



EASTERN CAPE PROVINCIAL TREASURY

DIRECTOR: TRANSVERSAL RISK MANAGEMENT

Salary package: R898 743 per annum (Level 13)

(PT. 1/01/2017)

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).

Minimum Requirements: : A three year Bachelor degree (NQF Level 7) with Auditing, Internal Auditing, Accounting or Finance as majors, coupled with 5 years' relevant experience in Risk Management or Auditing at middle/senior managerial level (Deputy Director Level). A postgraduate qualification in Auditing, Internal Auditing, Accounting, Finance OR a professional accreditation with SAICA, ACFE or IIA (SA) is an added advantage.

Skills: Ability to apply and interpret policy. Project management skills. Report writing skills. Advanced Computer literacy. Policy analyses skills. Good interpersonal skills. Problem solving and decision making skills. Planning skills. Organising and investigation skills. Ability to communicate with a variety of stakeholders. Knowledge of administrative procedures, legislation applicable to sector such as PFMA, Treasury Regulations, MFMA and Public Sector Risk Management Framework.

KPA's: Develop a Risk Management strategy for the province in line with the Provincial and National prescripts. Co-ordinate all risk management activities in the province. Develop risk management structures for reporting purposes. Develop communication strategies to communicate the risks to all departmental officials. Identify capacity constraints with the departments and render advice to address them. Develop and execute specific strategies to evaluate, monitor and enforce risk management policy throughout the province. Participate in various government structures, such as Risk Management Committees, Audit Committee and Fraud Prevention Committees in the Department and Provincial administration.

DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE (CHRIS HANI DISTRICT)

Salary package: R898 743 (Level 13)

(PT. 2/01/2017)

Purpose: To manage the monitoring of the implementation of the budgeting frameworks, compliance with financial management and annual reporting frameworks, the implementation of SCM and Asset Management and provide guidance and support to municipalities.

Minimum Requirements: A B Com or B tech in Financial Management/Financial Accounting or related field plus Minimum of 7-8 years' experience in Finance or related field of which 5 years must have been at middle/senior management level (Deputy Director Level). Competency certificate in Municipal Finance is an added advantage. Postgraduate qualification in Financial Management or Accounting will be an added advantage. Previous experience in monitoring or working in Municipal environment is essential.

KPA's: Manage the monitoring, reporting and provision of support on the implementation of budgets and governance in municipalities. Facilitate the understanding of accounting standards to ensure the implementation of the Financial Reporting Framework. Oversee the compliance with financial assets and liabilities and revenue management. Monitor and provide guidance on Supply Chain Management and Asset Management. Manage area of responsibility. Ensure the implementation and

management of Risk, Finance and Supply-Chain Management protocols and prescripts in area of responsibility.

ASSISTANT DIRECTOR: SCM STRATEGIC PROCUREMENT & TRANSVERSAL CONTRACT MANAGEMENT

Salary notch: R311 784 (Level 09)

((PT. 3/02/2017) Bhisho

Purpose: To render transversal contract management and strategic procurement services and provide contract management support to Provincial Departments and Public Entities.

Minimum 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 or Finance or Law or any related field plus Minimum of 3 years experience in SCM environment. Computer literacy. Valid Drivers Licence.

Skills and Competencies: In-depth understanding of legislative framework that governs the Public sector Supply Chain Management. Knowledge and application of National and Provincial Treasury Instruction Notes, Practice Notes and Circular. Applied Strategic Thinking. Applying Technology, Budgeting and Financial Management, Communication and Information Management. 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. Project Management, Team Leadership, and Good Communication Skills (verbal and written).

KPA'S: Ensure compliance and in the award of contracts: Coordinate the review process of business cases and conduct research on opportunities for transversal contracts. Facilitate the arrangement of transversal contracts by ensuring that the right processes of awarding contracts have been followed. Coordinate and support centralised supplier systems by ensuring that all complaints and enquiries are dealt with. Coordinate and provide support on the drafting of tender adverts and ensure that they are at an acceptable standards. Coordinate the review of Bids received from Departments by ensuring that the right processes of evaluating tenders have been followed; handle any anomalies detected in the review of submission process thereof. Render secretariat services into transversal Bid Committees.

Implementation and institutionalisation of contract management : Coordinate the development of questionnaires and conduct onsite assessments on existing contracts. Development of contract management plans in conjunction with the Department. Monitoring of contract management plans and analyse responses from stakeholders. Support departments on contract management disputes. Arrangement of contract management workshops and roll-out best practises to institutionalise contract management in Departments.

Promote contract management strategic procurement : Coordinate the implementation and maintenance of price referencing systems for low value/high volume commodities. Coordinate implementation measures and monitor the impact for value for money initiatives and support initiatives to promote local economic development.

Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

APPLICATION INSTRUCTIONS:

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

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

FOR SMS POSTS: Females and people with disabilities are encouraged to apply and will be given preference.

Failure to submit a comprehensive CV, 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: 10 FEBRUARY 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