



Province of the
EASTERN CAPE
REPUBLIC OF SOUTH AFRICA

EASTERN CAPE PROVINCIAL TREASURY

2xCHIEF DIRECTORS: INFRASTRUCTURE SPECIALISTS (3 year contract)

Salary Package: R 1068 564 (Level 14)

(PT. 30/07/2017) Bhisho

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)

Minimum Requirements: A minimum qualification of a four year Bachelor degree or Bachelor of Technology degree in the built environment disciplines of Quantity Surveying, Project / Building / Construction Management or Civil / Structural Engineering. Current professional registration in either of these disciplines is mandatory. Minimum of 10 years' experience in Public Sector management and/or related management of infrastructure delivery programmes.

KPA's: To facilitate the institutionalisation of the Infrastructure Delivery Management System (IDMS) guidelines and the associated regulations of the Standard for Infrastructure Procurement and Delivery Management (SIPDM). To advise on infrastructure delivery models that addresses improvements in infrastructure delivery and associated socio-economic developmental targets in the Province. To review the suite of infrastructure plans and related project budget schedules, such as, UAMPs, IPMPs and IDPs. To review integrated planning and project readiness compliance before projects embark on implementation. To monitor and evaluate project progress, identify risk issues, and recommend risk mitigating actions. To recommend suitable infrastructure procurement strategies per programme / project with respect to delivery targets, project integration and efficiencies of scale. To monitor expenditure performance and make recommendations on portfolio scheduling of projects to mitigate under- or over-expenditure in order to remain with the overall budget allocation per portfolio. To develop, monitor and evaluate the performance of improvement plans / recovery plans. Manage relations with clients and provide project leadership. Develop, establish, enhance and manage project information systems. Contribute to team and own performance, as well as, knowledge sharing and quality circles.

ASSISTANT DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICES

Salary Notch: R 334 545 (Level 09)

(PT. 31/07/2017) Bhisho

Purpose: To facilitate the implementation of Transversal Internal Audit Services to Provincial Departments and Public Entities

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Internal Auditing coupled with minimum of 3 years as an Internal Auditor. CIA, PIA, IAT & QAR Certifications will be added advantage.

Skills and Competencies: Sound knowledge of current internal audit standards and methodology. Departmental Policies and Procedures. Budget Preparation, Monitoring and Reporting. Document Management. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Relations, Planning and Organising, Decision Making, Project Management, Presentation and Computer Literacy (MS Office).

KPA'S: Render support in monitoring, enforcing and reporting on the effective implementation of **Internal Audit Standards:** Assist on the revealal / development of standard internal audit Chaters. Render assistance on the development of dapartments 3 year and 1 year Internal Audit Plans. Review operational plans and draft progress reports quarterly. **Promote the image of Internal Audit in the province:** Assess the performance of Audit Committees in the province. monitor performance of Internal Audit functions and Audit Committees in the province. Provide secretariat duties for Chief Audit Executive Forum, Audit Committee Chairperson Forum and Managers Forum meetings quarterly. Provide administrative support on coordinating the induction for Provincial Audit Committee members. **Provide support on the implementation of specialised audits including ICT Performance Audit and QAR services:** Render advise on the implementation of Quality Assurance Improvement Plans. Conduct Internal Quality Assurance Reviews for Provincial Departments. Coordinate the audit of External Quality Assurance Review. Ensure Performance of Information Communication Technology Audits (ICT Audits) **Facilitate the implementation of recommendations:** Assist department's Internal Audit functions to produce quality audit reports reports. Conduct research on best practice monitoring tools suitable for internal audit functions.

ASSISTANT DIRECTOR: RISK MANAGEMENT

Salary Notch : R 334 545 (Level 09)

((PT. 32/07/2017) Bhisho

Purpose: To facilitate the provisioning of Risk Management Services in the department.

Minimum 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 institution of learning, with a minimum of 120 credits at NQF Level 6) in Commerce / Financial Management / Public Finance / Risk Management coupled with 3 years experience in Risk Management environment at an officer level (Level 7 or higher).

KPA's: **Facilitate the development of departmental risk management strategy:** Obtain inputs from stakeholders. Assist in researching best-practice for review and inclusion in the Risk Management Framework. Assist in communicating the approved departmental strategy / framework. **Conduct continuous organisational risk assessment, Identify risks and develop strategies.** Conduct annual risk assessment by means of: Risk identification, Risk analysis and Risk rating. Manage the development of mitigating action plans. Manage updating of risk register. Assist in the development of departmental risk profile. Monitor the implementation of action plans to reduce risk. **Develop and Monitor the Implementation of Ethics and Anti-corruption implementation plan.** Assist in the development of Ethics and Anti-corruption implementation plan. Monitor the Ethics and anti-corruption implementation plan. **Facilitate submission of accurate and timeous management reports.** Communicate the deadlines for the reports and follow-up on outstanding reports. Assess the adequacy of the risk management reviews from the reports. **Facilitate the sitting of the risk management committee.** Assist in the scheduling and administrative arrangements of the risk management committee. Support the committee and management in the duties of the risk management committee. Identify areas of high concern for further discussion in the committee meetings.

Skills and competencies: Knowledge and application of applicable legislative requirement. Departmental Policies and Procedures. Governance & Risk Management. Risk Management Strategy. Diversity Management, Managing Interpersonal, Conflict and Resolving Problems, Planning and Organising, Problem Solving, Decision Making, Problem Solving Skills, Analytical Thinker, Communication (Verbal & Written). Computer Literacy in MS Word, Excel, Powerpoint and Outlook, knowledge and use of Barn Owl Risk Management System would be an added advantage.

ASSISTANT DIRECTOR: NORMS & STANDARDS

Salary Notch: R 334 545 (Level 09)

((PT. 33/07/2017) Bhisho

Purpose: To support financial management reforms and financial management capacity building strategies towards a sustainable financial management maturity in the province.

Minimum 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 institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Accounting / Financial Management / Public Finance / Auditing,

coupled with a minimum of 3 years' experience in Financial management environment at officer level (Level 7 or higher). Having completed articles of clerkship and/or possession of a relevant postgraduate qualification and/or experience in the public sector financial environment will be an added advantage.

Skills and Competencies: Advanced knowledge of Ms Office (Ms Word, Ms Excel, Powerpoint), as well as understanding and application of public sector reporting and management systems like PFMA (and its Regulations), GRAAP, and MCS, including BAS, LOGIS and PERSAL. Effective Stakeholder management skills, problem solving skills, writing skills, interpersonal skills, good communication skills as well the ability to prepare management reports.

KRA's: Research and contribute on Public Sector Accounting reforms and continuous liaison with the critical stakeholders like Accounting Standards Board, National Treasury and Auditor General; 2) support in setting financial management standards, 3) support departments and entities towards financial management maturity as well as 4) supporting enforcement of financial management standards, including compliance with Financial Legislation (Public Finance Management Act, Municipal Finance Management Act, Division of Revenue Act, Appropriation Act, Finance Acts, etc).

SENIOR PROCUREMENT OFFICER: ACQUISITION MANAGEMENT

Salary Notch: R281 418 (Level 08)

(PT. 34/07/2017) Bhisho

Purpose: To provide clerical and administrative support to the provisioning administrative services of the department.

Minimum 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 institution of learning, with a minimum of 120 credits at NQF Level 6) in Commerce / Supply Chain Management / Procurement / Logistics coupled with Minimum 3 years' experience in SCM / Logistics / Procurement environment.

KPA's: **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. Authorize requests on LOGIS. **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. **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

Skills and Competencies: **Knowledge and application of the following prescripts:** 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). Computer Literate. Project Management, Planning and Organising, People Management, Problem Solving, Decision Making and Client orientation and customer focus.

PERSONAL ASSISTANT: PROVINCIAL SCM, MOVABLE & IMMOVABLE ASSET MANAGEMENT

Salary Notch: R226 611 (Level 7)

(PT. 35/07/2017)

Purpose: To render Secretarial, Clerical and Administrative Support Services to the Directorate.

Minimum 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 institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration or any other related qualification coupled with Minimum of 2 years working experience in office administration.

KPA'S: Provide secretarial / receptionist support service to the Chief Director/Director: Receive telephone calls. Perform advanced typing for the Chief Director/Director. Operate and ensure that office equipment, e.g. fax machine and photocopies are in good working order. Records the engagements of the Chief Director/Director. Coordinate, sensitize and advises Chief Director/Director regarding his / her engagements. Compile schedules of all appointments. **Render administrative support services to the office of the Chief Director/Director:** Ensure effective flow of information and documents from and to the office of the Director. Ensure the safe keeping of all documentation in the office of the Chief Director/Director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g. Progress Reports, Monthly Reports, and Management Reports. Scrutinise routine submissions / reports and make notes or recommendations for the Chief Director/Director. Respond to enquiries received internal and from external stakeholders. Draft document as required. File documents for the Chief Director/Director and the Directorate where required. Collects, analyse and collates information as requested by the Chief Director/Director. Clarifies instructions and notes on behalf of the Chief Director/Director. Coordinate travel arrangements on behalf of the Chief Director/ Director. Prioritise issues in the office of the Chief Director/Director. Manage leave register and telephone Accounts for the office of the Chief Director/Director. Administer procurement of standard items (stationery & refreshments) for the Office of the Chief Director/Director. Obtain necessary signatures on documents items like procurement and monthly salary reports. **Provide support to the Chief Director/Director regarding meetings and directorate meetings:** Scrutinise documents to determine actions / information/ other documents required for the meeting. Collects and compiles necessary documents for the Chief Director/Director to inform him / her on the contents. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes for the Chief Director/Director as required. Coordinates logistical arrangement for the meetings when required. **Support director with the administration of the directorates budget:** Collects and coordinate all documents related to the Directorates budget. Assist Chief Director/Director in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alerts Chief Director/Director of possible over – and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the Chief Director/Director and compile a draft memorandum for this purpose.

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 the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.

PLEASE FURTHER NOTE:

FOR SMS POSTS: Females will be given preference.

FOR ALL POSTS: People with disabilities will be given preference.

Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

CLOSING DATE: 18 AUGUST 2017

EASTERN CAPE PROVINCIAL TREASURY

Post to: 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. **Enquiries: Ms B. Ndayi** 040 1010 072/071