

EASTERN CAPE PROVINCIAL TREASURY

CHIEF DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE

SALARY PACKAGE: R 1 068 564 per annum: Level 14 (all inclusive)

Ref. PT 24/06/2017 Bhisho

Salary Package: R1 068 564 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).

Purpose: To ensure optimal and sustainable budget management and coordinate, monitor and report on MFMA implementation.

Minimum requirements: NQF Level 7 i.e. Degree as recognized by SAQA in Financial Management/ Financial Accounting/ Public Finance. A postgraduate degree in Financial Management/ Financial Accounting/ Public Finance or related field will be an added advantage. Minimum of ten (10) years' experience in Finance of which 5 years must have been at senior management level in a municipal environment. Previous experience in monitoring or working in Municipal environment is essential.

Skills and Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Legislation, regulations and policies. Change management, service delivery innovation, problem solving and analysis, People management and communication. Supply Chain Management policies, financial accounting, risk management policies and asset management policies. Budget submission and project appraisals. Information technology systems and support. Corporate communication, investment and cash management.

KPA'S: Oversee the monitoring, preparation, implementation of the budget and governance in municipalities. Oversee compliance and implementation of the MFMA (2003) as amended and subsequent guidelines in municipalities. Ensure the monitoring of compliance with financial assets, liabilities and revenue management. Manage area of responsibility of the Chief Directorate. Ensure the implementation and management of Risk, Finance and Supply Chain Management protocols and prescripts in area of responsibility.

2x DEPUTY DIRECTORS: BUDGET MANAGEMENT

Salary Package: R 779 295 per annum (Level 12)

(Ref. PT25/06/2017)

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

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 Management / Public Finance / Economics or relevant field in Finance plus Minimum 5 years' experience in Finance of which 3 years must have been at Assistant Director Level in a budget environment.

Skills: MS Word, MS Powerpoint, MS Excel, knowledge of BAS, Persal, Vulindlela, or any Enterprise Resource Planning system will be an added advantage. 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 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 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 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 and provide inputs to Appropriation Bill. Provide inputs for the OPRE, budget flyer and policy speech and MEC budget speech. 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 and 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, CBC, Top management and department on IYM analysis. Provide inputs for the CFO's forum when required. Prepare PEAR document for National Treasury. **Analyse Quarterly Performance Reports (QPR) and provide feedback to department:** Review QPR model. Analyse and report on QPR submission and assess credibility of variance explanations. Integrate, analyse and report on non-financial and financial performance information focusing on policy priorities of the department. Prepare quarterly feedback 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:** Ability to lead certain projects of the programme and actively participate. 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: BUDGET MANAGEMENT

Salary Package: R657 558 per annum (Level 11)

(Ref. PT 26 /06/2017)

Purpose: To manage Budget 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) with majors in Management Accounting coupled with Minimum 5 years' experience in Management Accounting of which minimum 3 years experience in the compilation and consolidation of budgets for a whole organisation at middle management level (Assistant Director Level). Advanced MS Excel skills (including VBA) would be an added advantage.

KPA's: Manage departmental budget process: Ensure analysis and consolidation of MTEF budget, adjustment estimates and submission of rollover funds. Consolidate departmental priorities and projects and include them in the budget. Manage the accurate capturing of MTEF budget in the budget database and in BAS. Manage accurate capturing of adjustment estimates. Ensure that responsibilities and objectives as reflected on BAS are aligned to PERSAL. **Manage the monitoring of budgets for the department:** Ensure analysis and consolidation of departmental annual cash flow projections. Ensure analysis and consolidation of departmental IYM report including variance explanations. Ensure management of budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare Appropriation Accounts as a input to the Interim and Annual Financial Statements. **Manage the provision of budgetary support to the department.** Manage provision of budgetary support, analysis, advice and guidance. Ensure that budget enquiries are attended to promptly. Ensure training on budget related issues are rendered to departmental officials. **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. 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: Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Public Service Regulations.- Annual Financial Statement Guidelines, National Treasury Practice Notes, Provincial MTEF guidelines, Standard Chart of Accounts (SCoA), Budget Circulars and Departmental Budget Policies. Microsoft Excel, Word and PowerPoint.

DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REPORTING & TRAINING

Salary Package: R 657 558 per annum (Level 11)
(Ref. PT 27/06/2017)

Purpose: To support accounting reforms and financial management capacity building strategies towards effective implementation of accounting practices 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) majoring in Accounting or Auditing coupled with Minimum of 5 years' work experience in an Accounting environment, of which 3 years should be at middle managerial level (Assistant Director Level). 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 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.

KPA's: 1) Research and contribute on Public Sector Accounting reforms and continuous liaison with the critical stakeholders like Accounting Standards Board, National Treasury, Provincial Norms and Standards and Auditor General; 2) Work with relevant stakeholders (departments, public entities and municipalities) to develop and execute training programmes, including related logistics; 3) Develop Training Plans, Prepare budgets and management reports on training programme, focusing on its effectiveness and value for money; and 4) Manage area of responsibility, including the supervision of staff and ensure effective and efficient running of the Training Unit.

ASSISTANT DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE

Salary Notch: R334 545 per annum (Level 9)
(Ref. PT 28/06/2017) Bhisho

Purpose: To assist, prepare and provide information on the planning and monitoring of Infrastructure Performance by Municipalities.

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 Management / Financial Accounting/ Built Environment or relevant field coupled with Minimum of 3 years' experience in Infrastructure environment at an officer level (level 7 or higher). Knowledge of Geographic Information Systems will be an added advantage.

KPA'S: collect and prepare information regarding infrastructure funding frameworks and long term planning for municipalities: Maintain process in ensuring that infrastructure funding framework and long term planning for Municipalities is achieved. Assist in the facilitation and coordination of stakeholder relationship. Assist in the facilitation of the implementation of the IDM Risk Management System in Provincial Departments, Provincial Public Entities and Municipalities Collect and prepare all challenges pertaining to infrastructure funding to all relevant stakeholders. Assist in the facilitation process of developing, improving, tailoring, reviewing and updating the IDMS Framework in the Province in collaboration with Provincial Departments, Municipalities and Provincial Public Entities.- Implement strategies for the roll-out of the IDMS in Provincial Departments, Provincial Public Entities and Municipalities. Maintain the implementation of Standard Operating Procedural [SOPs] manuals and/or Codes of Practice [COPs] to determine standard procedures in the planning, procurement, implementation, use and maintenance of immovable assets. Provide and maintain inputs to the updating of the Infrastructure Delivery Management [IDM] Toolkit. Assist in the facilitation of and the implementation of Provincial Treasury Instructions and/or Best Practice Notes in terms of the implementation of the Provincial Infrastructure Delivery Management System in the Province and the Standards For Infrastructure Procurement and Delivery Management. Facilitate the implementation of the Provincial Infrastructure Delivery Framework in the Province and review/update as and when required.

Undertake and maintain relevant municipality infrastructure plans and budgets: Facilitate the engagement with all three spheres of Government and Public Entities to determine and align longer term budget requirements with the longer term provincial infrastructure plan. **Collect and maintain infrastructure inputs at relevant forums pertaining to municipalities:** Maintain an annually and on a five year basis participate in the review and updating of the long term infrastructure strategy and plan and funding implications. **Provide and assist in facilitating transparency and effective delivery of infrastructure:** Prepare report on recommendations regarding the infrastructure funding options and frameworks including cases suitable for public private partnerships.

Maintain system for financial and performance indicators related to municipal infrastructure: Collect and assist in research and analyses to determine the financial and economic objectives and imperatives for infrastructure development in the Province in collaboration with Provincial and Municipal stakeholders. **Provide and maintain report on over/under spending for infrastructure projects implemented by municipalities:** Validate the funding of contracts that exceed three years which have future budgetary implications as proposed by Provincial Departments or Municipalities and make final budgetary recommendations.

ASSISTANT DIRECTOR: MUNICIPAL BUDGET: CHRIS HANI DISTRICT

Salary Notch: R334 545 per annum (Level 9)
(Ref. PT 29/06/2017)Queenstown

Purpose: To provide hands-on support on the implementation of budgeting frameworks, institutional governance and report on MFMA implementation.

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 Management / Financial Accounting or relevant field coupled with Minimum of 3 years' experience in Financial Management environment at an officer level. Previous experience in monitoring or working in Municipal environment is essential.

KPA'S: Assist in the technical hands-on support on budget planning and implementation: Assist Deputy Director in collating information on training/workshop sessions for municipal officials on the planning and implementation of the Municipal Budget and Reporting Regulations as prescribed by National Treasury. Conduct assessment on sustainability and credibility of the municipal budgets in line with MFMA, regulations, circulars and the funding compliance tool and submit report to Deputy Director. Participate in the engagement of municipalities benchmarking exercise on all tabled and adopted budgets. Assist on supporting municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Provide hands-on support to municipalities on the budget verification process in terms of submissions and uploading to the NT database. Compile IYM Assessments with the focus on performances that is not in line with projections, reasons for variances, status of debtors and creditors and recommendations (highlighting red flags). In-year monitoring reports evaluated on the implementation of the budget in order to enhance conformance, accountability, data integrity and efficiency in municipalities and feedback provided to municipalities. Regular follow up by sourcing relevant debt reports and returns from municipalities and assist in developing monitoring, measurement and reporting tools regarding outstanding government debt owed to municipalities. Assist in the review of Municipal Annual Report per National Treasury prescripts. Conduct reconciliation on debt reports of district and follow up on disputed amounts. Monitor and follow up on the outstanding government debt owed to municipalities by government departments, assist in preparing consolidated reports for organs of state and other stakeholders. Participate in monthly debt technical task team meetings and assist Deputy Director with report to debt steering committee on the outstanding government debt. Assist in the monitoring of the roll over process of gazetted transfers from provincial departments to municipalities as contained in the main and adjusted provincial budgets and collate and consolidate roll over applications received from municipalities. Prepare SDBIP assessment on approved SDBIP's of municipalities and assess the financial health and sustainability based on the Sec.72 mid-year report submitted by the municipality and report to the Deputy Director. **Provide hands on support to municipalities on governance and institutional management, in line with MFMA requirements (MFMA Compliance):** Monitor compliance of municipalities with the implementation of the MFMA Plans by providing on-going assistance, support and guidance. Identify municipal financial problems requiring attention and report to the Deputy Director. Assist in assessing and reporting 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. Monitor SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with Budget Regulations and Business Processes. Provide hands on support to municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of

these structures quarterly. Assist in the development and monitoring of Financial Recovery Plans for municipalities where necessary. Assist in co-ordinating input required for the quarterly NT MFMA Joint meetings. Collate all comments on the new regulations/circulars issued by National Treasury and submit to Deputy Director. Assist with information sessions relating to MFMA reforms and capacity building initiatives (MFMA Induction) for both municipal officials & councillors. Collate information for reporting to the Standing Committee on Local Government regarding local government financial matters. **Manage area of responsibility:** Maintain high standards of work in terms of quality/quantity and timeliness. Motivate and support subordinates. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Assess knowledge and technical capabilities of officials to support training and development of skills. **Ensure the management of assets in the area of responsibility:** Ensures that assets are managed, maintained and kept safely.

5x LOGIS IMPLEMENTERS: ASSISTANT DIRECTOR (THREE YEAR CONTRACT)

Salary: R417 552 per annum (Level 10)

(Ref. PT 30/06/2017) Bhisho

Purpose: Ensure efficient and effective functional support of the LOGIS system in the Eastern Cape Provincial Government.

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 Information System, IT or Finance plus at least 3 years LOGIS experience at an officer level (Level 7 or higher). An in depth knowledge of the LOGIS system and its capabilities. Proof of **Implementation Accreditation Course** attended and demonstrate sites implemented in the past. Performance of the duties of a System Controller and a clear understanding of financial systems used in the public sector. An in depth knowledge of regulations related to Supply Chain Management in Government. Knowledge of LOGIS especially regarding its utilisation. Knowledge of procurement procedures and asset management.

Skills and Competencies: Proven project management and analytical skills. Extensive report writing skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at senior level. The ability to undertake research and produce best practice procedures and guidelines on the use of LOGIS.

KPA's: Implement LOGIS in departments as prescribed by National Treasury Standards and procedures. Project manages LOGIS Implementation in the province. Perform handholding on newly implemented sites, on the job orientation and training to users of the system. Coordinate the function of LOGIS system controllers. Establish a well-trained LOGIS user group in the province. Compile and maintain provincial LOGIS manuals. Develop and implement appropriate LOGIS monitoring and oversight procedures.

1 x POST OF PERSAL SUPPORT AND ADMINISTRATION: (FIXED TERM CONTRACT OF 12 MONTHS)

Salary Notch: R226 611 per annum (Level 7)

(Ref. PT 31 /06 /2017) Bhisho

Purpose: Act as user type 2 for three centralised departments and also support the user type1 in the carrying out of his duties.

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 Human Resource Management/Public Administration or relevant field. Knowledge of PERSAL system Copy of PERSAL course(s) must be attached. At least 2 years' experience in an HR environment. Knowledge of regulations related to Human Resource Management.

Skills and Competencies: Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

KPA's: Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCC's for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision making.

APPLICATION INSTRUCTIONS:

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.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) The Z83 form must be signed by an original signatures.
- 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.
- Applicants must quote the relevant reference number for the post as advertised.
- 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
- 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 and they may be given preference.
- 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: 30 JUNE 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