

EASTERN CAPE PROVINCIAL TREASURY

Circular 36 of 2017

3x FINANCIAL MANAGEMENT SPECIALISTS (CONTRACT CFO POSITIONS): TSU

Salary Package: R898 743- R1068 564 (Level 13-14)

(PT. 36/09/2017) Bhisho

CONTRACT PERIOD: *One year, renewable every year up to three years based on performance (achievement of agreed targets).*

EC Provincial Treasury has a mandate to support departments and municipalities towards a sustainable financial management maturity and is accordingly inviting application from suitable candidates to act as Chief Financial Officers (CFO) in various departments and/or municipalities, based on the need of support.

Minimum Requirements: A Bachelor's degree in Finance/Auditing (qualification at NQF level 7). With extensive knowledge and experience (i.e. a minimum of five (5) years' experience at Director Level) in an accounting environment. A Certified Chartered Accountant (SA) qualification, active membership in professional bodies like SAICA, CFA, etc, coupled with extensive Public Sector Financial Management experience will be an added advantage/or equivalent postgraduate degree in Finance.

KPAS: In support to the Accounting Officer, the incumbent will perform the duties of the Chief Financial Officer in sector departments and/or municipalities, including: Developing and executing financial and business support strategy, implement Financial Management Plan of the entity based on the mandate in line with the requirements of the Public Finance Management Act (PFMA) and/or Municipal Finance Management Act (MFMA); Exercise managerial oversight in the formulation and implementation of the entity corporate financial governance programme; Provide leadership and sustainable operational management of the entity's finance function; Ensure that Finance function performs effectively and optimally with regards to the entity's requirements for stakeholder relations management; Ensure alignment of functions and business processes as well as acquisitions and utilization of appropriate systems and solutions within Business support functions; Contribute, as part of the Executive Management collective, to the accountability for performance of the entity; Ensure that the entity's financial management programmes and models meet all statutory and relevant corporate governance conventions and standards; Implement budgetary controls and effective internal control systems in the accounting and reporting cycles; Implement Supply Chain and Asset Management systems.

Skills and competencies: Proven record of Leadership and Strategic capability in managing large and complex environments, innovation and project management capabilities, excellent communication and problem solving skills, project management skills, advanced technological skills (expert/competent on the use of Microsoft Applications), A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, GAAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers' licence.

CONTRACT PERIOD: The contract period will be one year, renewable every year up to three years based on performance (achievement of agreed targets).

DEPUTY DIRECTOR: DEPARTMENTAL INTERNAL AUDIT

Salary Package: R 657 558 (Level 11)

(PT.37 /09/2017) Bhisho

Purpose: To manage the provision of Departmental Internal Audit Services.

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 Audit and Accounting as major subjects coupled with a minimum of 5 year's experience in an auditing environment of which 3 years must be at supervisory level (Assistant Director Level).

KPA's: Manage the execution of a comprehensive audit plan: Assist in the development of the departmental audit universe, and internal audit plan. Allocate appropriate resources for the audit plan. **Manage the internal audit activity:** Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology. Manage the identification of audit risks, development of audit programmes and ensure execution of audits based on audit programme. Execute audit work and review audit work performed. Present findings and audit reports to management and audit committee. Ensure follow up audits are conducted timeously to determine whether all agreed improvement plans have been implemented. Ensure audit file adheres to IIA requirements and departmental methodology.

Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Afford staff adequate training and development opportunities. Performance agreements, workplans and personal development plans (PDP's) to be contracted for all subordinates and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely performance assessments are conducted for all subordinates. Ensure that assets are managed, maintained and safeguarded.

Skills and Competencies: Theory and practice of internal or external auditing. Knowledge and application of applicable Legislation, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit Regulatory Frameworks and Policies. Governance & Risk Management, Budget Preparation, Monitoring and Reporting. 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 in MS Office and TeamMate and Good Communication Skills.

1X PROJECT MANAGER: PERSAL CENTRALISATION (ONE YEAR CONTRACT)

Salary Package: R657 558 per annum (Level 11)

(Ref. PT 38/09/2017)

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

Purpose: To ensure compliance and manage the implementation of PERSAL Centralisation in relation to the Authorisation of appointments made by the 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) in Public Management / Human Resource Management or any related field coupled with Minimum 5 of years experience in Recruitment and Selection environment of which 3 years must be at middle managerial level (Assistant Director Level). Knowledge of PERSAL system. PERSAL certificate(s) must be attached. Understanding of relevant legislative framework policies and prescripts that govern recruitment and selection process in the Public Service

KPA's: Manage authorisation of appointments: Monitor and manage compliance by the departments during submission of appointment files. Ensure correct procedures and processes are followed when files are submitted. Liaise with DG's office on matters related to compliance. Coordinates meetings with all relevant stakeholders (internal and external clients). Ensure that timelines for the authorisation of appointment are met. Provide advice on the opening of codes and granting permission for PERSAL special runs on matters related to appointments. **Develop Policies, Procedures and Strategies for the management of authorization of appointments:** Develop SOP for Authorisation of appointment. Development of procedure manuals. Development of guidelines/ templates for the smooth running of the appointment centre. Communicate with departments on matters of compliance. Coordinate bi-annual meetings with departments for the feedback on the project. **Preparation and presentation of Reports and statistics to the management:** Coordinate compilation of all statistics by authorizers and make consolidation. Prepare progress reports and make high lights on challenges and recommendations thereof. Present reports to the Provincial Treasury. Provide technical advice on challenges related to authorization of appointments. Manage analysis of PERSAL reports

i.e list of all types appointments processed per month, quarter etc. **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, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance daily and ensure timely authorization of appointments. Ensure development & implementation of work plans for all supervisees.

Skills and Competencies: In-depth knowledge of the legislative framework that governs the Public Service Knowledge, understanding and application of legislative framework, policies and prescripts that govern the Recruitment and Selection process in the Public Service. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Other, 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. Good Communication Skills (verbal and written)

2xASSISTANT DIRECTORS: BUDGET MANAGEMENT

Salary Notch : R417 552 (Level 10)

(PT. 39/09/2017) Bhisho

Purpose: To assist with overseeing the budget process within the inter-governmental relations framework and ensure the credibility of the budget.

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 coupled with 3 years' experience in a budget and economic environment at an officer level (Level 7 or higher).

KPA's: Assist with the tabling of credible provincial main budget and ensuring that it is within legislated timeframes: Assist with the preparation for Budget achievability hearings for the previous year outcomes and first quarter performance. Assist with the reconciling and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Assist in providing technical assistance to departments on sectoral policies to promote fiscal discipline and with giving input into the preparation of the annual Treasury Guideline documents (Budget Preparation and Draft Estimates of Provincial Revenue and Expenditure (EPRE) Format) and issue Treasury Guidelines to department. Assist in the preparation for the Budget guideline workshops with departments and public entities. Conduct analysis on the key economic variables, their inter-relation and relevance for the budget; Conduct analysis on the potential and constraints for growth and development and their interaction with governmental spending and revenue considering economic patterns/trends, Monitor the impact of previous fiscal policy objectives on selected economic variables. Assist in evaluating that departments have protected their policy priority areas over the MTEF through expenditure reviews. Provide assistance in analysing and reporting on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECs. Assist in the preparation of reports and presentations for pre- and main MTEC hearings to inform MTEF budget allocations. Provide assistance and advice to the department on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Assist in the preparation of reports and presentations for pre- and main MTEC hearings to inform MTEF budget allocations. Assist in reviewing the accuracy and credibility of MTEF database and economic analysis outlook of EPRE. Assist with providing support to department and in ensuring that the Main budget is loaded on BAS and verify its accuracy. **Assist in ensuring that adjusted budget publications are within legislated timeframes and are at acceptable quality levels:** Assist in ensuring that adjusted budget publications are within legislated timeframes and are at acceptable quality levels. Assist with the preparation of a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO. Assist with evaluating the 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. Review accuracy and credibility of Adjustment Estimates database. Assist with the support provided to departments and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. **Provide assistance in ensuring compliance of Departmental Strategic Plans (SP) and Annual Performance Plans (APP) and its alignment to national and provincial policy priorities:** Monitor and manage the provincial budget alignment with strategic plans, annual performance plans and operational plans. **Assist with the monthly IYM analysis on revenue and expenditure and with providing feedback to department:** Assist department with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections as well as assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will inform the monthly IYM. Provide assistance in analysing and checking the completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Assist with the preparing of the year-end close out report on both financial and non-financial performance. Compare year-end IYM with pre-audited and audited AFS. **Assist with the analysis of Quarterly Performance Reports (QPR) and in the provision of feedback to departments:** Assist with the analysis and

report on policy issues of the department as well as assessing the non-financial and financial performance information. Prepare feedback letters to departments. Assist with site visits undertaken and the reports that will inform budget and other policy decisions.

Skills and competencies: Knowledge and application of the following prescripts: Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation, Budgeting preparation and analysis, , Knowledge & application of PFMA & Division of Revenue Act (DORA), NTR, Risk management policies and practices and Economic Analysis.

5x LOGIS IMPLEMENTERS: ASSISTANT DIRECTOR LEVEL (3 YEAR CONTRACT)

Salary: R417 552 per annum (Level 10)
(Ref. PT 40/09/2017) Bhisho

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

Purpose: Ensure efficient and effective implementation 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 Recognition of Prior Learning (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, IT or Finance plus at least 3 years LOGIS experience at an officer level (Level 7 or higher). Experience in implementing LOGIS must be demonstrated through the provision of a list of sites implemented.

Skills and Competencies: Proven project management and analytical skills. Proven LOGIS Implementation 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. An in depth knowledge of regulations related to Supply Chain Management in Government. Knowledge of LOGIS especially regarding its utilisation. Knowledge of procurement procedures, inventory / consumables management and asset management.

KPA's: Compile and maintain provincial LOGIS implementation manuals and procedures. Implement full LOGIS functionality in departments as prescribed by Provincial and National Treasury standards and procedures. Site assessment for LOGIS implementation. Site preparation for LOGIS Implementation with regard to project organisation, organisational alignment and data preparation. Project manage LOGIS Implementation for allocated sites. Partnership with Supply Chain Management, Asset Management and Inventory Management teams in departments for full LOGIS implementation. Post LOGIS Implementation support through handholding and on the job training of users of the system at allocated implemented sites. Compile project documentation of each phase of the LOGIS Implementation. Compile LOGIS Implementation Close out Report. Conduct post Project Close out site visits to ensure consistent utilisation of LOGIS. Conduct LOGIS implementation quality review assessments at LOGIS sites implemented by others. Identify and escalate risks arising from control weaknesses identified at allocated LOGIS implementation sites.

EMPLOYEE PERFORMANCE PRACTITIONER

Salary Notch: R226 611 per annum (Level 07)
(Ref. PT 41/09/2017) Bhisho

Purpose: To render effective and efficient individual performance management and development 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 Human Resource Management/Public Administration or related field, coupled with a minimum of two (2) years' experience in Human Resource Management environment. A minimum of two (2) years' practical experience in Performance Management and Development environment will be an added advantage. Computer literacy in Microsoft Applications is essential.

KPAS: Provide support in the development of PMDS policy and the implementation thereof: Make inputs in drafting PMDS implementation plan. Assist in disseminating draft PMDS policy to relevant officials for inputs. Consolidate PMDS policy inputs and draft report on the implementation of policy for approval. Disseminate approved PMDS policy to all departmental staff. Arrange meetings with departmental officials and present PMDS draft policy. Record minutes of the meetings. **Facilitate the implementation of employee performance management system:** Consolidate career and development needs report. Assist in conducting needs analysis on the basis of personal development plans. Assist in the organisational performance reporting. Assist in career process, talent management and development programmes. **Render support in the management of PMDS database and performance reporting system:** Capture performance agreement and assessment results on PERSAL. Assist in developing reporting templates. Consolidate and submit reports on PMDS compliance. Assist in the capturing of PMDS information on PERSAL. **Coordinate the implementation of the PMDS performance incentive scheme:** Assist in compilation of list for all those who qualify for performance incentive. Follow-up on performance incentives that are not paid. Assist in the drafting of memorandum requesting payment of incentive. Assist in the drafting of annual report on PMDS incentive scheme implemented. Inform various components of the outcomes / results and return Assessment forms. Provide guidance to employees and supervisors on implementation and application Performance Incentive Scheme policy framework. **Render support in the moderation committee:** Inform committee members about evaluation date. Make boardroom bookings for presentation purposes. Safe – keep all documents during and after moderation. Record minutes and circulate to members and chairperson thereafter. Assist in the compilation of Statistics of submission and draft report

ASSISTANT DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICES

Salary Notch: R 334 545 (Level 09)

(PT. 42/09/2017) Bhisho

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 coupled with minimum of 3 years as an Internal Auditor and minimum of 1 year experience in conducting Internal/Periodic Quality Assurance Reviews (QAR). Accreditation in Internal Quality Assessment/Validation is essential. CIA, PIA, IAT & Certifications 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 Charters. Render assistance on the development of departments 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 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: 05 OCTOBER 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.