



Province of the  
**EASTERN CAPE**  
PROVINCIAL TREASURY

Private Bag X0029 • Bhisho • 5605 • REPUBLIC OF SOUTH AFRICA  
[www.ectreasury.gov.za](http://www.ectreasury.gov.za)

**CHIEF DIRECTOR : BUDGET AND PUBLIC FINANCE MANAGEMENT**  
**SALARY PACKAGE : R1042 500 PER ANNUM**  
**SALARY LEVEL : 14**  
**REF : PT16/25**

**Salary: R1 042 500.00 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 prepare and exercise control over the implementation of provincial budget and to develop, manage and monitor policy frameworks for the utilisation of provincial government's fiscal resources.

**REQUIREMENTS:**

- Undergraduate qualification (**NQF Level 7**) in Financial Management/ Public Finance/ Economics or relevant field plus Minimum of 7 years experience in Finance or related field of which 5 years must have been at Senior Management (SMS) Level.

**KEY PERFORMANCE AREAS:**

**Promote optimal financial resource allocation and report on financial performance :**

- Oversee the preparation of provincial budget with respect to provincial departments
- Oversee the development and rollout budget system to enhance budget processing
- Provide oversight on the provision of capacity building for departments on budget processes and management

- 
- Ensure improved expenditure management practices and report to National Treasury, Cabinet Budget Committee (CBC), Executive Council (EXCO), Legislature and Top Management
  - Oversee the implementation of strategic and annual performance plans linked to budget expenditure trends
  - Provide oversight and ensure that the quarterly performance reporting model is managed effectively
  - Co-ordinate and ensure that an analysis is undertaken on departmental budgeting and expenditure through budget achievability and expenditure reviews
  - Ensure that a close-out report is prepared on the previous year's financial and non-financial information in order to inform the process of improving provincial resource management
  - Co-ordinate and ensure that reports are compiled for the provincial MTEC hearings by utilising the first budget submission
  - Recommend preliminary and final allocations for departments according to national and provincial priorities within the fiscal framework
  - Ensure that an analytical report is prepared on policy alignment and allocative efficiency as inputs for NT Benchmark exercise by utilising the second budget submission
  - Co-ordinate the compilation and consolidation of the budget submission that will be tabled in the Provincial Legislature
  - Ensure that support is provided to departments to compile their budget submissions
  - Ensure that a report is compiled on the main budget and that it is loaded on BAS.

**Promote and enforce transparency and effective management of provincial and municipal asset and liability management, asset restructuring and financial management:**

- Ensure and provide oversight on the proper management of Provincial Revenue Fund financial statements
- Oversee the development and implementation of an effective and efficient management framework within the province
- Oversee the monitoring and evaluation and reporting on all cash management practices
- Provide oversight on risk assessment pertaining to cash management
- Ensure that report on the performance of the investment and liabilities is done
- Ensure that advice on debt management and on creditors management is provided as and required.

---

**Ensure that the departmental Strategic Plans (SP) and Annual Performance Plans (APP) are linked to budget allocation & government priorities:**

- Oversee and monitor departmental SP and APP and ensure alignment with national and provincial policy priorities as well as NT frameworks
- Ensure that analysis report on the first and second draft SP and APP submissions are submitted to departments
- Ensure that support is provided to departments to compile their SP and APP budget submission
- Ensure that departments table the SP and APP in the Provincial Legislature

**Provide guidance on the analysis of strategic and annual performance plans.**

**Manage the Quarterly Performance Reports Model:**

- Ensure that the analysis of QPR from departments is undertaken and compile consolidated quarterly report to NT
- Ensure that quarterly QPR feedback including the performance score cards are provided to departments on the analysis by PPT
- Ensure that the integration, analysis and reporting on non-financial and financial performance information is undertaken
- Ensure that support is provided to departments to with the implementation and monitoring of the QPR
- Conduct quarterly QPR workshops for with departments and entities
- Ensure that site visits are undertaken and a report compiled at least every quarter to inform budget and other policy decisions.

**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 in place 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:**

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

|                       |                                      |
|-----------------------|--------------------------------------|
| <b>DIRECTOR</b>       | <b>: FORENSIC AUDIT COORDINATION</b> |
| <b>SALARY PACKAGE</b> | <b>: R864 177 PER ANNUM</b>          |
| <b>SALARY LEVEL</b>   | <b>: 13</b>                          |
| <b>REF</b>            | <b>: PT16/26</b>                     |

**(SALARY LEVEL 13) SALARY R864 177 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 structured according to the individual's needs)**

**REQUIREMENTS**

Bachelor Degree in Finance or Auditing or Law, having completed articles plus at least eight (8) years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level). A professional qualification/registration in the recognised professional body (like SAICA, CFE, etc) and a relevant Postgraduate qualification will be an added advantage.

---

## SKILLS AND COMPETENCIES:

A proven record of having forensic assignments in the public sector environment, with advanced project management, 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.

## KEY PERFORMANCE AREAS:

In addition to sub-programme responsibilities of managing and reporting on resources, including managing the related risks, the incumbent will co-ordinate Forensic Investigations up to prosecution stage, Report on Fraud incidents and recommend appropriate actions to strengthen fraud prevention controls, ensure advocacy in ethical management systems as a way of preventing and detecting fraud, including strengthening provincial efforts in eliminating fraud and corruption.

|                       |                              |
|-----------------------|------------------------------|
| <b>DIRECTOR</b>       | <b>: NORMS AND STANDARDS</b> |
| <b>SALARY PACKAGE</b> | <b>: R864 177 PER ANNUM</b>  |
| <b>SALARY LEVEL</b>   | <b>: 13</b>                  |
| <b>REF</b>            | <b>: PT16/27</b>             |

**(SALARY LEVEL 13) SALARY R864 177 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 structured according to the individual's needs)**

**Purpose:** To monitor and promote compliance with the Public Finance Management Act and Municipal Finance Management Act within the province.

## REQUIREMENTS:

Bachelor Degree (NQF level 7) in Finance or Auditing (Financial Accounting / Financial Management / Public Finance/ Auditing), with at least eight (8) years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level).

Completed articles or a relevant Postgraduate qualification or a professional qualification/registration in the recognised professional body will be an added advantage.

---

## **SKILLS AND COMPETENCIES:**

Proven record of Leadership and Strategic capability, innovation and project management capabilities, excellent people management, communication and problem solving skills, advanced technological skills (expert/competent on the use of Microsoft Applications). 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:**

In addition to sub-programme responsibilities of managing and reporting on resources, including managing the related risks, the incumbent will lead in setting standards of Financial Regulations, assess and support Financial Management maturity as well enforce compliance with Financial Legislation, including Public Finance Management Act and Municipal Finance Management Act.

|                        |                                                             |
|------------------------|-------------------------------------------------------------|
| <b>DEPUTY DIRECTOR</b> | <b>: MUNICIPAL SCM &amp; FINANCIAL ASSET<br/>MANAGEMENT</b> |
| <b>SALARY PACKAGE</b>  | <b>: R612 822 PER ANNUM</b>                                 |
| <b>SALARY LEVEL</b>    | <b>: 11</b>                                                 |
| <b>DISTRICT</b>        | <b>: SARAH BAARTMAN</b>                                     |
| <b>REF</b>             | <b>: PT16/28</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

**DEPUTY DIRECTOR : DATA WAREHOUSING**

**SALARY PACKAGE : R612 822 PER ANNUM**

**SALARY LEVEL : 11**

**REF : PT16/29**

**Purpose:** To identify relevant financial information systems and related data sources, to cleanse, import and store this data in a data warehouse and to analyse and monitor this data utilising Business Intelligence tools and techniques.

**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 Information Systems or Finance or in a related field plus a minimum of 5 years' experience in Database Management /

---

Datawarehousing / Business Intelligence of which 3 years must be at Assistant Director level. Specific certification in database management and knowledge of BAS, PERSAL and LOGIS data will be an added advantage.

### **KEY PERFORMANCE AREAS:**

#### **IDENTIFICATION OF RELEVANT FINANCIAL INFORMATION SYSTEMS AND RELATED DATA SOURCES**

- Financial information systems (BAS, PERSAL and LOGIS) data downloads identified for import
- Key related systems with a financial impact identified and data sources identified
- Periodic analysis of all government systems / data sets to identify data relevant to financial management

#### **CLEANSING AND IMPORTING OF DATA SOURCES INTO DATAWAREHOUSE**

- Develop and Review data analytics and data management policies, norms and standards
- Design data-warehouse in accordance with best practice and implement an innovative process to ensure its ongoing improvement
- Provide Periodic Oversight of requisite software and hardware for the data-warehouse to ensure that best practice tools and technologies are in place
- Implement all equipment and software and build and maintain data-warehouse as per all data management policies, norms and standards
- Perform data cleansing, data importing and staging, data integration and data extraction and ensure that it is performed in-line with best practice

#### **PERFORM THE ANALYSIS AND APPLICATION OF BUSINESS INTELLIGENCE PRINCIPLES ON ALL DATA IN THE DATAWAREHOUSE**

- Plan and oversee periodic reviews to establish best practice procedures for the analysis of all FIS data and draft annual procedure guide
- Develop and implement analysis procedures including the use of Computer Aided Auditing Techniques (CAATS) and Data Analytics procedures
- Perform data mining, identify trends and data integrity challenges
- Identify irregularities or exceptions in data files
- Develop, review and analyse standard and adhoc reports, exception reports and address anomalies

- Create, review and analyse Business Intelligence Reports on all FIS Data for the Eastern Cape
- Engage with FIS Monitoring and Support Specialists to review CAATS results
- Draft Formal correspondence to client departments regarding findings of all reviews
- Review follow on reports to monitor implementation of recommendations

## **SUPPORT THE AUTOMATION OF TRANSVERSAL BUSINESS PROCESSES E.G. IFMS PROJECT**

- Identification of transversal business processes that require automation
- Alignment of these transversal business processes to IFMS and related transversal information systems
- Develop and review provincial guidelines for the implementation of transversal business process automation systems to support legacy systems
- Ensure compliance with Treasury Regulation 17.3.1 “Changes to Financial Systems”
- Support, monitor and review the implementation of the procedure in the Eastern Cape.

### **Applicants must possess the following skills and knowledge:**

Applied Strategic Thinking, IT Risk and Governance, Information Technology Systems & Support, Project Appraisals, Configuration change management, Project management knowledge, Information Systems Development and Implementation skills.

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>ASSISTANT DIRECTOR</b> | <b>: OD &amp; CHANGE MANAGEMENT</b> |
| <b>SALARY NOTCH</b>       | <b>: R311 784 PER ANNUM</b>         |
| <b>SALARY LEVEL</b>       | <b>: 09</b>                         |
| <b>REF</b>                | <b>: PT16/30</b>                    |

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

---

**Applicants must possess the following Skills and Competencies:** Public Service Legislation, Regulations and Policies that governs the Public Service. Knowledge and application of OD policies and procedures. Knowledge and understanding of Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies and DPSA Circulars. Technical Skills on Organisational Design, post budgeting and establishment. Change Management, Diversity Management, Job Evaluation, Business Process Modelling, Organisational Development Models, Strategic Planning as an OD Intervention, Team Building as an OD Intervention, Knowledge of statistical methods and HR Metrics and workforce data analysis.

### **KEY PERFORMANCE AREAS:**

#### **REVIEW AND REDESIGN DEPARTMENTAL ORGANISATIONAL STRUCTURE:**

- Facilitate the processes in conducting a diagnosis analyses and compile diagnostic report
- Develop and maintain functional structure
- Consult proposed functional structure with internal and external stakeholders in the department
- Develop organisational structure
- Compile OD report
- Implement and maintain post establishment.

#### **CONDUCT BUSINESS PROCESSES MAPPING AND DEVELOP STANDARD OPERATING PROCEDURES FOR THE DEPARTMENT**

- Identify and prioritise processes to be mapped
- Conduct business process modelling
- Conduct business process analysis
- Conduct process improvement
- Develop Standards Operating Procedures for the department.

#### **FACILITATE THE DEVELOPMENT OF JOB DESCRIPTION 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 the job description database and keep it up to date.

---

## **CO-ORDINATE AND ENSURE IMPLEMENTATION OF JOB EVALUATION**

- Identify all positions that are due for a job evaluation process
- Conduct job analysis and the capture data in the system
- Present evaluated positions to relevant JE structures
- Draft report requesting approval of JE results and implementation of results
- Capture JE results in the system (PERSAL)
- Assist in the reviewal of departmental Job Evaluation (JE) policy
- Conduct workshop on changes with regards to Job Evaluation process.

## **FACILITATE THE IMPLEMENTATION OF CHANGE MANAGEMENT PROGRAMMES**

- Assist the development of change management best practice policies, processes and procedures and ensure alignment to the departmental aims and objectives
- Facilitate the implementation of Change Management initiatives
- Assist in the identification of resistance and performance gap and assist with the development and facilitate implementation of corrective actions
- Facilitate team building sessions to enhance the cohesiveness of the team
- Facilitate implementation of change management by ensuring all necessary interventions such as organisation behavioural and cultural issues are outlined and implemented throughout the Department
- Conduct organisational impact assessment
- Manage and review change management strategies and plans that assist in maximising employee adoption
- Assess and classify the impact of the process change on stakeholders and identify people readiness intervention
- Render support and coaching to supervisors as they assist subordinates through organisational transitions.

## **FACILITATE AND CO-ORDINATE THE IMPLEMENTATION OF HR PLANNING IN THE DEPARTMENT**

- Facilitate the development, implementation and maintenance human resource plan for the department
- Review, implement & maintain employment equity plan
- Conduct analysis of existing HR delegations
- Prepare HR delegations report and submission to stakeholders.

---

## **COORDINATE, FACILITATE AND MONITOR THE IMPLEMENTATION OF HR EFFECTIVENESS**

- Facilitate and coordinate quarterly meeting on HR Assessment
- Render secretarial services in the HR Assessment Committee
- Complete assessment results template and Annexure A and also facilitate the completion of Part C of the Report
- Consolidate and submit approved Annual HR Assessment Results.

**ASSISTANT DIRECTOR : SKILLS DEVELOPMENT**  
**SALARY NOTCH : R311 784 PER ANNUM**  
**SALARY LEVEL : 09**  
**REF : PT16/31**

**Purpose:** To facilitate the capacitation of all employees through training and support.

### **REQUIREMENTS**

A three year Degree (NQF Level 7) / National Diploma (NQF Level 6, with a minimum of 360 total credits) or relevant RPL certification issued by a recognised higher education institution or SETA (minimum of 120 credits at NQF 6) in Human Resource Management or Human Resource Development or any related field, plus a minimum of three (3) years practical experience in the Human Resource Development field.

### **Applicants must possess the following attributes and competencies:**

In-depth knowledge of legislation framework that governs the Public Service, Problem Solving, Planning and Organising, Interpersonal Relations, Project Management, Good Communication Skills (verbal and written), People Management, Computer Literacy.

### **KEY PERFORMANCE AREAS:**

#### **Facilitate and co-ordinate training for employees in the Department**

- Implement employee capacity development plan and supporting programmes;
- Liaise with the training providers about the Department's training needs;
- Submit quarterly and annual reports to management, Office of the Premier and the DPSSA,

- 
- Supervise the sourcing, scheduling and delivery of employee training interventions;
  - Conduct training effectiveness studies twice annually;
  - Provide advice and guidance on implementation of Skills Development policy frameworks.
  - Supervise administration of the business and meeting arrangements of the Skills Development Committee;
  - Represent department in provincial and national HRD fora
  - Submit annual review of Skills Development Policy.

### **Implement, monitor and evaluate the Skills Development Plan**

- Conduct training needs analysis;
- Determine and advise management on annual skills priorities;
- Provide inputs and/or compile workplace skills plan (WSP) and annual training plan;
- Provide regular reports to management on the implementation of training interventions identified in the WSP and individual specific ;
- Monitor implementation of training priorities and provide feedback to management.
- Submit Annual HRD implementation plan and report;

### **Implement, monitor and evaluate the Internship Programme**

- Coordinate the screening, recruitment and placement of interns;
- Supervise the administration of internship contracts;
- Manage the intern capacity development programme, including their rotation and regular feedback and reporting on skills transfer;
- Give guidance and advise on the application of the Internship Programme policy framework;
- Monitor and report on quarterly and annual basis on the implementation of the Internship Programme policy framework;
- Supervise the maintenance of Internship database;
- Submit Annual HRD implementation plan and report;
- Submit annual review of Internship Policy.

### **Implement, monitor and evaluate the Learnership Programme**

- Identify Learnership Programmes relevant to skills needs of the department;



- 
- Coordinate screening, recruitment and placement of 18.2 learners;
  - Facilitate the training of mentors for the Learnership Programme support;
  - Monitor alignment of Learnerships Programmes to SETA, HEQF and department's requirements;
  - Monitor, evaluate and report on the progress of the Learnership programmes;
  - Manage arrangements relating to learner-facilitator and learner-mentor contact sessions;
  - Liaise with relevant stakeholders regarding the administration and successful delivery of Learnership Programmes;
  - Supervise the administration of learnership contracts.

### **Implement, monitor and evaluate the Bursary Scheme**

- Manage the implementation of the departmental bursary policy
- Liaise with tertiary institutions regarding statements of accounts academic results of students sponsored by the department;
- Supervise timely payment of student accounts including purchase prescribed material;
- Monitor and report on academic progress results of students sponsored by the department;
- Advise, monitor and report on compliance to bursary policy provisions;
- Administer bursary contractual obligations of students;
- Submit annual review of Bursary Policy.

### **Co-ordinate, administer and monitor the implementation of talent management initiatives**

- Administer and monitor implementation of Talent Management policy frameworks;
- Evaluate alignment of departmental policies and practices to national policy guidelines and advise on remedial action, where necessary;
- Coordinate identification of candidates for participation in succession planning and career development programmes;
- Compile and submit quarterly and annual reports on implementation of talent management initiatives.

### **Manage efficient utilisation of HRD allocated resources**

- Ensure of the development and implementation of work plans for all subordinates;

- 
- Ensure timely Performance Assessment of all subordinates;
  - Ensure subordinates have Personal Development Plans (PDP's) and are developed, performance managed and rewarded accordingly;
  - Delegate functions to direct reports based on individual potential provide the necessary guidance and support and afford direct reports adequate training and development opportunities;
  - Maintain high standards of work delivery by ensuring that the direct reports produce excellent work in terms of quality/quantity and timeliness;
  - Resolve problems of motivation and control with minimum guidance from immediate supervisor;
  - Provide budget inputs, monitor expenditure and report on compliance to department's financial management objectives;
  - Ensure that departmental assets are managed, maintained and kept safely.

## **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, 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 posts: 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 security clearance.
- All the appointments are subject to State Security Agency (SSA) security vetting.

---

**PLEASE NOTE: FOR POSTS FROM 12 AND BELOW:** 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 3<sup>rd</sup> 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: 27 MAY 2016**

**TIME: 16h00**