

EASTERN CAPE PROVINCIAL TREASURY

THESE POSTS ARE BASED IN BHISHO

CHIEF DIRECTOR: PROVINCIAL ACCOUNTING SERVICES

Salary Package: R1068 564 per annum (Level 14)
(Ref. PT 16/42)

Salary: R1068 564 per annum all-inclusive salary package (including basic salary = 70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual's needs).

REQUIREMENTS: Bachelor Degree in Finance or Auditing (NQF Level 7), having completed articles plus at least ten (10) years relevant experience, of which five (5) must be in relevant senior management position (Director Level). A Chartered Accountant will be an added advantage.

KEY PERFORMANCE AREAS: In addition to sub-programme responsibilities of creating conditions of excellence by deploying effective and transformative performance management systems, managing and reporting on resources, including managing the related risks, the incumbent will co-ordinate the provincial reporting process, influencing financial management capability indicated by positive audit outcomes in the province, promoting accountability in the management of public resources as a key component in the governance practices.

SKILLS AND COMPETENCIES:

A proven record of having implemented and overseen public sector accounting assignments at a multiple stakeholder level, excellent project management and stakeholder management capability, excellent technological skills (expert on the use of Microsoft Applications), highly effective communication skills, innovation capabilities and excellent problem solving skills. A clear understanding of the public sector legislative environment (PFMA and related Regulations, MFMA and related regulations, PSA and related regulations, GRAP, GAAP), complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers licence.

DEPUTY DIRECTOR: FINANCIAL ASSET RISK MANAGEMENT

Salary Package: R612 822 per annum (Level 11)
(Ref. PT 16/43)

Purpose: To implement measures to effectively manage the Liquidity of Provincial Revenue Fund and reporting thereon.

REQUIREMENTS: A Three year B. Com Accounting Degree (NQF level 7) or National Diploma in Cost & Management Accounting (NQF Level 6) or Relevant Certificate of RPL (NQF Level 6 as assessed by a recognised university with Accounting as a major) plus Minimum of 5 years' experience in Finance & Accounting of which 3 years should at an Assistant Director Level.

KEY PERFORMANCE AREAS: To implement liquidity strategies for the Provincial Revenue Fund (PRF): **Liquidity of departmental Pay Master General (PMG) and Exchequer account:** Ensure a thorough process of funds transfer to departments as per the submitted cash flow requisitions. Monitor the funding for PMG accounts and ensure it is in line with the voted budget. Maintain liquid exchequer account and PMG accounts to ensure a sound financial position of the province. Manage receipt of Equitable Share and Conditional Grants from National Government. Manage the payover of own revenue collected by departments to PRF. Manage the payover of the investment income to PRF from commercial banks. Manage the surrender of unspent voted funds by departments to the PRF. Assist in the rollover process of conditional grants by confirming cash availability of departments. Manage the administration of correspondence to departments month-end procedures. Ensure the AFS of the PRF are prepared in terms of the National Treasury prescripts and template.

To effectively and efficiently manage Provincial Revenue Fund: All Provincial Revenue (PRF) transactions are accounted for in and accurate and complete Trial balance: Review of the analyses of the budget book to produce an overall provincial budget schedule. Review cashbook prepared for all the transaction that take place in the Exchequer Account daily. Ensure monthly reconciliations of the Exchequer and IGCC accounts, and any commercial bank investment accounts in place where necessary. Manage and record all transfers and deposits from National Government to ensure correspondence on the payment schedule. Review of the PRF ledger account and trial balance against the cashbook to ensure no misallocations exist. Review the conditional grant certificates to stakeholders within the department. Prepare a monthly cash position to be submitted to the relevant stakeholders (EXMA, CBC, and EXCO).

To prepare the Annual Financial Statements of PRF in accordance with PFMA, Treasury and GRAP: PRF Annual Financial Statements are produced and submitted to the Auditor General for audit purposes: Prepare the PRF AFS as per prescribed National Treasury template and guidelines. Ensure that audit queries are addressed and implemented. Manage all PRF queries on departmental Annual Financial Statements (AFS).

Manage financial resources: Monitor expenditure and ensure it is within budget. Ensure that assets are managed, maintained and kept safely.

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.

DEPUTY DIRECTOR: EMPLOYEE WELLNESS

Salary Package: R612 822 per annum (Level 11)

(Ref. PT 16/44)

Purpose: To manage and facilitate the provision of Employee Wellness programmes.

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 or institution); A major in at least one of the following academic disciplines: Psychology; Industrial Psychology; Industrial Sociology; Occupational Health and Safety. Registration with or membership of a professional body that is relevant towards the professional

development of Employee Wellness Practitioners. In this respect, proof of registration or membership must be supplied with the application. Minimum of 5 years experience in the Employee Wellness environment and at least 3 years must be at the level of Assistant Director.

Applicants must possess the following Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: DPSA Employee Health and Wellness Strategic Framework, OSH Act, COIDA Act, Compensation for Occupational Injuries and Diseases Act. Change Management and Diversity Management. Applied Strategic Thinking, Budgeting and Financial Management, Counselling, Policy Making, Conflict Management, Problem Solving, Planning and Organising, Decision Making, Project Management, Team Leadership, People Management and Communication (verbal & written). Computer skills (particularly Word and Excel).

KEY PERFORMANCE AREAS: Manage the implementation of HIV/AIDS & TB management: Manage on-going prevention programmes (HCT) to departmental employees observing health calendar days; Manage employee physical and emotional wellness through providing counselling, guidance, mentoring and coaching; Liaise with Medical Aid Service Providers to conduct employee testing; Manage the promotion of adherence to treatment for employees who tested positively; Manage promotion of Human Rights and access to Justice; Provide HIV and AIDS education and awareness in order to minimise the impact of the disease on employee wellness; Facilitate awareness survey and maintain baseline information; Develop and implement HIV/AIDS policy in line with relevant national, provincial and departmental strategic and policy frameworks; Timely development of annual HPM implementation plans, initiation of processes for their consultation with stakeholders, approval and implementation, and submission of regular reports towards their achievement.

Promote the implementation of Safety, Health, Environment, Risk and Quality (SHERQ) management programmes: Manage the implementation of the OHS Act and COIDA Act; Ensure relevant first aiders and health, safety representatives and committees are trained and appointed; Advise manager on a safe and healthy working environment; Oversee reports on IOD's and trends pertaining to Occupational accidents; Conduct health and safety inspections and audits and report findings to management; Develop and implement SHERQ policy in line with relevant national, provincial and departmental strategic and policy frameworks. Timely development of annual HPM implementation plans, initiation of processes for their consultation with stakeholders, approval and implementation, and submission of regular reports towards their achievement.

Manage (HPM) health and productivity programmes in the department: Conduct or facilitate advocacy campaigns aimed at ensuring that all employees are registered on Medical Aids; Liaise with Programme Managers to ensure productivity in the Department by conducting sick leave analysis; Manage intervention plans based on employee health results; Conduct regular studies to determine legal compliance and good governance in fitness for work, fitness for duty, occupational hygiene and occupational health, through various medical screening programmes; Analyse sickness behaviour and trends of sickness within the department including its aspects and impacts, report findings to management and effectively intervene on health and productivity related matters; Manage implementation minimum standards for a wellness and disease management system, with a philosophy of continual improvement to work towards best practice; Managing employee wellness and lifestyle change programmes in order to address work performance issues and personal/work related problems; Develop and implement HPM policy in line with relevant national, provincial and departmental strategic and policy frameworks. Timely development of annual HPM implementation plans, initiation of processes for their consultation with stakeholders, approval and implementation, and submission of regular reports towards their achievement.

Manage wellness management programmes: Manage Individual Wellness programmes. Manage the facilitation worklife balance of employees. Managing Occupational Health and Wellness Services in the department and supervising professionals and support staff in line with the values and systems of the department. Develop and implement Wellness Management policy in line with relevant national, provincial and departmental strategic and policy frameworks; Timely development of annual Wellness Management implementation plans, initiate processes for their consultation with stakeholders, approval and implementation and submit regular reports towards their achievement.

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.

ASSITANT DIRECTOR: BUDGET MANAGEMENT

Salary Notch: R389 145 per annum (Level 10)

(Ref. PT 16/45)

Purpose: To assist with overseeing the budget process within the inter-governmental relations framework and ensure the credibility of the budget.

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/Economics or relevant field plus Minimum of 3 years' practical experience in **budget management environment**.

SKILLS: Knowledge of Microsoft Office especially Advanced Excel, Graphs and Pivot Table Interpretation. Experience in report writing, budgeting preparation, budget reporting and analysis. Knowledge of BAS, PERSAL and Vulindlela. Knowledge and application of PFMA; National Treasury Regulations (NTR) & DORA.

KEY PERFORMANCE AREAS: **Assist with the timely tabling of the credible main budget and with ensuring that it is within legislated timeframes:** Assist with the reviewing and improving on the previous year's internal budget process with internal stakeholders. Provide input for National Benchmark exercise for National Treasury. Assist in providing technical assistance to departments on sectoral policies to promote fiscal discipline and with giving input into the preparation of the annual Treasury Guideline documents (Budget Preparation and Draft Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue Treasury Guidelines to department. Assist with the preparation for Budget achievability hearings for the previous year outcomes and first quarter performance. Assist in evaluating that departments have protected their policy priority areas over the MTEF through expenditure reviews. Assist with the reconciling and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Provide assistance and advice to the department on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Assist in the preparation for the Budget guideline (EPRE) workshops with departments and public entities. Assist in providing technical support and advice on request to department CFOs and budget controllers in preparation of input to the Database and EPRE to

evaluate, check and edit department's input. Provide assistance in analysing and reporting on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECs. Assist in the preparation of reports and presentations for pre- and main MTEC hearings to inform MTEF budget allocations. Assist in reviewing the accuracy and credibility of MTEF database and EPRE. Assist with providing support to department and in ensuring that the Main budget is loaded on BAS and verify its accuracy. Assist with the preparation of closeout report on previous years financial and non-financial performance.

Assist in ensuring that adjusted budget publications are within legislated timeframes and are at acceptable quality levels: Assist with the preparation of a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO. Assist with evaluating the requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Review accuracy and credibility of Adjustment Estimates database. Assist with the support provided to departments and ensure that the Adjustment budget is loaded.

Provide assistance in ensuring compliance of Departmental Strategic Plans (SP) and Annual Performance Plans (APP) and its alignment to national and provincial policy priorities: Assist departments with the crafting of Strategic plans, APP's, Operational / Business Plans. Assist with the analysis of departmental SP, APPs and OPS plans and budgets as well as their alignment with mandated policy priorities and compliance with National Treasury frameworks.

Assist with the monthly IYM analysis on revenue and expenditure and with providing feedback to department: Assist department with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections as well as assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will inform the monthly IYM. Provide assistance in analysing and checking the completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Assist with the preparing of the year-end close out report on both financial and non-financial performance. Compare year-end IYM with pre-audited and audited AFS.

Assist with the analysis of Quarterly Performance Reports (QPR) and in the provision of feedback to departments: Assist with the analysis and report on QPR submission as well as assessing the credibility of variance explanations. Assist with the analysis and report on non-financial and financial performance information. Assist with the analysis and preparation of quarterly management feedback reports and letters to departments. Assist with site visits undertaken.

2X SENIOR PROCUREMENT OFFICERS: ACQUISITION MANAGEMENT

Salary Notch: R262 272 per annum (Level 8)

(Ref. PT 16/46)

Purpose: To provide clerical and administrative support to the provisioning administrative services of 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 Commerce /Supply Chain Management/Procurement /Logistics or any other related field plus Minimum of 2 years' experience in SCM / Logistics/Procurement environment or any related field environment.

Applicants must possess the following Skills and Competencies: Knowledge and application of the following prescripts: Constitution of the Republic of South Africa, Public Finance Management Act, Supply Chain Management Policies and Practices, Risk Management Policies and Practices. Financial Accounting, Budget preparation, good understanding of acquisition and demand management process. Knowledge on office procedure and Bid administration. Good communication skills verbal/written. Ability to work under pressure and Good Report writing skills. Advance knowledge of MS Word and Excel.

KEY PERFORMANCE AREAS: Supervise and execute the bidding process: Assist in providing secretariat support services to the Quotations Committee, Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receiving and open bid documents.

Facilitate the procurement of goods and services: Monitor compilation and updating of supplier data-base. Facilitate request for quotations. Perform authorization functions of requisitions on Financial Systems. Manage administration of Acquisitions. Compilation of Acquisition reports.

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.

APPLICATION INSTRUCTIONS

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature).
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and 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
- Applicants must quote the relevant reference number.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- The Department of Provincial Treasury welcomes people with disabilities.
- All short listed candidates will be required to undergo pre-employment screening.
- All the appointments are subject to security vetting results.

PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to some of these posts the department may give preference to some employment equity target groups based on the Employment Equity Plan of the Department as indicated below:

FOR Chief Director post: Females and people with disabilities are encouraged to apply and will be given preference.

FOR LEVEL 9-12 posts:

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

FOR LEVEL 8 posts:

- People with Disabilities
- African Males
- Coloured Males
- Indian Males
- White Males
- Coloured Females
- Indian Females and
- White Females

Applications can be forwarded through one of the following options:

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

Failure to submit a comprehensive CV, qualifications and the signed Z83 form will result in the disqualification of the application from the process.

Enquiries can be directed to Ms B Ndayi at (040) 1010 072/071

CLOSING DATE: 18 NOVEMBER 2016

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