

EASTERN CAPE PROVINCIAL TREASURY

ALL THESE POSTS ARE BASED IN BHISHO

DIRECTOR: INFRASTRUCTURE MONITORING

Salary Package: R898 743 per annum (Level 13)

(Ref. PT 16/33)

Salary: R898 743 per annum all-inclusive salary package (including basic salary = 70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual's needs).

Purpose: To promote optimal Financial Resource Allocation, Monitor and report on the financial and non-financial performance oversee the analysis and monitor the implementation of strategic objectives and APPs.

REQUIREMENTS: NQF Level 7 i.e. Degree as recognised by SAQA / Post graduate qualification in Accounting/ Economics/Built Environment or related field plus Minimum of 7-8 year's experience in Financial Management/ Business/ Built Environment with an emphasis in public sector infrastructure delivery of which 5 years must have been at management level (Deputy Director Level).

KPA'S: MANAGE THE MONITORING AND REPORTING ON OVER / UNDER SPENDING FOR INFRASTRUCTURE PROJECT IMPLEMENTATION BY PROVINCIAL DEPARTMENTS AND

PUBLIC ENTITIES: Infrastructure Budget and Expenditure Performance Report. Manage, Coordinate, monitor and review the infrastructure committed budget proposals in terms of norms and standards, affordability, provincial goals, life cycle costing and maintenance plans. Monitor that infrastructure projects are managed efficiently, effectively, economically and equitably. Monitor that the Implementing Agents comply with the PFMA, IDMS, DORA and PIDF requirements. Coordinate and review the submission of regular consolidated reports to all relevant stakeholders on progress made with infrastructure planning, spending and implementation of infrastructure projects. Manage the performance of infrastructure units within sector departments and make recommendations on capacitation requirements. **MONITOR SPENDING FOR INFRASTRUCTURE PROJECTS OF**

PROVINCIAL DEPARTMENTS IN TERMS OF VALUE FOR MONEY CONSIDERATIONS:

Number of Infrastructure facilities delivered within time, cost and quality (Infrastructure Reporting Model). Monitor departmental infrastructure projects to determine if they are planned in line with norms and standards requirements. Manage and coordinate that the infrastructure site visit take place 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). Manage and coordinate that the project information from the site visits is updated into the GIS system. Manage and coordinate continuous research in terms of seeking best practice, implementation and monitoring of current performance to determine methods to improve the delivery of infrastructure. **IMPLEMENT AND MANAGE 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. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. **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 and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility).

DEPUTY DIRECTOR: BUDGET MANAGEMENT

Salary Package: R 726 276 per annum (Level 12)

(Ref. PT 16/34)

Purpose: To manage optimal financial resource allocation, monitor and report on financial and non-financial performance.

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 5 years' experience in Finance of which 3 years must have been at Assistant Director Level.

SKILLS: MS Word, MS Powerpoint, MS Excel, knowledge of BAS, Persal and Vulindlela, Verbal and written communication, able to work under pressure and long hours, analytical skills, professionalism, paying attention to detail.

KPA'S: OVERSEE THE TIMELY TABLING OF CREDIBLE MAIN BUDGET: Review and improve on previous year's internal budget process for with internal stakeholders. Conduct National Benchmark exercise. Manage sectoral policy implementation and provide advise and technical assistance to departments to promote fiscal discipline. Facilitate and

coordinate inputs into the preparation of the annual Treasury Guideline documents (Budget Preparation and Draft Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue approved Guidelines to departments. Prepare for Budget achievability hearings through economic and statistical analysis to assess the department's capacity to spend its budget and whether actual expenditure matches policy priorities. Monitor revenue and expenditure reviews over MTEF (Medium Term Expenditure Framework) with external stakeholders in consultation with National Treasury. Manage reconciliation and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Advise departments on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Facilitate Budget guideline (EPRE) workshops with departments and entities. Provide assistance to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's input. Analyse and report on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECs Plan and conduct pre- and main MTEC hearings and prepare a comprehensive departmental MTEC report to inform MTEF budget allocations. Coordinate the accuracy and credibility of MTEF database and EPRE. Evaluate Conditional grant business plans and ensure compliance to Division of Revenue Act (DORA) and Bill and also DORA framework. Provide support to departments and ensure that the Main budget is loaded on BAS (Basic Accounting Systems (BAS) and verify accuracy of loaded budget. Review the process of gazetting of transfers to Public Institutions. Prepare closeout report on previous years financial and non-financial performance. **COORDINATE THE ADJUSTED BUDGET PUBLICATIONS:** Consolidate a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO (Executive Council). Provide guidance to the department and evaluate 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. Consolidate and submit inputs for Medium Term Budget Policy Statements. Provide support to department and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. **PROVIDE OVERSIGHT REGARDING THE COMPLIANCE OF DEPARTMENTAL STRATEGIC PLANS (SP) AND ANNUAL PERFORMANCE PLANS (APP) AND THE ALIGNMENT THEREOF TO NATIONAL AND PROVINCIAL POLICY PRIORITIES:** Monitor and manage the provincial budget alignment with strategic plan, APPs and OPS. **ANALYSE MONTHLY IYM ON REVENUE AND EXPENDITURE AND ENSURE FEEDBACK IS PROVIDED TO DEPARTMENT:** Engage with internal stakeholders and assign responsibilities in preparation for Budget achievability hearings. Establish and maintain appropriate controls and reporting systems in order to meet performance

expectations and work with the department to solve problems and generate solutions that may impact on its performance. Review S40 cash flow projections and assess credibility of submissions for equitable share and conditional grant allocations. Review the weekly expenditure report that will inform the monthly IYM. Monitor and report on the IYM evaluated submission for completeness and accuracy. Monitor the implementation of provincial budgets by assessing departmental revenue and expenditure. Monitor and report on utilisation of gazetted transfers. Provide monthly feedback to EXCO and department on IYM analysis. **ANALYSE QUARTERLY PERFORMANCE REPORTS (QPR) AND PROVIDE FEEDBACK TO DEPARTMENT:** Review QPR model and process in consultation with NT. Conduct quarterly performance workshops for all stakeholders. Analyse and report on QPR submission and assess credibility of variance explanations. Integrate, analyse and report on non-financial and financial performance information. Analyse and prepare quarterly management feedback reports and letters to departments. Monitor timeous reporting of any emerging factors that could preclude the achievement of performance targets / outputs, including contingency measures to ensure the impact of such deviation is minimised. Conduct and report on site visits undertaken to inform budget and other policy decisions. Monitor and report on the evaluation of studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making. **MANAGE AREA OF RESPONSIBILITY:** Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and conduct Performance Assessments of subordinates. Manage all aspects of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PT in realising its strategic objectives. Monitor expenditure and ensure it is within budget. Monitor that assets are managed, maintained and kept in good conditions.

DEPUTY DIRECTOR: COMPLIANCE AND SUPPORT

Salary Package: R 612 822 per annum (Level 11)

(Ref. PT 16/35)

Purpose: To provide support on SCM Policy 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 Financial

Management, Majoring in Supply Chain Management and Finance or any related field plus Minimum 5 year's experience of which 3 years must have been at Middle Managerial (Assistant /Deputy Director) Level in an SCM environment. A valid Driver's Licence.

KPA'S: FACILITATE THE DEVELOPMENT OF POLICY GUIDELINES AND CIRCULARS TO IMPROVE SCM EFFICIENCY AND COMPLIANCE: Conduct research. Draft circular or guideline in respect of identified area. Obtain approval and issue circular or guideline. Undertake training on circular or guideline if necessary. **CONTINUOUS IMPROVEMENT OF THE SCM SYSTEM:** Review existing SCM policies, norms, standards and systems and processes to identify areas of improvement. Assist with the facilitation of improvements. **PROVIDE ADVICE, GUIDANCE AND SUPPORT ON IMPLEMENTATION OF SCM POLICY, and NORMS AND STANDARDS:** Draft clarifications on the interpretation or disputes arising from the implementation of SCM. Respond to requests for advice, guidance and support relating to the implementation of SCM policies, norms and standards. **UPDATE OF LOW VALUE HIGH VOLUME PRICE INDEX:** Undertake the review and update of the low value high volume price index.

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 knowledge: In-depth understanding of legislative framework that governs the Public Service and particular Public Sector Supply Chain Management., Knowledge and application of National and Provincial Treasury Instruction Notes, Practice Notes and Circular. Applied Strategic Thinking, Applying Technology (Microsoft Office Suite), Budgeting and Financial Management, Communication and Information Management, Presentation Skills, Policy and Procedure Writing skills, Data Analysis (Trend analysis, statistical analysis & casual interpretation) Interpretation Skills (Cause & effect analysis). 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 and Decision Making.

ORGANISATIONAL DEVELOPMENT PRACTITIONER

Salary Notch: R 262 272 per annum (Level 08)

(Ref. PT 16/36)

Purpose: To facilitate the implementation of Organisational Development Interventions, Change Management Programmes and HR Planning 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 Organisational Development / Industrial Psychology / Management Services or any related field plus Minimum of 3 year's experience in Organisational Development.

KPA'S: REVIEW AND REDESIGN DEPARTMENTAL ORGANISATIONAL STRUCTURE:

Facilitate the processes in conducting diagnosis analyses. Draft diagnostic report. Assist in the development of Functional Structure. Assist in the development of Organisational Structure. Draft OD Report.

DEVELOP, MAINTAIN JOB DESCRIPTIONS AND DATABASE FOR THE DEPARTMENT: Review Job Descriptions and ensure alignment to the approved organisational structure. Render guidance / assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and reviewal of Job Descriptions. Ensure job description database is developed. Maintain Job Description database and keep it up to date at all times.

CONDUCT AND IMPLEMENT JOB EVALUATION IN THE DEPARTMENT: Conduct job analysis and capture data in the System. Present evaluated positions to relevant JE structures. Draft report requesting approval of JE results and implementation thereafter. Coordinate and submit JE documentation to OTP for Quality Assurance. Arrange Departmental Job Evaluation

Sittings. Capture JE results on Persal. Assist in facilitation of workshops on changes with regards to JE process.

CONDUCT BUSINESS PROCESS MAPPING AND DEVELOP STANDARD OPERATING PROCEDURES FOR THE DEPARTMENT: Conduct business process analysis. Conduct business process modelling. Conduct process mapping. Assist the development Standards Operating Procedures for the department.

FACILITATE THE CO-ORDINATION AND IMPLEMENTATION OF CHANGE MNGT INTERVENTIONS IDENTIFIED IN THE DEPARTMENT: Facilitate the implementation of OD and Change Management initiatives.

RENDER SUPPORT IN THE COORDINATION MONITORING AND IMPLEMENTATION OF HR EFFECTIVENESS: Arrange quarterly meeting for HR Assessment. Compile and circulate agenda to members. Assist in recording minutes.

FACILITATE AND CO-ORDINATE THE IMPLEMENTATION OF HR PLANNING AND EMPLOYMENT EQUITY IN THE DEPARTMENT. Assist in the development,

implementation and maintenance of Human Resource Plan for the department. Review and maintain employment equity plan. Conduct analysis of existing HR delegations. Draft HR delegations report and submit to supervisor.

SENIOR STATE ACCOUNTANT

Salary Notch: R 262 272 per annum (Level 08)

(Ref. PT 16/37)

Purpose: To render sound and effective salary administration and payroll 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 Financial Accounting / Financial Management/ Public Finance plus Minimum of 2 years experience in Finance or Accounting / Financial Management environment.

KPA'S: FACILITATE PAYMENT OF SALARIES AND DEDUCTIONS OF PAYMENTS TO

THIRD PARTIES: Recall salaries to avoid salary overpayment and also to avoid unnecessary debt. Ensure that bond installments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Attend to queries or complaints and ensure queries are rectified within the next open month. Investigate unidentified debt deductions. **FACILITATE CLEARANCE**

AND RECONCILIATION OF SUSPENSE ACCOUNTS:Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled and the balances monitored to ensure that they become zero at month end and year end. File records of signed suspense accounts. Perform tax reconciliation returns. **FACILITATE**

COMPILATION OF JOURNALS, PREPARING BAS PAYMENT ADVICE JOURNALS

AND PAYMENT OF TRAVEL ALLOWANCE: Check documents before payments. Ensure that form is compiled for payment and journal in accordance to departmental standards / legislative requirements. Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance ot the legislative requirements or deparmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials bankin details.

Applicants must posssess the following skills: Knowledge of government prescripts and financial administration process, Knowledge and understanding legislative framework eg DORA, PFMA. Extensive understanding of BAS and LOGIS systems. Computer literacy.

HUMAN RESOURCE DEVELOPMENT PRACTITIONER

Salary Notch: R 211 194 per annum (Level 07)

(Ref. PT 16/38)

Purpose: To coordinate and administer human capacity development programmes for the department.

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Human Resource Development or any related field plus a minimum of two (2) years practical experience in the Human Resource Management environment. A minimum of two (2) years practical experience in the Human Resource Development environment will be an added advantage. Computer literacy in Microsoft Applications.

KPA'S: Coordinate training and development programmes for the department. Facilitate implementation of skills development policies, strategies and plans. Draft WSP (Workplace Skills Plans) and ATR (Annual Training Report). Arrange and/or attend Skills Development meetings, including departmental committees and Provincial HRD Forums. Produce employee training quarterly and annual reports. Coordinate implementation of Induction Programmes. Implement relevant tools for determination of employee training needs. Coordinate and administer bursaries, internship and learnership programmes. Arrange logistics for training and ensure payments of invoices are paid within the legislated timeframes. Develop and maintain training databases.

Applicants must possess the following competencies: Computer literacy in Microsoft Applications, particularly Word and Excel; Application of Public Service legislative framework that governs Human Resource Development, particularly, with regard to the administration of Internships, Learnerships and generic capacity development programmes and, provision of financial assistance for human capacity development; Familiarity with procurement processes and procedures and Budget administration.

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).

- Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- 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 submit the different applications for each post and must quote the relevant reference number.
- 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: FOR POSTS FROM 09-12: 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 and
- White Males.

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: 02 SEPTEMBER 2016

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