

**1. DIRECTOR : MUNICIPAL INFRASTRUCTURE PERFORMANCE**

**SALARY PACKAGE : R864 177 PER ANNUM**

**SALARY LEVEL : 13**

**REF : PT15 / 70**

**(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 structured according to the individual's needs).**

To oversee, provide support, monitor, report on infrastructure such that infrastructure performance is enhanced through the provision of civil/structural engineering inputs and guidance including all aspects of innovative and complex engineering applications for the development of infrastructure policies, systems, projects, norms and standards aligned to the Provincial Infrastructure Delivery Management System (IDMS). Playing a catalyst role in implementation of infrastructure projects in the province.

**REQUIREMENTS:** Degree in Civil / Structural Engineering plus Public Sector Management and/or related Management experience in the design and delivery of infrastructure programmes [Five years]. Five Years' middle management experience. Experience in Local Government Infrastructure environment. Project Management, Financial Management, Strategic Management, People Management experience. Knowledge of relevant legislation including CIDB Act, PFMA, MFMA, Provincial Infrastructure Delivery Management System (IDMS). Computer Skills (Word, Excel, Outlook). Presentation Skills. Interpretation Skills (Cause & effect analysis)

**Added advantage:** Knowledge and experience in contract Management (knowledge of the various forms of contracts). Understanding of Infrastructure Construction Procurement methodologies.

## **KEY PERFORMANCE AREAS:**

### **Infrastructure Performance Management for spheres of Government**

- Facilitate the development, updating and review of the IDMS framework (s), risk and performance management system that will be applicable to Municipalities and Municipal Public Entities.
- Conduct quality assurance on the documented IDMS framework (s), risk and performance management system.
- Manage the implementation of the IDMS framework(s), risk and performance management system.
- Formulate inputs for submissions to National Treasury on Guidelines for infrastructure performance [includes Infrastructure Delivery Management Toolkit].
- Manage the assessment of Service Delivery Agreements and/or Memorandum of Agreements and/or contracts entered into between Municipalities and Implementing Agents or Contractors. [Where applicable].
- Manage the participation of Provincial Treasury on all infrastructure governance structures.
- Provide guidance to the development of infrastructure policies and systems required for improving infrastructure delivery performance applicable to provincial and local sphere and Implementing Agents in collaboration with relevant stakeholders.
- Manage the development, updating and implementation of infrastructure policies, systems, Standard Operating Procedural manuals, Codes of Practice, Best Practice Notes and Provincial Treasury Circulars.
- Manage the implementation of capacity building activities for improved infrastructure performance.
- Manage the development of best practices and implement training, community of practices and related interventions to promote improved infrastructure management.

### **Integrated Infrastructure Planning Portfolio Management for all spheres of Government**

- Ensure that infrastructure plans are integrated with both the provincial and local sphere (IDPs) based on spatial requirements.
- Manage the assessment and alignment of Integrated Development Plans projects with Provincial infrastructure projects
- Prepare reports and presentations for infrastructure governance structures including the Infrastructure MTEC.

- Assess infrastructure procurement strategies/plans. Review the assessment of infrastructure procurement delivery management arrangements including the capability of Implementing Agents, Contractors and or Municipalities to implement their own projects and make recommendations.
- Implement methodologies to assess the impact of preventative maintenance. Update in line with Director PIP

### **Infrastructure Project/Programme Review Management**

- Playing a catalyst role in implementation of infrastructure projects in the province
- Assess adherence to Service Delivery Agreement
- Prepare reports and presentations on progress made with implementation of infrastructure projects/programmes.
- Manage the validation of infrastructure procurement processes during the different procurement stages.
- Provide inputs to the Transversal Supply Chain Management focussing on the promotion of effective and efficient implementation of infrastructure projects/programmes.
- Manage the assessment of Consolidated Infrastructure Plans and SDBIPs.
- Monitor progress with projects against updated Consolidated Infrastructure Plans, SDBIPs and related information sources.
- Manage the design and implementation of Site Performance Evaluations.
- Prepare reports and presentations regarding infrastructure projects for Project, Public Participation and related Stakeholder Forums.
- Manage the implementation of annual evaluations of progress made with infrastructure projects and programmes.
- Manage the participation of Provincial Treasuries in post project and post occupancy evaluations.

### **Operations, Services and Maintenance**

- Manage the validation of plans and budgets for condition and functional assessments.
- Ensure lifecycle costing is implemented; Implement the monitoring of maintenance plans and budgets.
- Manage assessments to ascertain that immovable assets transferred to Municipalities are budgeted for and operated effectively and efficiently.

## **Infrastructure Financial Management in the Province**

- Direct the assessment of infrastructure budgets against cost norms, work in progress and commitments.
- Direct the assessment of pre-feasibility and feasibility studies.
- Direct the assessment of Business Plans for Infrastructure Projects.
- Guide the implementation of activities to assess progress and value for money in terms of how budgets are achieving the deliverables in terms of projects and make final recommendations.
- Guide the assessment of roll overs in line with sector specific criteria.
- Direct a review of a minimum of 5 % of all infrastructure projects where spending exceeded 20% of the contract values and express an opinion on whether the spending was justified.
- Monitor the spending against transfers made and report on progress and enforce compliance

## **2. EXECUTIVE SUPPORTS TO DEPUTY DIRECTOR-GENERAL: FINANCIAL GOVERNANCE & MUNICIPAL FINANCIAL GOVERNANCE (2 POSTS)**

**SALARY PACKAGE : R 569 538 PER ANNUM**

**SALARY LEVEL : 11**

**REF : PT 15/ 71**

### **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 Finance or Auditing, having completed articles plus at least three (3) years relevant experience at an Assistant Director level. Experience in the public sector financial environment and/or a relevant Postgraduate qualification will be an added advantage.

Proven record of interacting at a strategic level with advanced project management and communication skills. Advanced technological skills (competent on the use of Microsoft Applications, innovation capabilities and excellent problem solving skills. A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, GAAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers' licence.

### **KEY PERFORMANCE AREAS:**

Support the office of the Deputy Director-General on the planning and execution of departmental programmes, including stakeholder management, preparing and reporting on programme budgets, preparation of monthly/annual reports, develop and maintain service standards,

develop and communicate operating procedures, manage correspondence, manage programme performance around leave, assets, meeting administration and Performance Management and Development Systems (PMDS) to ensure overall programme effectiveness in line with the applicable legislation and / policies.

**3. DEPUTY DIRECTOR : DEMAND MANAGEMENT**

**SALARY PACKAGE : R569, 538 PER ANNUM**

**SALARY LEVEL : 11**

**REF : PT15 / 72**

**Purpose:** To manage the provision of Demand Management Services for the department.

**REQUIREMENTS:**

Minimum 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 / Logistics / or any other related field plus a Minimum of 5 years' practical experience in Procurement / Demand Management and / or related field of which 3 years should be at an Assistant Director level. Microsoft Excel, Microsoft Word & PowerPoint, Knowledge of Government Systems, e.g. LOGIS and BAS.

**KEY PERFORMANCE AREAS:**

**MANAGE THE IMPLEMENTATION OF DEMAND MANAGEMENT POLICIES AND PROCEDURES IN THE DEPARTMENT:**

- Render guidance and advice to departmental employees on demand management matters to promote correct implementation and sound demand management practices.
- Co-ordinate the need analysis and costing of projects.
- Conduct market analysis.
- Determine the lead and delivery time of each commodity.
- Analyse the supplying industry and or issue Expression of Interest.
- Monitor effectiveness of departmental policies with regards to demand management.

## **MANAGE DEVELOPMENT OF ANNUAL PROCUREMENT PLAN**

- Review, analyse and monitor demand management plan
- Manage the implementation of the demand management plan
- Consolidate and monitor procurement plan for the department.

## **OVERSEE THE DEVELOPMENT OF GOODS & SERVICES SPECIFICATIONS**

- Determine whether specifications should contain any special conditions
- Compile tender / quotation specifications, request for proposal as required
- Determine whether specification for the relevant commodity exists, if not collect information and compile specification / terms of reference
- Ensure functioning of the Bid Specification, Quotations Committee and render a secretariat service to the relevant committees.

## **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
- Ensure assets are managed, maintained and kept safely by subordinates.

**Applicants must possess the following skills and competencies:** Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPFA ,BBBEE, National Treasury Regulations, Supply Chain Management Practices and Policies, Risk Management Policies and Practices, Financial Accounting. Budget preparation, Bid Administration and Procurement. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving , Decision Making and Project Management.

**4. DEPUTY DIRECTOR : HRD & PERFORMANCE MANAGEMENT AND DEVELOPMENT**

**SALARY PACKAGE : R569, 538 PER ANNUM**

**SALARY LEVEL : 11**

**REF : PT15 / 73**

**Purpose:.** To manage and facilitate Individual Development Programmes 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 Human Resource Management / Human Resource Development or any related field plus a Minimum of 5 years in Human Resource Development environment of which 3 years experience must have been at an Assistant Director Level. Driver's licence (Code 8 or equivalent).

**KEY PERFORMANCE AREAS:**

**MANAGE AND MONITOR THE IMPLEMENTATION OF THE SKILLS DEVELOPMENT POLICIES AND STRATEGIES:**

- Develop, review and monitor the implementation of HRD policies, strategies and procedures
- Develop HRD plan and ensure that the HRD plan supports and is aligned to the objectives of the department
- Develop, review and monitor the implementation of PMDS policy.

**MANAGE IMPLEMENTATION OF TRAINING AND DEVELOPMENT PROCESSES AND PROGRAMMES**

- Manage the co-ordination of a needs analysis on the basis of personal development plans and feedback from performance management appraisals
- Compile training and development needs report
- Compile a work place plan from the identified training needs
- Ensure that skills development is aligned with the employment equity plan of the department.

## **MANAGE BURSARY SCHEME, LEARNERSHIP AND INTERNSHIP PROGRAMMES**

- Manage the implementation of the departmental bursary scheme.
- Manage the implementation of internship and learnership programmes
- Monitor alignment of learnerships and internship programmes to SETA, HEQF and the department's requirements
- Manage recruitment and professional development of learners and interns and that relevant and applicable contracts are in place
- Report regularly on implementation of learnerships, internships and bursary scheme.

## **MANAGE AND MONITOR IMPLEMENTATION OF PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM**

- Supervise the development and updating of accurate PMDS database
- Manage implementation of performance incentives schemes and ensure implementation complies with the applicable legislative framework requirements.
- Monitor and report on compliance to PMDS policy framework.

## **MANAGE AND MONITOR IMPLEMENTATION OF TALENT MANAGEMENT INITIATIVES**

- Develop, administer and monitor implementation of Talent Management policy frameworks
- Monitor alignment of departmental policies and practices to national and provincial guideline and take appropriate remedial actions, where necessary.
- Research best practice on career development, career pathing and talent management practices
- Submit quarterly management reports on implementation of talent management initiatives.

## **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
- Ensure assets are managed, maintained and kept safely by subordinates.

## **5. DEPUTY DIRECTORS: MUNICIPAL FINANCIAL GOVERNANCE (3 POSTS)**

### **(MUNICIPAL BUDGET)**

|                       |                              |
|-----------------------|------------------------------|
| <b>SALARY PACKAGE</b> | <b>: R 569 538 PER ANNUM</b> |
| <b>SALARY LEVEL</b>   | <b>: 11</b>                  |
| <b>DISTRICTS</b>      | <b>: 1X CHRIS HANI</b>       |
|                       | <b>: 1X JOE GQABI</b>        |
|                       | <b>: 1X AMATHOLE</b>         |
| <b>REF</b>            | <b>: PT15 / 74</b>           |

**Purpose:** To monitor and provide specialist support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance and report on MFMA implementation.

### **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/Financial Accounting or related field plus Minimum of 5years experience in Finance or related field of which 3 years must have been at an Assistant Director level.

### **KEY PERFORMANCE AREAS:**

#### **Monitor and provide specialist support on budget planning and implementation:**

- Conduct training/workshop sessions for municipal officials on the planning and implementation of the Municipal Budget and Reporting Regulations as prescribed by National Treasury;
- Assess and advise on sustainability and credibility of the municipal budgets in line with MFMA, regulations, circulars and the funding compliance tool;
- Engage municipalities in municipal benchmarking exercise on all tabled and adopted budgets;

- Support municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption;
- Implement processes on the Provincial Intervention when a municipalities does not or cannot fulfil an executive obligation in terms of the Constitution or legislation;
- Daily follow-up with municipalities on verification process in terms of submissions and uploading to the NT database;
- Submission of aligned budget verifications to NT for publication and coordinate the Quarterly Verification process of municipal information on the National Treasury database;
- Compile IYM Assessments with the focus on performances that is not in line with projections, reasons for variances, status of debtors and creditors and recommendations (highlighting red flags);
- In-year monitoring reports evaluated on the implementation of the budget in order to enhance conformance, accountability, data integrity and efficiency in municipalities and feedback provided to municipalities;
- Conduct review of Municipal Annual Report per National Treasury prescripts;
- Assist Director to submit input to the consolidated report to National Treasury on the monthly statement on the state of municipalities' budgets;
- Assist Head Office to compile EXCO presentation of municipal budget performance by providing individual inputs for each district;
- Assist in the monitoring of the roll over process of gazetted transfers from provincial departments to municipalities as contained in the main and adjusted provincial budgets and collate and consolidate roll over applications received from municipalities;
- Prepare SDBIP assessment on approved SDBIP's of municipalities and assess the financial health and sustainability based on the Sec.72 mid-year report submitted by the municipality and provide input for the Adjustment Budget;
- Source relevant debt reports and returns from municipalities and;
- Assist in developing monitoring, measurement and reporting tools regarding outstanding government debt owed to municipalities;
- Facilitate engagements between organs of state to resolve issues pertaining outstanding government debt;
- Monitor and follow up on the outstanding government debt owed to municipalities by government departments, prepare consolidated reports for reporting to organs of state and other stakeholders;

- Participate in monthly debt technical task team meetings and assist with report to debt steering committee on the outstanding government debt;
- Provide input to the quarterly submission on the outstanding debt owed to municipalities by government departments to key stakeholders.

**Monitor and support municipalities on governance and institutional management, in line with MFMA requirements (MFMA Compliance):**

- Ensure that municipality complies with the implementation of the MFMA Plans by providing on-going assistance, support and guidance;
- Identify municipal financial problems requiring attention and support municipalities to resolve issues;
- Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities;
- Monitor SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with Budget Regulations and Business Processes.
- Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures quarterly;
- Review and assess Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities;
- Assist in the development and monitoring of Financial Recovery Plans for municipalities where necessary;
- Assist in co-ordinating input required for the quarterly NT MFMA Joint meetings;
- Coordinate comments on the new regulations/circulars issued by National Treasury for submission to the Director;
- Assist with the provision and preparation of inputs / report for TCF meetings and follow-up on TCF resolutions;
- Source credible information to prepare accurate responses to Parliamentary questions for submission to Director;
- Assist with information sessions relating to MFMA reforms and capacity building initiatives (MFMA Induction) for both municipal officials & councillors.

- Assist with reporting to the Standing Committee on Local Government regarding local government financial matters.

**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 directorate's assets are managed, maintained and kept safely
- Weigh up financial implications of propositions and align expenditure to cash flow projection

**MANAGE AREA OF RESPONSIBILITY:**

- Supervise and co-ordinate the effective and efficient running and management of the directorate
- Develop and implement service delivery improvement programmes;
- Develop and supervise the implementation of the directorate's Annual Operational Plans monitor and report on the implementation thereof monthly, quarterly and annually (Effective Performance Management)
- Ensure that performance agreements and development plans are developed and implemented for all staff in the 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
- Assess knowledge and technical capabilities of directorate officials to support training and development of skills
- Preparing and presenting quarterly operational reports to the relevant key stakeholders.

**6. DEPUTY DIRECTORS: MUNICIPAL FINANCIAL GOVERNANCE (2 POSTS)**

**(MUNICIPAL SCM & ASSET MANAGEMENT)**

|                       |                                   |
|-----------------------|-----------------------------------|
| <b>SALARY PACKAGE</b> | <b>: R 569 538 PER ANNUM</b>      |
| <b>SALARY LEVEL</b>   | <b>: 11</b>                       |
| <b>DISTRICTS</b>      | <b>: JOE GQABI &amp; AMATHOLE</b> |

**Purpose:** To provide guidance and specialist support on compliance with the implementation of Financial Management & Annual Reporting Frameworks, Supply Chain Management and Asset Management issues in municipalities.

**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/Financial accounting plus Minimum of 5 years experience in Finance or related field of which 3 years must have been at an Assistant Director level.

**KEY PERFORMANCE AREAS:**

**Provide guidance and assistance on the technical application of accounting standards in compliance with the Financial Reporting Framework as required by the Municipal Finance Management Act:**

- Assess and determine the capability and capacity of Municipalities in relation to the implementation of the latest prescribed GRAP Reporting Framework as well as updates on Standards of GRAP and submit inputs for risk based training plan to the Director to improve compliance;
- Roll out training, provide advice and technical assistance/application on GRAP related issues to municipalities in the district in consultation with National Treasury;
- Prepare response to improve the quality of financial reporting by conducting research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board for submission to the Director;
- Conduct selected municipal visits to assess the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Director with recommendation to improve compliance with the MFMA;
- Provide report to the supervisor on the analysis and interpretation of Annual Financial Statements to ascertain financial health of municipalities;

- Monitor SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with GRAP Standards and Business Processes.
- Assess, advise and monitor municipalities with preparation of monthly, quarterly and annual financial statements;
- Review the analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out transversal support;
- Monitor and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements ;
- Direct, co-ordinate and conduct research for the development of Position Papers, on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction;
- Participate, in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms;
- Coordinate, manage and provide a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements;
- Conduct sessions and provide Financial Standing Procedure Manuals relating to Accounting in consultation with National Treasury;
- Guiding and advising stakeholders on accounting practice and issues and compile documents/presentations for discussion on various topics related accounting on various sessions;
- Respond to queries raised on accounting issues by providing advice and technical assistance to municipalities.

**To provide assistance, support and control mechanism on issues of compliance to Supply Chain Management (SCM), Asset Management (AM):**

- Develop analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities for submission to the Director;
- Conduct analysis of municipal SCM policy against the SCM Model Policy, legislation regulatory framework as well as National Treasury policy and practice notes and against any determined assessment tool ensuring that municipal SCM policy is aligned to current legislation and policy frameworks for SCM

- Designing and implementing SCM / moveable asset management training Interventions to develop skill and capacity within municipalities
- Assessment of compliance of regulatory framework for supply chain and moveable asset management
- Monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury
- Conduct research on queries/issues raised on SCM & AM through the help desk by municipalities and prepare response on improving compliance for submission to the Director
- Conduct assessment on the functionality of Bid Committees as per developed checklist and provide advice on gaps identified
- Participate in supplier open days and supplier developmental initiatives
- Monitor mSCOA Implementation Plans of municipalities against set timelines to improve compliance with mSCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes;
- Assess the training needs as support/intervention for municipalities to improve compliance to each district's unique needs and submit inputs for risk based/bespoke training plan to the Director
- Evaluate reports and conduct research to improve integrity of data on the financial systems to assist in compliance with SCM regulations;
- Conduct Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans and provide report to the Director on the recommendations to improve compliance with the MFMA.

**Monitor compliance with financial assets and liabilities and revenue management:**

- Assist in monitoring financial asset management compliance and compile a report;
- Assist with advisory services and commentary in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities.
- Monitor and facilitate the implementation of the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management.

- Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services.
- Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities.

**Manage area of responsibility:**

- Supervise and co-ordinate the effective and efficient running and management of the directorate;
- Develop and implement service delivery improvement programmes;
- Develop and supervise the implementation of the directorate's Annual Operational Plans monitor and report on the implementation thereof monthly, quarterly and annually (Effective Performance Management);
- Ensure that performance agreements and development plans are developed and implemented for all staff in the 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;
- Assess knowledge and technical capabilities of directorate officials to support training and development of skills.
- Preparing and presenting quarterly operational reports to the relevant key stakeholders.

**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 directorate's assets are managed, maintained and kept safely
- Weigh up financial implications of propositions and align expenditure to cash flow projections



## **7. ASSISTANT DIRECTORS: MUNICIPAL FINANCIAL GOVERNANCE (5 POSTS)**

### **(MUNICIPAL BUDGET)**

|                     |                             |
|---------------------|-----------------------------|
| <b>SALARY NOTCH</b> | <b>: R289 761 PER ANNUM</b> |
| <b>SALARY LEVEL</b> | <b>: 09</b>                 |
| <b>DISTRICTS</b>    | <b>: 1X JOE GQABI</b>       |
|                     | <b>1X AMATHOLE</b>          |
|                     | <b>1X OR TAMBO</b>          |
|                     | <b>1X ALFRED NZO</b>        |
|                     | <b>1 X SARAH BAARTMAN</b>   |
| <b>REF</b>          | <b>PT15 / 76</b>            |

**Purpose:** To provide hands-on support on the implementation of budgeting frameworks, institutional governance and report on MFMA implementation.

### **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/Financial Accounting or related field plus Minimum of 3 years experience in Finance/Administration and / or related.

### **KEY PERFORMANCE AREAS:**

#### **Assist in the technical hands-on support on budget planning and implementation:**

- Assist Deputy Director in collating information on training/workshop sessions for municipal officials on the planning and implementation of the Municipal Budget and Reporting Regulations as prescribed by National Treasury;
- Conduct assessment on sustainability and credibility of the municipal budgets in line with MFMA, regulations, circulars and the funding compliance tool and submit report to Deputy Director;
- Participate in the engagement of municipalities benchmarking exercise on all tabled and adopted budgets;
- Assist on supporting municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption;

- Provide hands-on support to municipalities on the budget verification process in terms of submissions and uploading to the NT database;
- Compile IYM Assessments with the focus on performances that is not in line with projections, reasons for variances, status of debtors and creditors and recommendations (highlighting red flags);
- In-year monitoring reports evaluated on the implementation of the budget in order to enhance conformance, accountability, data integrity and efficiency in municipalities and feedback provided to municipalities;
- Regular follow up by sourcing relevant debt reports and returns from municipalities and;
- Assist in developing monitoring, measurement and reporting tools regarding outstanding government debt owed to municipalities;
- Assist in the review of Municipal Annual Report per National Treasury prescripts
- Conduct reconciliation on debt reports of district and follow up on disputed amounts;
- Monitor and follow up on the outstanding government debt owed to municipalities by government departments, assist in preparing consolidated reports for organs of state and other stakeholders;
- Participate in monthly debt technical task team meetings and assist Deputy Director with report to debt steering committee on the outstanding government debt.
- Assist in the monitoring of the roll over process of gazetted transfers from provincial departments to municipalities as contained in the main and adjusted provincial budgets and collate and consolidate roll over applications received from municipalities;
- Prepare SDBIP assessment on approved SDBIP's of municipalities and assess the financial health and sustainability based on the Sec.72 mid-year report submitted by the municipality and report to the Deputy Director.

**Provide hands on support to municipalities on governance and institutional management, in line with MFMA requirements (MFMA Compliance)**

- Monitor compliance of municipalities with the implementation of the MFMA Plans by providing on-going assistance, support and guidance;
- Identify municipal financial problems requiring attention and report to the Deputy Director
- Assist in assessing and reporting on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities;

- Monitor SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with Budget Regulations and Business Processes.
- Provide hands on support to municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures quarterly;
- Assist in the development and monitoring of Financial Recovery Plans for municipalities where necessary;
- Assist in co-ordinating input required for the quarterly NT MFMA Joint meetings;
- Collate all comments on the new regulations/circulars issued by National Treasury and submit to Deputy Director;
- Assist with information sessions relating to MFMA reforms and capacity building initiatives (MFMA Induction) for both municipal officials & councillors.
- Collate information for reporting to the Standing Committee on Local Government regarding local government financial matters.

**Manage area of responsibility:**

- Maintain high standards of work in terms of quality/quantity and timeliness;
- Motivate and support subordinates;
- 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;
- Assess knowledge and technical capabilities of officials to support training and development of skills

**Ensure the management of assets in the area of responsibility:**

Ensures that assets are managed, maintained and kept safely.

## **8. ASSISTANT DIRECTORS: MUNICIPAL FINANCIAL GOVERNANCE (3 POSTS)**

### **(MUNICIPAL SCM & ASSET MANAGEMENT)**

|                     |                             |
|---------------------|-----------------------------|
| <b>SALARY NOTCH</b> | <b>: R289 761 PER ANNUM</b> |
| <b>SALARY LEVEL</b> | <b>: 09</b>                 |
| <b>DISTRICTS</b>    | <b>: 1X ALFRED NZO</b>      |
|                     | <b>1X AMATHOLE</b>          |
|                     | <b>1 X SARAH BAARTMAN</b>   |
| <b>REF</b>          | <b>: PT15 / 77</b>          |

**Purpose:** To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks, Supply Chain Management and Asset Management issues in municipalities.

#### **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/Financial Accounting or related field year plus Minimum of 3 years experience in Finance/Administration and / or related field

#### **KEY PERFORMANCE AREAS:**

**To assist on improving the understanding on the technical application of accounting standards and financial reporting within municipalities as required by the Municipal Finance Management Act:**

- Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance;
- Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director
- Assist in conducting assessment on selected municipal visits on the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Deputy Director with recommendation to improve compliance with the MFMA

- Monitor AFS Plan and conduct a high level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA
- Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director
- Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations and its alignment to Standards of GRAP.
- Assist in assessing, advising and monitoring municipalities with preparation of monthly, quarterly and annual financial statements;
- Conduct analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out transversal support;
- Follow up and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements
- Perform a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements and submit report to the Deputy Director.

**To provide practical assistance and control mechanism on issues of compliance to Supply Chain Management (SCM) Asset Management (AM):**

- Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director
- Prepare a report for the Deputy Director with recommendation to improve MFMA compliance on the assessment conducted on SCM and AM policies against the legislated framework
- Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director
- Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance
- Provide report to the Deputy Director on the assessment of E-Procurement System and provide recommendations on improving integrity of data

- Assist in assessing the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans during municipal budget assessment and provide report to the Deputy Director on the recommendations to improve compliance with the MFMA
- Assist Deputy Director in monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury
- Conduct an assessment on the functionality of Bid Committees as per developed checklist and report gaps identified to the Deputy Director;
- Assist in monitoring SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes;
- Assist in conducting Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans and provide report with recommendations to the Deputy Director.

**Assist in monitoring compliance with financial assets and liabilities and revenue management:**

- Assist in monitoring financial asset management compliance and compile a report;
- Collate information for providing comments in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities.
- Provide hands on support to municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services.
- Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities.

**Manage area of responsibility:**

- Maintain high standards of work in terms of quality/quantity and timeliness
- Motivate and support subordinates
- 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

- Assess knowledge and technical capabilities of officials to support training and development of skills.

#### **9. ASSISTANT DIRECTOR : LABOUR RELATIONS**

**SALARY NOTCH : R361 659 PER ANNUM**

**SALARY LEVEL : 10**

**REF : PT 15/ 78**

**Purpose:** To facilitate the provisioning of Employee Relations Services 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 Human Resource Management / Labour Relations/ Labour Law or any related field plus Minimum of 3 years experience in Labour Relations environment. Drivers licence is a pre-requisite.

**Applicants must possess the following Skills and Competencies:** Understanding of Employment Law prescripts and ability to interpret and apply them e.g. LRA, BCEA, Public Service Act, Employment Equity Act, PFMA, Constitution, Treasury and Employment Law Regulations, Corporate Governance Principles. Drafting of determinations, directives. Protocols policy frameworks and legal responses. Representing in Conciliations and Arbitrations. Issuing legal instructions and monitoring adherence thereto.

#### **KEY PERFORMANCE AREAS:**

##### **PROVIDE LABOUR RELATIONS ADVISORY SERVICES:**

- Provide consultancy services with regards to labour relations matters to employees and Line Managers
- Provide support in the initiation of disciplinary proceedings, grievance resolution and dispute resolution processes.
- Give advice and guidance on regulatory compliance and maintenance of procedural fairness in disciplinary hearings, grievances and internal dispute resolution processes.

##### **COLLECTIVE BARGAINING AND CAPACITY DEVELOPMENT**

- Represent department in provincial collective bargaining fora and dispute resolution tribunals.

- Coordinate, monitor and report on implementation of collective agreements in the department.
- Facilitate the implementation of dispute prevention initiatives
- Facilitate awareness sessions on employment relations related matters.

#### **SUBMIT REPORT ON LABOUR RELATIONS MATTERS**

- Submit quarterly, half yearly and annual reports on disciplinary matters, grievances and disputes
- Provide statistical inputs in departmental Annual report and Employment Equity Report.
- Provide regular briefs to line management and employment relation processes.

#### **- 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

#### **10. ASSISTANT DIRECTOR : CONTRACT MANAGEMENT**

**SALARY NOTCH : R 289 761 PER ANNUM**

**SALARY LEVEL : 11**

**REF : PT15 / 79**

**Purpose:** To facilitate the development, reviewal, and implementation of Contract Administration Process.

#### **REQUIREMENTS:**

Minimum 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 / Supply Chain Management / Procurement/ Law or related field. Short Courses in Contract Management plus Minimum of 3 years practical experience in Supply Chain Environment, contract management



experience will be an added advantage. Microsoft Excel, Microsoft Word & PowerPoint, understanding of Government Systems, e.g. LOGIS and BAS

**KEY PERFORMANCE AREAS:**

**FACILITATE AND COORDINATE THE DEVELOPMENT OF CONTRACT MANAGEMENT POLICY:**

- Analyse approved Contract Management policy and identify gaps
  - Conduct research for the development of Contract Management Policy
  - Draft contract award/ notification/ termination letters, and reports
- Arrange meeting with stakeholders

**MONITOR, ANALYSE AND DETERMINE ACTIONS TO ENSURE PROPER CONTRACT ADMINISTRATION:**

- Administer variations to the contracts
  - Evaluate applications for price adjustments and invoke penalty clauses
  - Assist in evaluating applications for variations, amendments and cancellations and develop proposals for approval
  - Prepare documentation for disputes
  - Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services
  - Facilitate development of close out reports
  - Liaison with internal stakeholders
- Contract register(s) maintenance

**COORDINATE REVIEWAL OF CONTRACTS AND MONITOR CONTRACT COMPLIANCE**

- Determine whether product / services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract.

**Applicants must possess the following skills and competencies:** In-depth knowledge of the legislative framework that governs the Public Service. Knowledge and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, National

Treasury Instructions & Practice Notes, SCOA. Communication Skills (verbal & written). Project Management, Analytical Thinking, Decision Making, Planning and Organising.

**11. ASSISTANT DIRECTOR : TRANSVERSAL INTERNAL AUDIT**

**SALARY NOTCH : R 289 761 PER ANNUM**

**SALARY LEVEL : 09**

**REF : PT15 / 80**

**Purpose:** To facilitate the implementation of Transversal Internal Audit Services to 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 Internal Auditing, Auditing or Accounting plus Minimum 3 years experience in Internal Auditing environment. Possession of CIA, IAT or PIA will be added advantage.

**KEY PERFORMANCE AREAS:**

**TRAIN AND DEVELOP PROVINCIAL INTERNAL AUDIT UNITS**

Provide capacitation support for Internal Audit units for provincial departments through:

- Advising departments on relevant Internal Audit trainings and providing the continuous development training
- Coordinating and facilitating training for the province including sourcing relevant facilitators and ensuring smooth running of training logistics
- Budgeting for identified training
- Preparing reports related to training facilitated quarterly

**RENDER SUPPORT IN MONITORING, ENFORCING AND REPORTING ON THE EFFECTIVE IMPLEMENTATION OF INTERNAL AUDIT STANDARDS**

Ensure minimum standards for Internal Audit and standardisation of Internal Audit practices in the provincial departments through:

- Assisting with the review and providing guidance on the development of standard Internal Audit and Audit Committee Charters for Internal Audit units

- Monitoring and reporting on the implementation of Internal Audit standards in the province
- Ensuring that the Internal Audit units have standard documents for operations. i.e Charters, Internal Audit Manuals and Internal Audit Methodologies and provide guidance on utilising the documents
- Analysing the development and monitoring the implementation of the approved Internal Audit plans by the Internal Audit unit

#### **PERFORM SPECIALISED AUDITS**

- Perform and report on Internal Quality Assurance Reviews
- Coordinate external Quality Assurance Reviews and ensure that the reports are finalised and reported at relevant departments.
- Conduct and contract manage the the implementation of the ICT & Performance Audits.
- Ensure specialised audit reports are completed and reported

#### **MONITOR IMPLEMENTATION OF RECOMMENDATIONS**

- Develop best practice monitoring tools suitable for Internal Audit units.
- Scuitinise and provide recommendations on how audit reports should be structured, presented and well populated.
- Analyse and provide guidance whether Internal Audit units reporting and recommendations are achievable and correct
- Analyse reports and compile reports on implementation of audit recommendations by departments.

#### **PROMOTE THE IMAGE OF INTERNAL AUDIT IN THE PROVINCE**

- Engage Chief Audit Executives, Audit Committee members and relevant stakeholders of departments
- Assess the performance of Internal Audit units and Audit Committees in the province
- Provide secretariat duties on the sitting and meetings including provincial governance forums i.e. Chief Audit Executive Forum and Audit Committee Chairpersons Forum.
- Provide administrative support on coordinating the induction for Provincial Audit Committee members

**Applicants must possess the following skills and competencies:** Sound knowledge of Internal Audit standards and methodologies. Departmental Policies and Procedures. Budget

Preparation, Monitoring and Reporting. Document Management. Applied Strategic Thinking, Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement, Managing Interpersonal Conflict and Resolving Problems, Networking, Planning and Organising. Problem Solving and Decision Making. Project Management, Team Leadership, Presentation and Computer Literacy

## **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](http://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.
- For SMS position, shortlisted candidates will be required to undergo competency assessments and will be subject to a technical exercise that intends to test relevant technical elements of the job.

**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 3<sup>rd</sup> Floor: Tyamzashe Building, Bhisho.

**Enquiries can be directed to Ms B. Ndayi at 040-1010 072/071**

**Closing Date: 27 NOVEMBER 2015**

**APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED  
NO FAXED APPLICATIONS WILL BE ACCEPTED**