



Province of the
EASTERN CAPE
PROVINCIAL TREASURY

1. DEPUTY DIRECTOR	: ICT - NETWORK CONTROLLER
SALARY PACKAGE	: R569, 538 PER ANNUM
SALARY LEVEL	: 11
REF	: PT15 /54

Purpose: To manage the provision of a Secure Network and ICT infrastructure for Provincial Treasury.

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Computer Science/ Information Systems/ Information Technology and Cisco (CCNA) and/or Microsoft Certifications (MCSE/MCITP) plus minimum of 5 years experience in Network Management and Network Operating System Management is required of which 3 years must have been at an Assistant Director level. A driver's license is required. Demonstrated knowledge and experience in development, installation, management, update and maintenance of Server Infrastructure, LAN Infrastructure (both passive and active network elements), Unified Communications Systems, data and network security, back-up and restoration is required. Knowledge and experience in the management of Network Operating Systems, specifically the Microsoft Environment is essential. Relevant qualifications advantageous e.g. ITIL, Project Management. Knowledge of Public Finance Management Act. Financial Management, Policy Development and Network Policy Development.

KEY PERFORMANCE AREAS:

- Manage and coordinate the day to day activities and operations of the departments Network/ Server Infrastructure and ensure a secure network environment.
- Manage the entire Microsoft Network Environment by managing the administration of Microsoft Active Directory and all related Systems and Services.
- Manage the administration of the Storage Area Network (SAN) of the department and monitor and perform health checks, capacity and maintenance on all server and network infrastructure.
- Oversee the management of the Unified Communications System (telephone system)

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- Develop and implement policies and Capacity Plans for the department's Server and Network Infrastructure in line with departmental requirements.
 - Manage and monitor the allocation of software licenses to ensure optimum utilisation and to minimise costs.
 - Monitor the network to ensure optimum performance and diagnose, resolve LAN/WAN problems.
 - Maintain the network infrastructure, software, network operating systems and applications.
 - Design and implement back-up routines in line with the department's Disaster Recovery Plan.
 - Design and install network security systems and manage the security of the network.
 - Maintain accurate records of all maintenance, inventory, and security measures associated with the networks.
 - Analyzes network data and make recommendations on system and operational problems.
 - Development and implement network policies and create security awareness with the department.
 - Provide technical support to staff and management.
 - Manage and monitor network SLA & contracts and provide input to the ICT Budget.
 - Conduct research and development of latest network trends

SKILLS REQUIRED

Ability to design and co-ordinate the installation and maintenance of the Network/Server Infrastructure. Ability to administer Microsoft Active Directory and related Microsoft Systems and Services. Ability to administer and manage the server environment of the department. Ability to Maintain and troubleshoot network hardware, software and peripherals. Ability to develop and implement plans. Provide a range of network systems support activities for users. Determine server problems and co-ordinate hardware and software solutions. Develop policies and plans that improve ICT Security measures within the department. Be flexible and innovative. Provide day to day support to subordinates and users in the department. Ability to lead a team to manage performance and the development of sub-ordinates.

2. DEPUTY DIRECTOR**: DEPARTMENTAL INTERNAL AUDIT****SALARY PACKAGE : R569, 538 PER ANNUM****SALARY LEVEL : 11****REF : PT15 /55****Purpose:** To manage the provision of Departmental Internal Audit Services.

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) with Audit and Accounting as major subjects or a related field plus a Minimum of 5 years experience in Auditing of which 3 years should be at an Assistant Director Level. A valid driver's licence is a prerequisite.

Applicants must possess the following Skills and Competencies: Knowledge of Constitution, Public Finance Management Act, Risk Management Policies, Standards for the Professional Practice of Internal Audit, Internal Audit regulatory frameworks and policies. Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirement, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit regulatory frameworks and policies, Governance & Risk Management, Budget Preparation, Monitoring and Reporting.

KEY PERFORMANCE AREAS:**MANAGE THE EXECUTION OF A COMPREHENSIVE AUDIT PLAN**

- Assist in the development of the departmental audit plan.
- Assist in allocating appropriate resources for the audit plan.
- Control progress of audits.

MANAGE THE INTERNAL AUDIT ACTIVITY

- Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology.
- Manage the development of audit programmes and ensure execution of audits is based on audit programme.
- Review audit work done and execute audits.
- Present Audit reports to management and audit committee.
- Ensure follow-up audits are done to determine whether all agreed rectification plans have been implemented.

MANAGE AREA OF RESPONSIBILITY

- Maintain high standards by ensuring that the section produces excellent work in terms of quality/quantity and timeliness.
- Independently create an environment of motivation and control.
- Delegate functions to staff based on individual potential and provide the necessary guidance and support.
- Afford staff adequate training and development opportunities.
- Workplans and Personal Development Plans (PDP's) for all subordinates developed and implemented in a timely manner.
- Manage employee performance on a daily basis and ensure timely Performance Assessments of all subordinates.
- Monitor expenditure and ensure it is within budget.
- Ensure that assets are managed, maintained and safeguarded.

3. DEPUTY DIRECTOR : FINANCIAL ACCOUNTING AND REPORTING

SALARY PACKAGE : R569 538 PER ANNUM

SALARY LEVEL : 11

REF : PT15/56

Purpose: To manage the effective implementation of Accounting Practices in Provincial Departments

REQUIREMENTS

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of Recognised Prior Learning (NQF 6 as assessed by a recognised university) majoring in Accounting / Auditing plus Minimum of 5 years experience in Accounting environment of which 3 should be at an Assistant Director level. Expert knowledge of Ms Office (Ms Word, Ms Excel, Powerpoint), as well as BAS, LOGIS and Persal systems will be an added advantage.

Applicants must possess the following Skills and Competencies: In depth understanding and application of public sector reporting systems PFMA, GRAP, MCS and Treasury Regulations, including BAS System, LOGIS system and PERSAL System. Leadership skills, problem solving skills, interpersonal skills, good communication skills (verbal and written) as well as management of financial and human resources will be critical.

KEY PERFORMANCE AREAS:

SUPPORT THE COORDINATION OF THE REPORTING PROCESS: Monitor and provide support to departments and entities in fulfilling their reporting and accounting processes and



compliance with relevant accounting policies and guidelines. Review and assist departments in addressing the exceptions on Annual Financial Statements and Annual Reports.

ASSIST THE PROGRAMMES TO IMPROVE DATA INTEGRITY AND USEFULNESS OF REPORTED INFORMATION: Analyse and review of the departments' books of accounts and support departments and entities in clearing exceptions on suspense accounts, including mediating disputes on inter departmental balances. Contribute to the In Year Monitoring reports by reporting on the status of suspense accounts.

SUPPORT MEASURES ACHIEVED AND SUSTAIN POSITIVE AUDIT OUTCOMES:

Support departments and entities in developing and executing Audit Intervention Plans by reviewing and providing feedback on interim reports. Support department and entities in clearing Irregular and Fruitless and Wasteful Expenditures. Engage with other transversal units to promote collaborative efforts to improve financial management maturity. Strengthened communication platforms by presenting and sharing financial management exceptions to the CFO Forum. Prepare progress reports on the plans to improve the provincial audit outcomes as outlined in the Provincial Audit Improvement Plan.

MANAGE THE CONSOLIDATION OF PROVINCIAL DEPARTMENTS' ANNUAL FINANCIAL STATEMENTS

- Support the identification of inter-departmental balances and preparation and submission of Consolidated Annual Financial Statements of Departments and Public Entities to Auditor General and respond to audit queries thereof.
- Support reporting by unit of consolidated reports on Audit Intervention Plan, Circular 1, Suspense Accounts and irregular and fruitless expenditures.

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.
- Ensure the Unit's assets are managed, maintained and safe-guarded.

SKILLS REQUIRED



Understanding and ability to apply legislative prescripts that governs Financial Management in the Public Sector. In depth understanding and application of Human Resource Policies and Regulations. BAS System, LOGIS system and PERSAL System knowledge.

4. DEPUTY DIRECTOR : PERSAL MONITORING & SUPPORT

SALARY PACKAGE : R674, 979 PER ANNUM

SALARY LEVEL : 12

REF : PT15/57

Purposes: To manage salary and Financial Systems administration (PERSAL)

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial Accounting / Financial Management / Information Systems or any related field plus Minimum of 5 years' experience in Financial Accounting/ Financial Management/ Information Systems and/ or related field of which 3 years' experience as a PERSAL system controller at an Assistant Director level.

KEY PERFORMANCE AREAS:

Monitoring and Control of PERSAL system:

- Manage user account reviews of the PERSAL system and ensure compliance to PERSAL policy and the user account management.
- Manage review of activities of PERSAL system controllers of all provincial departments
- Review all user account review reports and systems controller reports and findings before they are released to departments.
- Manage relationship with systems controllers
- Draft PERSAL notices and/or circulars/policies
- Manage compliance reviews with regard to all PERSAL policies/ circulars
- Manage quarterly spot checks through visits to client departments to test findings
- Monitor & provide reports on CoE expenditure, access violations, user administration procedures.
- Prepare formal quarterly letter to client departments summarising system controller, user account review findings and compliance with applicable circulars/policies
- Consolidate and recommend on user training requirements resulting from review process

Provide Support to Departments



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- Chair Monthly Provincial Persal Forums
 - Monitor and manage responses to all logged calls to ensure that responses are within the agreed timeframes as per the service charter.
 - Provide guidance in the use of correct Transaction Processing Rules (TPR)
 - Review NMIR and Persal Clean up progress reports and provide advice and guidance to departments accordingly.
 - Consolidate monthly review reports

Provide Management Reports

- Identify monthly, weekly and ad hoc business intelligence/financial reports that are required for decision making
- Review reports on findings
- Provide advice to departments on flagged exceptions
- Review corrective action taken

Monitor PERSAL Systems availability and accessibility

- Attend to incidents logged with the service desk and adhoc calls
- Liaison with Systems Controllers to review status of uptime at all sites
- Determine root cause of system downtime
- Assessment of WAN weekly performance report from SITA
- Perform impact assessment of downtime of system and escalate to relevant department and where necessary OTP, SITA and NT
- Compile assessment reports for poor performance per department.

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 units APP.
- Monitor and report on the implementation of the operations plan i.e. 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 vacancies are filled timeously and that the recruitment, selection and placement of staff is according to laid down policy and procedures.

5. DEPUTY DIRECTOR: PROVINCIAL MOVABLE & IMMOVABLE ASSET MANAGEMENT

SALARY PACKAGE : R569, 538 PER ANNUM

SALARY LEVEL : 11

REF : PT15 /58

Purpose: To enhance, monitor and enforce transparent and effective management of movable & immovable assets.

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in an Accounting /Financial Management/Public Finance with Accounting as a major subject plus Minimum of 5 years experience in Financial Management/Supply Chain Management/Public Finance/Immovable Asset Management environment of which 3 years should have been at an Assistant Director level.

Applicants must possess the following Skills and Competencies:

Computer Skills (Word, Excel, Outlook). Knowledge of Legislation & Prescripts. Presentation Skills. Audit Skills (Ability to verify controls and collect evidence). Interpretation Skills (Cause & effect analysis). Drivers license is essential

KEY PERFORMANCE AREAS:

MANAGE MOVABLE AND IMMOVABLE ASSET MANAGEMENT POLICY, NORMS AND STANDARDS.

- Coordinate the assessments on the extent to which asset management related controls are implemented within departments.
- Facilitate and implement strategies to address gaps identified by assessment results.
- Coordinate and evaluate the implementation of these corrective strategies and provide senior management with periodic reports.
- Facilitate and coordinate in the development and implementation of appropriate asset management policy.
- Manage the treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines.
- Manage 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.

- Facilitate and provide support in the review and implementation of annual provincial GIAMA implementation plan by custodial department.
- Contribute towards the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with the custodial department.

PROVIDE SUPPORT IN PROVINCIAL DEPARTMENTS WITH ASSET MANAGEMENT CAPACITY BUILDING.

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

MANAGE AREA OF RESPONSIBILITY

- Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timelines
- Resolve problems of motivation and control with minimum guidance from management
- Delegate functions to staff based on individual potential and provide necessary guidance and support
- 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.

6. ASSISTANT DIRECTOR : ICT - USER SUPPORT

SALARY NOTCH : R289, 761 PER ANNUM

SALARY LEVEL : 09

REF : PT15 /59

Purpose: To assist with the provision of information communications technology services

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Computer Science / Information Systems / Information Technology or any other related field. Minimum 3 years experience in User Support. Knowledge of Public Finance Management Act. SITA Act. Relevant qualifications are advantageous e.g. ITIL Foundation, MCSA.



KEY PERFORMANCE AREAS:

MANAGE ICT SERVICE DESK: Provide IT service desk as a single point of contact for the recording of all ICT incidents and problems. Ensure that all calls (including 3rd party calls to manufactures) are resolved and closed within the allocated SLAs. Ensure that all 2nd and 3rd line calls are escalated to the relevant officials and hardware support cases are logged with the manufacturer and resolved on time. Provide high level technical solutions and support services to end users. Assign work to technical staff to ensure timely and effective response to user needs. Produce monthly and quarterly Service Desk reports. **MAINTAIN USER MANAGEMENT SERVICES:** Create new users on Active Directory and on the Telephone System. Disable and enable accounts for users who have resigned and/or retired. Update user information. Reset user passwords on Active Directory and on the Telephone System. **MAINTAIN DESKTOP INFRASTRUCTURE:** Provide hardware & software services for new or upgrade to current desktops, laptops and peripherals, client software and business applications. Assess and replace out-of-warranty malfunctioning ICT infrastructure. Prepare requirements/specifications documentation of ICT equipment when required for procurement. Provide asset management services for accuracy and completeness of IT hardware and software. This includes asset control and utilization, and maintenance of technology standards (hardware and software configuration, warranty and leasing period, pricing, etc.). Prepare monthly asset report and conduct quarterly audit for completeness and accuracy. **MANAGE CUSTOMER RELATIONS:** Monitor and improve end user experience on IT services and support rendered. Gather monthly end user feedback through helpdesk reports, survey and interviews and conducts half-yearly survey. Follow-up on support issues with dissatisfied customers to ensure that problems are resolved.

SKILLS REQUIRED

Must be able to provide advanced support for various hardware platforms, operating systems, software and application packages; Analytical and problem solving skills. Must have technical knowledge of the various operating system (windows 7, 8, 8.1, server 2008 R2 and Server 2012). Broad knowledge of technical support functions and troubleshooting software applications. Understanding of Microsoft network computing environments. Strong communication and planning skills. Commitment to customer and team-oriented management. Ability to manage and supervise staff.

7. ASSISTANT DIRECTOR	: FINANCIAL ACCOUNTING & REPORTING
SALARY NOTCH	: R289, 761 PER ANNUM
LEVEL	: 09
REF	: PT15/60

Purpose: To facilitate the implementation of the Accounting Standards and Services to Provincial Departments.

REQUIREMENTS

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of Recognised Prior Learning (NQF 6 as assessed by a recognised university) majoring in Accounting or Auditing plus minimum of 3 years' experience in Accounting environment . Expert knowledge of Ms Office (Ms Word, Ms Excel, Powerpoint), as well as BAS, LOGIS and PERSAL systems will be an added advantage.

Applicants must possess the following Skills and Competencies: In depth understanding and application of public sector reporting systems PFMA, GRAP, MCS and Treasury Regulations, including BAS System, LOGIS system and PERSAL System. Leadership skills, problem solving skills, interpersonal skills, good communication skills (verbal and written) as well as management of financial and human resources will be critical.

KEY PERFORMANCE AREAS:

SUPPORT THE COORDINATION OF THE REPORTING PROCESS: Monitor and provide support to departments and entities in fulfilling their reporting and accounting processes and compliance with relevant accounting policies and guidelines. Review and assist departments in addressing the exceptions on Annual Financial Statements and Annual Reports.

ASSIST WITH THE PROGRAMMES TO IMPROVE DATA INTEGRITY AND USEFULNESS OF REPORTED INFORMATION: Analyse and review of the departments' books of accounts and support departments and entities in clearing exceptions on suspense accounts, including mediating disputes on inter departmental balances. Contribute to the In Year Monitoring reports by reporting on the status of suspense accounts.

SUPPORT MEASURES ACHIEVED AND SUSTAIN POSITIVE AUDIT OUTCOMES:

Support departments and entities in developing and executing Audit Intervention Plan by reviewing and providing feedback on interim reports. Support department and entities in clearing Irregular and Fruitless and Wasteful Expenditures. Engage with other transversal units to

promote collaborative efforts to improve financial management maturity. Strengthened communication platforms by presenting and sharing financial management exceptions to the CFO Forum. Prepare progress reports on the plans to improve the provincial audit outcomes as outlined in the Provincial Audit Improvement Plan.

MANAGE THE CONSOLIDATION OF PROVINCIAL DEPARTMENTS' ANNUAL FINANCIAL STATEMENTS

- Support the identification of inter-departmental balances and preparation and submission of Consolidated Annual Financial Statements of Departments and Public Entites to Auditor General and respond to audit queries thereof.
- Support reporting by unit of consolidated reports on Audit Interventin Plan, Circular 1,Suspense Accounts and irregular and fruitless expenditures.

8. ASSISTANT DIRECTORS: PROVINCIAL MOVABLE & IMMOVABLE ASSET MANAGEMENT (2 POSTS)

SALARY NOTCH : R289, 761 PER ANNUM
SALARY LEVEL : 09
REF : PT15 /61

Purpose: To render transparent and effective management of movable & immovable assets

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of Recognised Prior Learning (NQF 6 as assessed by a recognised university) in Financial Management / Public Finance with Accounting as a major plus Minimum of 3 years experience in Supply Chain Management/ Financial Management / Asset Management /Public Finance/ Immovable Asset Management.

Applicants must possess the following skills: Computer Skills (Word, Excel, Outlook), Knowledge of AM Legislation & Prescripts, Presentation Skills, Audit Skills (Ability to verify controls and collect evidence), Interpretation Skills (Cause & effect analysis). Drivers license is essential.

KEY PERFORMANCE AREAS:

RENDER AND IMPLEMENT MOVABLE AND IMMOVABLE ASSET MANAGEMENT POLICY, NORMS AND STANDARDS



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- Coordinate the assessments on the extent to which asset management related controls are implemented within departments.
 - Facilitate and implement strategies to address gaps identified by assessment results.
 - Coordinate and evaluate the implementation of these corrective strategies and provide senior management with periodic reports.
 - Facilitate and coordinate in the development and implementation of appropriate asset management policy.
 - Assist in the management, treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines.
 - Facilitate and coordinate 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.
 - Facilitate and provide support in the review and implementation of annual provincial GIAMA implementation plan by DRPW.
 - Assist in the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DRPW.

PROVIDE SUPPORT IN PROVINCIAL DEPARTMENTS WITH ASSET MANAGEMENT CAPACITY BUILDING.

- Assist in preparation of annual assessments of provincial asset management structures for adequacy and relevance to perform asset management function.
- Support the identification of training needs and planning for relevant training.
- Prepare all the necessary documentation for 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.

9. ASSISTANT DIRECTOR : BUDGET MANAGEMENT (MANAGEMENT ACCOUNTING)

SALARY NOTCH : R289, 761 PER ANNUM
SALARY LEVEL : 09
REF : PT15/62

Purpose: To facilitate provisioning of departmental Budget process services, monitoring and controlling budgets and cash flow and allocation adjustments.

REQUIREMENTS

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of Recognised Prior Learning (NQF 6 as assessed by a recognised university) with Management Accounting as a major subject plus Minimum of three (3) years experience in a finance environment. Certificate in MS Excel must be attached.

Applicants must possess the following Skills and Competencies: Understanding and application of the following prescripts: PFMA, National Treasury Regulations, GRAP, Public Service Regulations, Annual Financial Statement Guidelines, National Treasury Practice Notes, MTEF guidelines, Standard Chart of Accounts (SCOA), Budget Circulars and Budget policies. Management accounting. Project management and Problem solving. Planning and organising. Analytical and report writing skills. Ability to work under pressure, independently and in a team. Creativeness and innovativeness. Knowledge of MS Office (MS Word, MS Excel, MS Powerpoint). Knowledge of visual basic application (VBA) for MS Excel.

KEY PERFORMANCE AREAS:

MANTAIN DEPARTMENTAL BUDGET PROCESS: Analyse and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify the respective programme's priorities and projects in terms of the annual performance plan. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Prepare appropriation accounts for interim and annual financial statements.

PREPARE REPORT REQUIRED FOR MONITORING OF BUDGETS FOR THE DEPARTMENT: Analyse and consolidate departmental annual cash flow projections. Analyse and consolidate departmental In Year Monitoring report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. **RENDERING OF BUDGETARY SUPPORT TO THE DEPARTMENT:** Provide budgetary support, analysis, advice and guidance to the respective programme. Promptly respond to the respective programme enquiries. Facilitate training on budget related issues. Prepare budget and expenditure analysis reports.

10. ASSISTANT DIRECTOR : RISK MANAGEMENT	
SALARY NOTCH	: R289, 761 PER ANNUM
SALARY LEVEL	: 09
REF	: PT15 /63



REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial Management / Public Finance / Risk Management or a related field plus a Minimum of 3 years experience in Finance / Risk Management or related field. A valid driver's licence is a pre-requisite.

Applicants must possess the following Skills and Competencies: Knowledge and application of applicable legislative requirements. Governance & Risk Management. Risk Management Strategy. Diversity Management. Managing Conflict and Resolving Problems. Planning and Organising. Problem Solving. Decision Making. Problem solving skills. Analytical Thinker. Good Communication (verbal & written). Computer Literacy.

KEY PERFORMANCE AREAS:

FACILITATE THE DEVELOPMENT OF DEPARTMENTAL RISK MANAGEMENT STRATEGY

- Obtain inputs from stakeholders
- Assist in communicating the approved departmental strategy / framework

FACILITATE THE EFFECTIVE IMPLEMENTATION OF THE RISK MANAGEMENT STRATEGY

- Develop risk profile
- Conduct annual risk assessment
- Manage updating of risk register
- Manage the development of mitigating action plans
- Monitor the implementation of action plans to reduce risk.

FACILITATE SUBMISSION OF ACCURATE AND TIMEOUS MANAGEMENT REPORTS

- Coordinate submission of risk reports to oversight structures

11. ASSISTANT DIRECTOR : CREDITORS SERVICES

SALARY NOTCH : R289,761 PER ANNUM

SALARY LEVEL : 09

REF : PT15/64

PURPOSE: To coordinate and render the effective and efficient management of Liabilities in the Departments order to ensure prudent cash management, asset restructuring and financial management.



REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Commerce / Financial Management / Management Accounting or related field plus a Minimum of 3 years experience in Creditor management related field.

KEY PERFORMANCE AREAS:

CO-ORDINATE CONSOLIDATION OF COMPLIANCE REPORT

Compliance Report

- Request BAS downloads (register of payments)
- Assist in analyzing data and prepare findings
- Co-ordinate the consolidation of creditors settlement report
- Share the outcomes with Provincial Departments
- Assist in organizing awareness sessions on best practices on the payment cycle
- Communicate implementation plan on outcomes of the payment cycle
- Co-ordinate the settlement of the claims(queries) between creditors and the debtors within the Province.

**MONITOR PROVINCIAL DEPARTMENTS IN PAYING CREDITORS WITHIN 30 DAYS
(COMPLIANCE WITH N.T.R 8.2.3)**

Age Analysis Report

- Circulate reminder on collection of National Treasury Instruction Note 34 (Annexure B)
- Request accrual payment plans from all departments in the beginning of each financial year.
- Prepare Accrual spread sheet / Report
- Issue Accruals Reporting Template to all Provincial Departments in the beginning of each financial year
- Conduct awareness to departments to share best practices on settlement of Accruals and accurate reporting of National Treasury Instruction Note 34 (Annexure B)

12. ASSISTANT DIRECTORS : ACQUISITION MANAGEMENT (2 POSTS)

SALARY	: R361, 659 PER ANNUM
SALARY LEVEL	: 10
REF	: PT15 /65

PURPOSE: To render support in Management of Acquisition processes in the Department.



REQUIREMENTS: A minimum three year National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Commerce / Supply Chain Management / Procurement / Logistics or any other related field plus minimum of 3 years practical experience in Logistics / Procurement services. Microsoft Excel, Microsoft Word & PowerPoint, Knowledge of Government Systems, e.g. LOGIS, BAS & PERSAL

Applicants must possess the following Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act, PPPFA & Regulations, B-BBEEA, Supply Chain Management Policies and Practices, Treasury Regulations, SCM Practice Notes and Circulars, Risk Management Policies and Practices. Must possess Financial Management skills and Budget preparation. Good Communication Skills (verbal & written). Project Management, Planning and Organising, People Management and Problem Solving, Decision Making and Client orientated.

KEY PERFORMANCE AREAS:

CO-ORDINATE, REVIEW AND EXECUTE THE BIDDING PROCESS

- Compile bid documents.
- Publish Tenders/Quotations Invitations.
- Closing, receiving and open bid documents.
- Compile pre-evaluation of bids
- Render secretariat services to the Quotations Committee, Bid Evaluation Committee and Bid Adjudication Committee
- Advise committee members and stakeholders on SCM prescripts.

CO-ORDINATE, REVIEW, AND COMPILE THE LIST OF PROSPECTIVE SERVICE PROVIDERS FOR QUOTATIONS

- Invite service providers for an Expression of Interest
- Receive & facilitate the evaluation and adjudication of the Expressions of Interest.
- Compile database of approved suppliers / service providers.
- Ensure effective rotation of suppliers

SUPPORT THE FUNCTIONAL OPERATION OF THE SUB- DIRECTORATE: SUPPLY CHAIN MANAGEMENT UNIT (ACQUISITION MANAGEMENT)

- Give support to the design and development of acquisition management policies processes and procedures.
- Render assistance to the execution of the acquisition management plan.

- Review the acquisition management activities by ensuring compliance to SCM prescripts to avoid unauthorized, irregular, fruitless and wasteful expenditure.
- Perform other activities as required to achieve the goals of the department.
- Compile monthly reports on Acquisition Management Activities.

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.

13. ASSISTANT DIRECTOR: INTERGRATED PLANNING, MONITORING, EVALUATION & POLICY COORDINATION

SALARY NOTCH : R289, 761 PER ANNUM

SALARY LEVEL : 09

REF : PT15 /66

Purpose: To facilitate the coordination of strategic planning, monitoring and policy coordination.

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Public Admin/Public Management or any other related field plus minimum of three (3) years' experience in related field.

KEY PERFORMANCE AREAS:

Support the co-ordination and the maintenance of Strategic Planning guidelines

- Coordinate the development of the departmental performance management framework.
- Facilitate implementation of National Treasury Framework for Strategic Plans and Annual Performance Plans
- Facilitate the alignment of the departmental strategy to government priorities



FACILITATE STRATEGIC AND OPERATIONAL PLANNING PROCESSES:

- Assist in the development of Strategic Plans, Annual Performance Plans and Operational Plans
- Coordinate the submission of the budget vote documents
- Assist training and supporting programmes on key planning concepts
- Assist programmes on the alignment of their plans to the budget

FACILITATE ORGANISATIONAL PERFORMANCE

- Ensure that all organisational performance reports are developed with clear portfolio of evidences
- Facilitate producing and submitting of all statutory documents
- Analyse organisational performance
- Facilitate the implementation of monitoring and evaluation principles and practices
- Implement the monitoring and reporting tools and systems
- Assist in complying with AGSA requests (RFI's) for Audit of Predetermined Objectives.
- Facilitate responses to Legislature requests

FACILITATE RESEARCH AND POLICY CO-ORDINATION:

- Facilitate the development and maintenance of protocols and guidelines for policy development and approval
- Facilitate the development and review of departmental policies
- Provide advice and support to internal units on policy development and approval matter
- Facilitate the development of a repository for departmental policy
- Collect, store, analyse and disseminate research information

14. ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT :COMPLIANCE AND SUPPORT

SALARY NOTCH : R289, 761 PER ANNUM

SALARY LEVEL : 09

REF : PT15 /67



Purpose: To provide assistance in the monitoring, evaluating and reporting on supply chain management system and assist the deputy director in the establishment of SCM Policy Norms and Standards

REQUIREMENTS:

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Supply Chain Management/Procurement/Financial Management or related field plus a minimum 3 years experience in Supply Chain Management or Procurement or related field.

Applicants must possess the following Skills and Competencies: Computer Skills (Microsoft suite). Knowledge of SCM Legislation & Prescripts, Presentation Skills, Policy & Procedure writing skills, Data Analysis (Trend analysis, statistical analysis & causal interpretation), Audit Skills (Ability to verify controls and collect evidence), Interpretation Skills (Cause & effect analysis). A valid code EB (08) drivers licence. Excellent verbal and written communication skills and interpersonal skills. Analytical and innovative skills.

KEY PERFORMANCE AREAS:

DEPARTMENTAL STRUCTURAL COMPLIANCE

- Develop SCM Policy Norms and Standards
- Continuous improvement of the SCM system
- Provide advice, guidance and support on implementation of SCM Policy Norms and Standards
- Draft clarifications on the interpretation or disputes arising from the implementation of SCM policies, norms and standards
- Review SCM systems and processes to identify areas for improvement
- Undertake research and compile/ update the Provincial price index

COORDINATE REPORTING ON THE IMPLEMENTATION OF SCM IN DEPARTMENTS

- Assist in the development of departmental specific monitoring plans and conduct on site compliance assessments
- Monitor reporting of contract information on prescribed reporting systems
- Manage the monitoring and reporting on adherence/non-adherence to procurement plans
- Manage reporting on adherence / non - adherence to the price index

MANAGE FINANCIAL RESOURCES



- Ensures that assets allocated for your use are managed, maintained and safeguarded

15. ASSISTANT DIRECTORS : INFRASTRUCTURE PLANNING (2 POSTS)

SALARY NOTCH : R289, 761 PER ANNUM

SALARY LEVEL : 09

REF : PT15 /68

Purpose: To render support on the planning of infrastructure delivery by provincial departments and public entities.

REQUIREMENTS:

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Accounting/ Economics/ Public Administration/Built Environment or related field plus minimum of 3 years experience in Financial Management/ Business/ Built Environment with an emphasis in public sector infrastructure delivery.

KEY PERFORMANCE AREAS:

PROVIDE AND RENDER SUPPORT TOWARDS THE INFRASTRUCTURE FUNDING FRAMEWORKS AND LONG TERM INFRASTRUCTURE PLANNING

- Implement and execute Provincial Infrastructure Planning in provincial departments.
- Provide and render support on the adoption and implementation of unified IDMS norms and standards, including the project gateway system
- Render support on the implementation of the provincial infrastructure framework
- Provide and render support on Service Plans, U-AMPS and C-AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value for money, financial credibility and compliance;
- Coordinate inputs into the development, implementation and monitoring of a customised and institutionalised infrastructure monitoring system for provincial departments;
- Coordinate inputs into SDA compliance with Provincial IDMS requirements
- Implement inputs in respect of the alignment of IDPs with Provincial Infrastructure Plans

EXECUTE AND IMPLEMENT PROVINCIAL INFRASTRUCTURE PLANS

- Execute infrastructure project in terms of norms and standards, affordability, provincial goals, life cycle costing and maintenance plans.



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- Implement and provide support on infrastructure projects to ensure that these are done efficiently, effectively, economically and equitably.
 - Monitor the work of Implementing Agents to ensure that they comply with the PFMA, IDMS, DORA and PIDF requirements
 - Coordinate the submission of reports to all relevant stakeholders on progress made with infrastructure planning, spending and implementation of infrastructure projects.

PROVIDE SUPPORT ON THE PLANNING OF THE INFRASTRUCTURE PROJECTS OF PROVINCIAL DEPARTMENTS IN TERMS OF VALUE FOR MONEY CONSIDERATIONS

- Provide support on planning of departmental infrastructure projects to determine if they are planned in line with norms and standards requirements.
- Provide and coordinate inputs on the compilation of site visits schedule to investigate elements of value for money (e.g. payments are compared against physical progress made with infrastructure project implementation, strategic brief information and submit reports)

16. ASSISTANT DIRECTOR	: BAS SYSTEM CONTROLLER
SALARY NOTCH	: R289,761 PER ANNUM
SALARY LEVEL	: 09
REF	: PT15 /69

Purpose: To render support in managing effective departmental BAS system control support in the department.

REQUIREMENTS

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial Management plus Minimum of 3 years experience in Financial Management / Financial Accounting .Knowledge of BAS system. Computer literacy.

Applicants must possesses the following Skills and Competencies: Understanding of Legislation, regulations and policies that governs the Public Service. Knowledge & application of Public Finance Management Act (PFMA) . Financial Accounting. Investment and cash management. Project Management. Interpersonal Relations. Planning and Execution. Communication.

KEY PERFORMANCE AREAS:

TO RENDER BAS SYSTEM SUPPORT IN THE DEPARTMENT

- Assist in the creation of new segment detail structure for purposes of budget capturing and Persal integration
- Assist in the maintenance of user account management i.e. security profile
- Assist as a communication link between National Treasury and the department
- Provide BAS training to users so as to provide better understanding of the system to users.

RENDER SUPPORT IN CLEARING EXCEPTION REPORTS FOR EFFICIENT MONTHLY BAS CLOSURE

- Monitor BAS ledger accounts.
- Monitor bank and Persal exceptions in preparation of month closure.

PREPARE WEEKLY AND MONTHLY FINANCIAL REPORTS.

- Preparation of weekly and monthly cash-flows in order to make sure that funds are available on the Departmental bank account;
- Confirm Exchequer releases, to ensure that cash requested by the Department from Cash management reconciles
- Conduct revenue reconciliation for purposes of financial year end
- Perform various activities that contribute to the preparation of banking instructions.

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).
- Short listed candidates will be required to undergo competency assessments.
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job.
- All short listed candidates will be required to undergo security clearance.
- All the appointments are subject to State Security Agency (SSA) security screening.

PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to some of these posts the department may give preference to the following employment equity target groups if they apply and meet the requirements:

- People with Disabilities
- Coloured Females;
- Coloured Males;
- White Females;
- White Males

Applications should be forwarded through one of the following options:

- **Post to:** The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag x0029 ,Bhisho,5605
- **Hand Delivery to:** Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho.

Enquiries can be directed to Ms B. Ndayi at 040-1010 072/71

Closing Date: 20 NOVEMBER 2015

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED

NO FAXED APPLICATIONS WILL BE ACCEPTED