



EASTERN CAPE PROVINCIAL TREASURY

ASSISTANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: SARAH BAARTMAN DISTRICT

Salary Notch: R311 784 per annum (Level 09)

(PT. 5/01/2017) Port Elizabeth

Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks, Supply Chain Management and Asset Management issues in 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 plus Minimum of 3 years relevant experience in Financial Management at an officer level. Previous experience in monitoring or working in Municipal environment is essential.

KPA's: To assist on improving the understanding on the technical application of accounting standards in compliance with the Financial Reporting Framework as required by the Municipal Finance Management Act: Conduct assessment on AGSA reports to determine common issues on concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework. Monitoring of AFS plan and conduct a high level reviews of AFS, Audit File and assess the Audit Action Plans of municipalities. Assist in investigating areas of concern with regards to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director. Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations and its alignment to Standard of GRAP. Assist in assessing, advising and monitoring municipalities with preparation of monthly, quarterly and annual financial statements. Conduct analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out transversal support.

To provide practical assistance and control mechanism on issues of compliance to Supply Chain Management (SCM), Asset Management (AM): Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director. Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities

on SCM and AM and identify emerging risk on the legislative frameworks/policies. Assist in conducting Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans. **Assist in monitoring compliance with financial assets and liabilities and revenue management:** Assist in monitoring financial asset management compliance and compile a report. Collate information for comments in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Provide hands on support to 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:** 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 skills.

ASSISTANT DIRECTOR: SCM STRATEGIC PROCUREMENT & TRANSVERSAL CONTRACT MANAGEMENT

Salary notch: R311 784 (Level 09)

((PT. 6/02/2017) Bhisho

Purpose: To render SCM transversal contract management and strategic procurement mechanism 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 (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management, Majoring in Supply Chain or Finance or any related field plus Minimum of 3 years experience in SCM environment at an officer level (level 7 or higher). Computer literacy on Intermediate to advance, Word, Excel, Outlook, Powerpoint. Valid Drivers Licence.

Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. 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, Data Analysis, Negotiation skills, 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), Public Speaking and presentation.

KPA'S: Render awarding compliance and an ensure an effective component: Analyse Procurement Plans to identify Transversal Contracts opportunities. Conduct research on opportunities for transversal contracts and prepare business cases. Facilitate the arrangement of transversal contracts by ensuring that the right processes of awarding contracts have been followed. Prepare and Coordinate IBAC submissions. Draft bid 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 all secretariat services of the convene committee are met.

Render the implementation and institutionalisation of contract management: Coordinate the development of questionnaires and conduct onsite assessments on current contract management .Render the development of a contract management plan in conjunction with the Department.Render the monitoring of the contract management plan and analyse responses from stakeholders to ensure update on status of Gap analysis report. Analyse contract registers and prepare reports. Review contract documents and advise client departments. Review contract documents and advise client departments. Attend to all contract related complaints and enquiries regarding National Contracts RT. Coordinate and provide support on the drafting of tender adverts and ensure that they are at an acceptable standards.Coordinate participation on RT contracts.Be willing to travel Provincially and Nationally.Render support rendered to departments on contract management disputes. Render the arrangement of contract management workshops and roll-out best practises.To institutionalise contract management in the Departments.

Promote contract management strategic procurement: Ensure Implementation and Monitoring of Local Economic Development Procurement Framework. 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 Departmental spend. Support initiatives to promote local economic development by directly participating in campaigns i.e. Buy EC Campaign.

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.

HUMAN RESOURCE DEVELOPMENT PRACTITIONER

Salary Notch: R 211 194 per annum (Level 07)

(PT. 7/01/2017) Bhisho

Purpose: To coordinate and administer human capacity development programmes for 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 Human Resource Management/Human Resource Development or any related field plus a minimum of two (2) years practical experience in the Human Resource Management environment. A minimum of two (2) years practical experience in the Human Resource Development environment will be an added advantage. Computer literacy in Microsoft Applications.

KPA'S: Coordinate training and development programmes for the department. Facilitate implementation of skills development policies, strategies and plans. Draft WSP (Workplace Skills Plans) and ATR (Annual Training Report). Arrange and/or attend Skills Development meetings, including departmental committees and Provincial HRD Forums. Produce employee training quarterly and annual reports. Coordinate implementation of Induction Programmes. Implement relevant tools for determination of employee training needs. Coordinate and administer bursaries, internship and learnership programmes. Arrange logistics for training and ensure payments of invoices are paid within the legislated timeframes. Develop and maintain training databases.

Applicants must possess the following competencies: Computer literacy in Microsoft Applications, particularly Word and Excel; Application of Public Service legislative framework that governs Human Resource Development, particularly, with regard to the administration of Internships, Learnerships and generic capacity development programmes and, provision of financial assistance for human capacity development; Familiarity with procurement processes and procedures and Budget administration.

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.
- 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.

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: 17 MARCH 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