



EASTERN CAPE PROVINCIAL TREASURY

DIRECTOR: ICT MANAGEMENT

Salary Package: R 948 174 (Level 13)

(PT.46 /11/2017) Bhisho

SALARY: R948 174 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 manage and facilitate the provision of ICT Management.

Minimum Requirements: A Three year degree (NQF Level 7) in Computer Science / Information Technology or any related field coupled with 7-8 years of which 5 years relevant work experience at middle managerial (Deputy Director Level) level in IT environment.

KPA's: Manage the development and monitor the effective implementation of ICT Governance

Framework: Develop ICT Plans (ICT Strategic Plan, Master systems Plan and Information Systems Plan), ICT implementation Plan and ICT Operational Plan. Ensure continuous improvement of the management and implementation of ICT governance framework. Manage the development, reviewal and implementation of ICT policies and processes. Ensure that ICT strategy is developed, aligned to the departmental strategy and implemented. **Manage the provisioning of ICT infrastructure and operational support services:** Ensure provision of reliable infrastructure measured by network uptime with a (baseline of 90%) to all network devices on local area network and attached user devices. Manage capacity planning for Network Infrastructure. Develop maintenance agreement with service providers for relevant ICT infrastructure. Ensure Service Level Agreement with service provider is implemented and adhered to. Manage the maintenance of server, network infrastructure and ICT security. Monitor and report on the security of the ICT network infrastructure according to business risk. Monitor and report on the implementation of ICT business processes. Implement and manage network management software and configuration. Test and ensure implementation of ICT Disaster Recovery Plan. **Manage the provisioning and maintenance of ICT administrative systems and ensure data integrity:** Manage the maintenance of a master list of software and hardware and maintenance agreements. Develop applications / systems that will automate business processes. Ensure accuracy, completeness and validity of information uploaded in the departmental website and ensure it is uploaded within agreed time frames. Support stakeholders' communication & information sharing through the use of ICT. **Render advisory services on ICT needs and requirements:** Manage and review existing user support technology options and determine appropriate technology. Ensure the establishing of a detailed program specification through engagements with users. Manage applications deployment in the department. Research and implement optimal software and programs and ensure that Provincial Treasury utilizes these. Plan and implement applications to address business/departmental needs. **Manage area of responsibility:** Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. **Implement and manage risk, finance and supply-chain management protocols and prescripts in area of**

responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with SCM prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

Skills and Competencies: ICT Systems and Network Management, Financial Management, Policy Development & Management, Project Management and Development, ICT Procurement. Web design and Programming understanding. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management and Knowledge Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy.

DEPUTY DIRECTOR: RISK AND SCM PERFORMANCE

Salary Package : R 657 558 (Level 11)

(PT.47 /11/2017) Bhisho

Purpose: To manage Risk and Supply Chain Performance 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 Supply Chain Management / Internal Auditing / Public Administration / Economics / Business Management or any other related field coupled with Minimum of 5 years relevant work experience at least 3 years must have been at an Assistant Director level in Supply Chain Management environment.

KPA'S:.. **Ensure optimum compliance within the SCM unit:** Manage and monitor compliance with SCM policies and procedures within the department. Manage , monitor and evaluate supplier performance in relation to contractual obligations. Manage , monitor and evaluate SCM performance in respect of compliance to all SCM elements. Manage quality control checks and identify non-compliance issues in overseeing contract management for all departmental operating leases. Manage and monitor adherence to the prescribed code of conduct by the SCM practitioners and report any contraventions. Manage and assess the cost efficiency (market analysis) of the procurement processes and deviations from normal procurement procedures. **Manage compliance assessment report:** Ensure accuracy of information on the Compliance Assessment Report. Submit a detailed report to the Chief Director SCM. **Manage provisioning of risk management interventions of SCM unit:** Identify and evaluate risks within SCM unit. Develop complaints register. Investigate complaints and report back to complainant. Monitor and evaluate bid processes in the department. Manage safe keeping of SCM informations. **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: In-depth knowledge of legislative framework that governs the Public Service

Knowledge and understanding of the following prescripts: Public Finance Management Act, Supply Chain Management Policies, Risk Management and Policies. 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 and Good Communication Skills (verbal and written)

ASSISTANT DIRECTOR: SYSTEM CONTROLLER

Salary Notch : R 334 545 (Level 09)

((PT.48 /11/2017) Bhisho

Purpose: To ensure effective and efficient utilization of LOGIS and Monitor Commitments.

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 Systems or any related field coupled with Minimum of 3 years relevant work experience at a level of an officer in Supply Chain Management environment. Experience as a LOGIS system controller or Sub-system controller. Knowledge of BAS will be advantageous.

KPA's: **Render departmental system control support:** Manage Maintenance of security user profiles. Creating, modifying and terminating users. Provide Assistance to reset revoked user's password. Inform all users of significant changes to system functionality and/or operations. Perform periodic checks to confirm user's current access. Terminate users that are inactive for a period exceeding two months. Creation of new item control numbers (ICN). Provide technical assistance to all users having problems to perform their transaction on LOGIS. Take overall responsibility of LOGIS infrastructure and management. **Monitor progress of payments on commitments:** Capture all commitments on a spreadsheet per month to identify slow moving commitments. Inform end users regarding outstanding commitments. Notify end users about slow moving commitments. Prepare Monthly report on status of commitments. Report on current and capital expenditure of commitments for interim and annual financial statement. De-commitment of all outstanding commitments at the end of each financial year.

Skills and competencies: Knowledge and application of the following prescripts: Public Finance Management Act. In-depth knowledge of legislative framework that governs the Public Service. Supply Chain Management Framework in Public Service. Treasury Regulations. Communication Skills (verbal & written). Computer Literate. Problem Solving and People Management. Analytical Thinking, Client Orientation, Customer Focus, Diversity Management and Risk Management.

ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & REPORTING

Salary Notch: R 334 545 (Level 09)

((PT.49 /11/2017) Bhisho

Purpose: To facilitate the implementation of the Accounting Standards and Services to Provincial Departments.

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 Financial Accounting, Auditing, Public Finance or any related field coupled with a Minimum of 3 years' relevant work experience in an Accounting environment at a level of an officer (Level 7 or higher).

KPA's: **Support the monitoring and reporting on the preparation of the AFS and AIP co-ordination plan:** Provide support to Departments and report in accordance with relevant accounting policies and guidelines. Render support in reviewing the reporting of milestones on AIP and AFS plan. Review AFS interim reports and provide feedback to departments. **Assist with the provision of technical support to provincial departments and public entities:** Assist with the analysis and review of the departments' books of accounts and support the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Support adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Assist with the preparation and submission of consolidated AFS to AG and respond to audit queries thereof. **Assist with the analysis of financial management capability model:** Analyse and review FCMM reports. Support the interaction with transversal units on findings. Assist and provide support on the preparation / review of progress reports.

Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Support the identification of inter-departmental balances and preparation and submission of consolidated Annual Financial Statements to Auditor General. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the Unit's assets are managed, maintained and kept safely.

Skills and competencies: In depth understanding and application of Financial. Management Policies and Regulations. BAS System, LOGIS system and PERSAL System. Problem solving skills. Computer Literate. Good Communication Skills (verbal and written). Leadership, Managing of Financial Resources, Interpersonal Skills. Change Management, Planning and Execution. People Management and Empowerment.

ASSISTANT DIRECTOR: FINANCIAL ASSET MANAGEMENT

Salary Notch: R 334 545 (Level 09)

((PT.50 /11/2017) Bhishe

Purpose: To implement measures to effectively manage the Liquidity of Provincial Revenue Fund and reporting thereon.

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 / Management Accounting or related field coupled with Minimum of 3 years' relevant experience at a level of an officer (Level 7 or higher).

KPA's: Render support on the implementation of liquidity strategies for the Provincial Revenue Fund (PRF): Liquidity of departmental Pay Master General and Exchequer Account. Support a thorough process of funds transfer to departments as per the submitted cash flow requisitions. Prepare the funding for PMG accounts and ensure it is in line with the voted budget. Maintain liquid exchequer account and PMG accounts to ensure a sound financial position of the province by funding expenditure at the right time. Monitor and report the receipt of Equitable Share and Conditional Grants from National Government. Monitor and report the pay-over of own revenue collected by departments to PRF. Monitor and report the pay-over of investment income to PRF from commercial banks. Monitor and report the surrender of unspent voted funds by departments to the PRF and account for the surrender of unspent conditional grants to the National Government. Monitor and report the administration of correspondence to departments for month-end procedures. **Accurate and complete accounting of PRF transactions:** Analyse budget book to produce an overall Provincial Budget Schedule. Prepare cashbook for all transactions that take place in the Exchequer Account daily. Prepare monthly reconciliations of the Exchequer, IGCC accounts and any commercial bank investment accounts in place. Record all transfers and deposits from National Government to ensure that all that is in the payment schedule has flown into the province. Record all the daily PRF transactions on Basic Accounting System (BAS) to produce a ledger account and trial balance. Produce conditional grant certificates to stakeholders within the department. **Provide support in the preparation of the PRF Annual Financial Statements:** Ensure the PRF AFS are produced per the prescribed National Treasury template. Provide information and support to the audit process. Provide input to resolve Audit Findings and implement the auditor's recommendations on the PRF Annual Financial Statements.

Skills and Competencies: Cash-Flow Management, Financial Risk Management, Investment Management, Application of PFMA, PERSAL, BAS, Financial Accounting. Policy Analysis, Computer Literate, Analytical Thinking and Communication Skills.

ASSISTANT DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICES

Salary Notch: R 334 545 (Level 09)

(PT.51/11/2017) Bhisho

This is a re-advertisement. (Those who had applied before are welcomed to re-apply if they are still interested)

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 or Auditing coupled with minimum of 3 years as an Internal Auditor/ Auditor. CIA, PIA, IAT, QAR Certifications, RGA, AGA, CA (SA), 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. Conduct research on best practice monitoring tools suitable for internal audit functions.

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: 01 December 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