manage and co-ordinate the effective and efficient running and management of the Unit,
- Manage the development and implementation service delivery improvement programmes within the Unit,
- Manage the development and supervision of the implementation of the Unit's Annual Operational Plans, monitoring and reporting on the implementation thereof monthly, quarterly and annually,
- Manage the performance of personnel – the development of agreements and development plans; and be implemented for all staff in the Unit within set timeframes,
- Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities,
- Manage staff performance on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes,

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

- Take decisions by weighing up financial implications of propositions and alignment expenditure to cash flow projections
- Lead the identification and management of risks in area of responsibility
- Manage the budgeting, monitoring, variance analysis and reporting of finances and performance of the Unit
- Manage the Procurement Planning, with specifications developed timeously and compliance with supply chain prescripts
- Manage, maintain and keep safely the Unit's assets

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: 04 MAY 2015