

EASTERN CAPE PROVINCIAL TREASURY

DIRECTOR: CFO SUPPORT (THREE YEAR CONTRACT)

Salary Package: R898 743 per annum (Level 13)

(Ref. PT 09/05/2017)

Minimum requirements: A Three year Degree (NQF level 7) in Financial Management/ local Government Finance with Accounting as a major. Postgraduate qualification and completion of SAICA training programmes will be added advantage. Extensive knowledge of public sector, finance and related reforms in the areas of budgeting, financial management and reporting, Supply Chain Management, asset and liability management and financial governance plus 7-8 year's experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). The candidate should be familiar with the accounting reforms currently implemented in the municipal space in line with the GRAP standards and MSCOA.

KPA's: Lead and champion financial management reforms towards best practice in local government finance as encapsulated in a Municipal Finance Management Act (MFMA), and other Municipal Acts. Provide dynamic leadership to a team of financial management specialists in a district and effective hands on support to local municipalities in areas of budget preparation and implementation, financial management and reporting, optimal revenue and debt management, efficient expenditure management, risk management, cost effective procurement systems, effective asset and liability management and promotion of transparency through the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team of financial management specialist, including human resource management, planning, risk management and reporting.

Personal attributes: Self driven, confident and innovative, with an output of result orientation. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail. High computer literate with a proven knowledge of advanced Microsoft office applications. Coaching, skills development and mentoring skills. Good understanding of local government budgeting and reporting systems.

2x DEPUTY DIRECTORS: CFO SUPPORT (THREE YEAR CONTRACT)

Salary Package: R657 558 per annum (Level 11)

(Ref. PT 10/05/2017)

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 or related field with Accounting as a major, alternative majors in SCM and or Asset Management will also be considered, coupled with 5 years' experience of which 3 years managerial experience in a municipal /financial management environment. Ability to write reports and analyse financial statements, compile multiyear budgets, Annual Financial statements and cash flows. Computer literacy. Good communication skills (written and spoken) interpersonal skills. Client orientation and customer focus. The candidate should be familiar with the accounting reforms currently implemented in the municipal space in line with the GRAP standards and MSCOA.

KPA's: Reporting to the CFO Support, the incumbent will analyse and provide advice on municipal budget, revenue and expenditure management to inform appropriate corrective action by all relevant stakeholders. Develop sustainable revenue enhancement strategies and turnaround plans for needy municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for

effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Report on local government performance to inform on decision making by all relevant stakeholders

For the above contract positions candidates must be willing to be placed at any municipality within the districts, as directed by Provincial Treasury.

DEPUTY DIRECTOR: FINANCIAL RECORDS & ACCOUNTING

Salary package: R 657 558 (Level 11)

((PT. 11/05/2017) Bhisho

Purpose: To manage the implementation of Financial Records and Accounting 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 Financial Accounting/Financial Management plus Minimum of 5 years experience in a relevant field **of which:** Minimum of 3 years experience in the preparation of financial statements. Minimum of 3 years must have been at middle management level (Assistant Director Level).

Skills and Competencies: Knowledge of Legislative Framework and Policies and Regulations that Governs the Public Services. In-Depth knowledge of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Modified Cash Standards, Accounting Manuals for departments, Annual Financial Statement Guidelines, National Treasury Practice Notes, Financial Accounting, Document management. 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, Computer Literate (Microsoft Excel, Word and PowerPoint). Good Communication Skills (verbal and written).

KPA'S: **Manage the reconciliation of inter-departmental accounts and safekeeping of financial records:** Ensure that all outstanding inter-departmental receivables are followed up, cleared and reconciled. Ensure reconciliation and clearing of suspense, bank, asset and liability accounts. Reconcile financial records and ensure records are in order before being properly filed. Ensure timeous settlement of inter-departmental payables. **Manage the development of monthly, quarterly and annual financial reports:** Manage compilation of monthly, quarterly and annual financial reports. Ensure preparation of accurate and complete interim and annual financial statements in line with the prescribed prescripts (Modified Cash Standards, Accounting Manual for Departments). Ensure that suspense account reconciliations are carried out on a monthly basis. Ensure accurate and timely preparation of age analysis of suspense accounts and interdepartmental claims. Ensure bank reconciliation is carried out on a monthly basis. **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.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: 26 MAY 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