



1. DEPUTY DIRECTOR	: TRANSVERSAL INTERNAL AUDIT SERVICES
SALARY PACKAGE	: R569 538
SALARY LEVEL	: 11
REF	: PT16/ 01

The position will assist the Director: Transversal Internal audit Services to ensure effective internal audit and audit committee practices are provided in the Eastern Cape Province through technical support, capacity building, governance and oversight of provincial internal audit units and audit committees.

REQUIREMENTS

- An appropriate B.Com degree or Three year National Diploma in Internal Auditing or Auditing (A relevant post-graduate qualification/ BTech in Internal Auditing or Auditing, CIA, IAT, PIA or Accreditation in QAR will be an added advantage).
- Appropriate five (5) years' Internal Audit experience, of which a minimum of three (3) years must be in the immediate lower position (Assistant Director level management experience).

KEY PERFORMANCE AREAS

Assisting the Director: Transversal Internal Audit Services in ensuring:

- Minimum standards of Internal Audit provincially.
- Standardization of internal audit practices for better efficiency and value for money.
- Co-ordination and execution of specialised internal audits such as IT Audits, Performance Audits and Forensic Audits.
- Conducting internal Periodic Quality Assessment/ Assurance Reviews and reporting;
- Facilitation of External Quality Assessment reviews ;
- Capacity building of departmental internal audit units' staff through training and mentoring;
- Sharing of best practices and other pertinent information by providing secretarial support to the Audit Committee Chairperson's Forum (ACCF) and Chief Audit Executive's (CAE) Forum;
- Co-ordination and reporting of the IA activities to clients like Legislature, EXCO, and Inter-Governmental Fora.
- Preparing and reporting on TIAS strategic, annual and operational plans;
- Preparing and reporting on the annual and adjustment budget of the unit as well as monitor spending vs projections monthly and

- Managing performance of subordinates.

Applicants must possess the following skills and competencies:

- Proven communication skills, analytical, problem solving and reporting ability, complemented by lateral and innovative thinking as well as problem solving capabilities.
- Proven ability to work independently
- Possession of a driver's licence for travelling throughout the province.
- Demonstrable expert knowledge, understanding and application of current internal audit standards, charters and methodology.
- Functional knowledge of Specialised Internal Audit services such as IT Audits, Forensic Audits and Performance Audits
- Functional knowledge of Team-Mate and CAATS.
- Advanced knowledge of Microsoft applications (Excel, Word and Outlook)

2. ASSISTANT DIRECTOR : MONITORING AND SUPPORT: BAS

SALARY NOTCH : R361 659 PER ANNUM

SALARY LEVEL : 10

REF : PT16 /10

Purpose: To support provisioning of BAS monitoring & Support services

REQUIREMENTS

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in in Financial Management / Information Systems / Human Resource Management or any related field plus Minimum of 3 years experience in BAS related field.

KEY PERFORMANCE AREAS:

ASSIST IN MONITORING AND CONTROL OF THE BAS SYSTEM

- Perform User Account reviews of the BAS system use and monitor compliance to BAS policy and BAS best practices
- Monitor activities of BAS system controllers of all provincial departments and report on a monthly basis.
- Circulate BAS notices and /or Circulars/policies on BAS system, bring important messages to the attention of Departments and Management and ensure compliance.

PROVIDE SUPPORT TO DEPARTMENTS

- Provide solutions to all logged calls within the agreed timeframes as per the Service charter.
Assist the Deputy Director with weekly provincial disbursement of funds.

PROVIDE MANAGEMENT OF REPORTS

- Identify and produce critical monthly, weekly and ad hoc business intelligence/financial reports for decision making
- Perform detailed analysis of BAS and Vulindlela reports in order to flag exceptions
- Provide advice and support to departments on flagged exceptions and monitor corrective action taken.

Applicants must possess the following Skills and Competencies:

General Principles of BAS. Workflow Management, Group Profile Management, User profile Management. Excel, Relationship Management, Skill on conducting quality control reviews of audit work products, Negotiation, Organising and Planning. Problem solving skills, Decision Making, Analytical Thinker, Communication, Presentation and Computer Literacy.

3. ASSISTANT DIRECTOR : MONITORING AND SUPPORT: PERSAL

SALARY NOTCH : R361 659 PER ANNUM

SALARY LEVEL : 10

REF : PT16 /11

Purpose: To facilitate the provisioning of PERSAL monitoring & Support services.

REQUIREMENTS

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Finance / Information Systems / Human Resources plus Minimum of 3 years experience in PERSAL environment. General Principles of PERSAL. Knowledge of PERSAL Administration, Excel, MS Word and Microsoft Access/or SQL

KEY PERFORMANCE AREAS:

ASSIST IN MONITORING AND CONTROL OF THE PERSAL SYSTEM

- Perform User Account reviews of the PERSAL system use and monitor compliance to PERSAL policy and PERSAL best practices and prepare report on findings

- Monitor activities of PERSAL system controllers of all Provincial Departments and prepare report on findings
- Engage with systems controllers where applicable
- Perform quarterly spot checks through visits to client departments to test findings
- Initiate PERSAL notices and /or policies for the PERSAL system, bring important messages to the attention of Management
- Review compliance of departments with applicable circulars
- Identify user training requirements as an outcome of the review process.

PROVIDE SUPPORT TO DEPARTMENTS :

- Provide administrative support to monthly PERSAL Forum
- Provide solutions to all logged calls within the agreed timeframes as per the Service Charter.
- Support the PERSAL Clean Up Project and the NMIR Project through monitoring departmental progress by reviewing standard exception reports
- Prepare monthly report on status of PERSAL clean-up and NMIR

PROVIDE MANAGEMENT OF REPORTS

- Produce critical monthly, weekly and ad hoc business intelligence / financial reports for decision making
- Perform detailed analysis on reports in order to flag exceptions
- Draft formal report on findings
- Monitor and produce reports on corrective action taken.

4. ASSISTANT DIRECTOR : USER ACCOUNT MANAGEMENT: BAS

SALARY NOTCH : R289 761- R426 009 PER ANNUM

SALARY LEVEL : 9-10

REF : PT16 /12

Purpose: To render support in the provisioning of BAS User Account 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 Finance / Information Systems or any related field plus of Minimum of 3 years proven experience in BAS.

KEY PERFORMANCE AREAS:

ASSIST IN MONITORING AND CONTROL OF THE BAS SYSTEM

- Review the user account management of the BAS system use and monitor compliance to BAS policy and BAS best practices
- Monitor activities of BAS system controllers of all provincial departments and report on a monthly basis.
- Circulate BAS notices and /or Circulars/policies on BAS system, bring important messages to the attention of Departments and Management and ensure compliance.

PROVIDE SUPPORT TO DEPARTMENTS

- Provide solutions to all logged calls within the agreed timeframes as per the Service charter. Assist the Deputy Director with weekly provincial disbursement of funds.

PROVIDE MANAGEMENT OF REPORTS

- Identify and produce critical monthly, weekly and ad hoc business intelligence/financial reports for decision making
- Perform detailed analysis of BAS and Vulindlela reports in order to flag exceptions
- Provide advice and support to departments on flagged exceptions and monitor corrective action taken.

Applicants must possess the following Skills and Competencies:

General Principles of BAS. Workflow Management, Group Profile Management, User profile Management. Excel, Relationship Management, Skill on conducting quality control reviews of audit work products, Negotiation, Organising and Planning. Problem solving skills, Decision Making, Analytical Thinker, Communication, Presentation and Computer Literacy.

5. ASSISTANT DIRECTOR: USER ACCOUNT MANAGEMENT SUPPORT: PERSAL

SALARY NOTCH : R289 761- R426 009PER ANNUM

SALARY LEVEL : 09-10

REF : PT16 /13

Purpose: To facilitate the provisioning of PERSAL User Account 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 Finance / Information Systems / Human Resources plus of Minimum 3 years experience in PERSAL.

KEY PERFORMANCE AREAS:

ASSIST IN MONITORING AND CONTROL OF THE PERSAL SYSTEM

- Perform User Account reviews of the PERSAL system use and monitor compliance to PERSAL policy and PERSAL best practices and prepare report on findings
- Monitor activities of PERSAL system controllers of all Provincial Departments and prepare report on findings
- Engage with systems controllers where applicable
- Perform quarterly spot checks through visits to client departments to test findings
- Initiate PERSAL notices and /or policies for the PERSAL system, bring important messages to the attention of Management
- Review compliance of departments with applicable circulars
- Identify user training requirements as an outcome of the review process

PROVIDE SUPPORT TO DEPARTMENTS

- Provide administrative support to monthly PERSAL Forum
- Provide solutions to all logged calls within the agreed timeframes as per the Service Charter.
- Support the PERSAL Clean Up Project and the NMIR Project through monitoring departmental progress by reviewing standard exception reports
- Prepare monthly report on status of PERSAL clean-up and NMIR.

PROVIDE MANAGEMENT OF REPORTS

- Produce critical monthly, weekly and ad hoc business intelligence / financial reports for decision making
- Perform detailed analysis on reports in order to flag exceptions
- Draft formal report on findings
- Monitor and produce reports on corrective action taken

Applicants must possess the following skills: General Principles of PERSAL, PERSAL Administration, Excel, MS Word, Microsoft Access/or SQL.

6. ASSISTANT DIRECTOR: LOGIS SUPPORT AND IMPLEMENTATION

SALARY NOTCH : R361 659 PER ANNUM

SALARY LEVEL : 10

REF : PT16 /14

Purpose: To render support in the implementation and monitoring of LOGIS in the province.

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 / Information Systems / Supply Chain Management and LOGIS System Controller course plus minimum of 3 years experience as a LOGIS System Controller.

KEY PERFORMANCE AREAS:

- Track implementation progress by monitoring implemented sites.
- Be the key implementation support link for implementers
- Able to assess readiness of the site for implementation.
- Make sure implementation files and statistics are always updated.
- Monitor hand holding and make sure all transactions are going through.
- Perform site readiness assessments, data preparation, data capturing and post implementation processes.
- Craft and produce project plans and gantt charts to clearly demonstrate implementation phases and progress.
- Provide advice to departments on implementation needs and processes.
- Assist in the reviewal of LOGIS policy and procedure manual.
- Analyse logged calls for Eastern Cape as received from National Treasury.
- Provide support through hosting special workshops as requested by departments on any LOGIS support and implementation issue.
- Provide solutions to all logged calls within the agreed timeframes as per the Service charter.

- Provide guidance in the use of correct Transaction Processing Rules (TPR).
- Analyse balance scorecard report, system releases and any other report from National Treasury regarding LOGIS and make recommendations thereof.
- Manage and control LOGIS notices, releases and messages and bring important messages to the attention of system controllers and management in the Departments.
- Coordinate and perform DR test in conjunction with SITA and departments in the province.
- Produce monthly, weekly and ad hoc business intelligence/financial reports for decision making.
- Analyse reports and provide solutions according to the user request.
- Provide advice to departments on exceptions and monitor corrective action taken.

Applicants must possess the following skills and knowledge:

An in-depth knowledge of the LOGIS system and its capabilities. A clear understanding of the financial systems used in the public sector and their integration. Proven analytical skills. Extensive report-writing skills. Excellent interpersonal and communication skills. The ability to communicate and/or interact with internal and external stakeholders at senior level. Knowledge of PFMA and the Public Service Regulations. A valid driver's license. Public Finance Management Act, LOGIS Notices and release notes, User profile Management, Microsoft Office , LOGIS system Controller, LOGIS Order, payment /BAS, Automated transit and posting, and LOGIS management reporting.

7. ASSISTANT DIRECTOR: USER ACCOUNT MANAGEMENT SUPPORT: LOGIS

SALARY NOTCH : R289 761-R426 009 PER ANNUM

SALARY LEVEL : 09-10

REF : PT16 /15

Purpose: To render support in the management and monitoring of the utilisation of LOGIS System in the Province

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 / Information

Systems / Supply Chain Management and LOGIS System Controller course plus minimum of 3 years experience as a LOGIS System Controller.

KEY PERFORMANCE AREAS:

- Monitor activities of all LOGIS system controllers
- Maintain the profiles of LOGIS system controllers
- Render support to departments relating to LOGIS challenges
- Receive and action original application forms for new LOGIS system controllers / sub - system controllers
- Submit new LOGIS system controllers application forms to National Treasury and keep records.
- Inform departmental system controllers of significant changes/ enhancement to system functionality / operation.
- Request numerous ad-hoc reports from LOGIS.
- Analyse balance scorecard report, system releases and any other report from National Treasury regarding LOGIS and make recommendations thereof.
- Manage and control LOGIS notices, releases and messages and bring important messages to the attention of system controllers and management in the Departments.
- Participate in numerous projects, such as Integrated Financial Management System, Item Control Numbers, etc.
 - Perform Quarterly user account review monitoring of LOGIS system per department.
 - Coordinate submission of LOGIS compliance certificates
 - Draft reports on findings of user account management
 - Provide reports on commitments and accruals.
 - Distribute access and log in violation reports to departmental system controllers
 - Verify whether login violations had been dealt with and all investigation are recorded and filed for audit purposes.
 - Coordinate and perform DR test in conjunction with SITA and departments in the province.
 - Assist in the reviewal of LOGIS policy and procedure manual
 - Ensure the standardisation of user IDs to PERSAL numbers.

Applicants must possess the following Skills and Competencies:

Public Finance Management Act, LOGIS Notices and release notes, User profile Management, Microsoft Office , LOGIS system Controller, LOGIS Order, payment /BAS, Automated transit and posting, and LOGIS management reporting.

8. ASSISTANT DIRECTOR: TRAINER: BAS

SALARY NOTCH : R361 659 PER ANNUM

SALARY LEVEL : 10

REF : PT16 /16

Purpose: To render BAS Systems Training to Provincial Departments.

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 / Information Systems or any related field plus Minimum of 3 years experience in BAS Training. Certification as a BAS trainer will be an added advantage.

KEY PERFORMANCE AREAS:

PROVIDE TRAINING PROGRAMMES FOR BAS TRANSVERSAL SYSTEM USERS

- Conduct training needs assessments and analysis to determine skills gaps in the relevant departments
- Develop training plans and communicate to all departments
- Conduct BAS training on all modules within BAS for client departments both in Bhishe and in the regions
- Set and Mark the assessments and collate scores and submit results for review by training manager
- Submit monthly and quarterly reports to the Deputy Director on the number of users trained and users passed
- Maintain the user profile, group profiles and workflow management of the training environment
- Coordinate the distribution of certificates
- Produce quarterly training statistics

- Update the training material for all functional areas and maintain the systems training environment
- Mentor and develop other trainers

PROVIDE TRAINING ANALYSIS FOR CONTINUOUS IMPROVEMENT FOR BAS TRANSVERSAL SYSTEM USERS

- Maintain standardised attendance registers
- Produce review of class with regard to competency on the use of the system by means of an training exit survey
- Conduct training impact analysis.

Applicants must possess the following skills and knowledge:

Computer literacy, Knowledge of all the functions of BAS, , Workflow Management, Group Profile Management, User profile Management Microsoft Office Applications, Communication, Presentation and Report Writing

9. ASSISTANT DIRECTOR: TRAINER: PERSAL

SALARY NOTCH : R361 659 PER ANNUM

SALARY LEVEL : 10

REF : PT16 /17

Purpose: To render PERSAL Systems Training to Provincial Departments

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 / Information Systems or Human Resource Management or any related field plus Minimum of 3 years experience in PERSAL Training. Certification as a PERSAL trainer will be an added advantage.

KEY PERFORMANCE AREAS:

PROVIDE TRAINING PROGRAMMES FOR PERSAL TRANSVERSAL SYSTEM USERS

- Conduct training needs assessments and analysis to determine skills gaps in the relevant departments
- Develop training plans and communicate to all departments
- Conduct PERSAL training on all modules within PERSAL for client departments both in Bhishe and in the regions
- Set and Mark the assessments and collate scores and submit results for review by training manager
- Submit monthly and quarterly reports to the Deputy Director on the number of users trained and users passed
- Maintain the user profiles and the training environment
- Coordinate the distribution of certificates
- Produce quarterly training statistics
- Update the training material for all functional areas and maintain the systems training environment
- Mentor and develop Trainers

PROVIDE TRAINING ANALYSIS FOR CONTINUOUS IMPROVEMENT FOR PERSAL TRANSVERSAL SYSTEM USERS

- Maintain standardised attendance registers
- Conduct training impact analysis
- Produce review of class with regard to competency on the use of the system by means of an training exit survey

Applicants must possess the following skills and knowledge:

Computer literacy, Knowledge of all PERSAL functions, Microsoft Office Applications, Communication, Presentation and Report Writing

10. ASSISTANT DIRECTOR: TRAINER: LOGIS

SALARY NOTCH : R289 761 PER ANNUM

SALARY LEVEL : 10

REF : PT16 /18

Purpose: To render LOGIS Systems Training to Provincial Departments

REQUIREMENTS

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Supply Chain Management / Information Systems or Financial Management or any related field plus Minimum of 3 years experience in LOGIS Training. Certification as a LOGIS trainer will be an added advantage.

KEY PERFORMANCE AREAS:

PROVIDE TRAINING PROGRAMMES FOR TRANSVERSAL LOGIS SYSTEM USERS

- Conduct training needs assessments and analysis to determine skills gaps in the relevant departments
- Develop training plans and communicate to all departments
- Conduct LOGIS training on all modules within LOGIS for client departments
- Set and Mark the assessments and collate scores and submit results for review by training manager
- Submit monthly and quarterly reports to the Deputy Director on the number of users trained and users passed
- Maintain the user profile and the training environment
- Coordinate the distribution of certificates
- Produce quarterly training statistics
- Update the training material for all functional areas

PROVIDE TRAINING ANALYSIS FOR CONTINUOUS IMPROVEMENT FOR LOGIS TRANSVERSAL SYSTEM USERS

- Maintain standardised attendance registers

- Conduct training impact analysis
- Produce review of class with regard to competency on the use of the system by means of an training exit survey

Applicants must possess the following skills and knowledge:

Computer literacy, Knowledge of all LOGIS functions, Microsoft Office Applications, Microsoft Access/SQL, Communication, Presentation and Report Writing

APPLICATION INSTRUCTIONS

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, drivers license (where applicable) and Identity Document(with an original certification stamp, Z83 form must be signed by an original signature)
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- 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 screening.
- All the appointments are subject to State Security Agency (SSA) security vetting.

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

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

Applications should be forwarded through one of the following options:

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

Failure to submit a comprehensive CV, qualifications and 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 FEBRUARY 2016: Time 16h00

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