



EASTERN CAPE PROVINCIAL TREASURY

CHANGE MANAGEMENT SPECIALIST (CONTRACT)

AT DIRECTOR OR CHIEF DIRECTOR LEVEL

Salary Package: R 948 174/ R1127, 334: (LEVEL 13/14)

CONTRACT: 1 YEAR RENEWABLE ANNUALLY BASED ON PERFORMANCE UP TO A MAXIMUM OF 3 YEARS.

(PT.01 /02/2018) Bhisho

Purpose: To assist with Organisational Development and to develop, facilitate and manage change management interventions in the department.

Minimum Requirements: A three year Bachelor's Degree in Human Resource Management (NQF 7) plus a Postgraduate qualification in Industrial Psychology or similar qualification (NQF Level 8). For a **Director** the required minimum is 7 years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management environment. For **Chief Director** the required minimum experience is 7 years relevant experience, of which five (5) must be in relevant senior management position (Director Level) in Change Management environment.

KPA's: Facilitate changes in technology, human behaviour and processes with minimal cost and disruption to the department, in a manner that enhances and ensures achievement and delivery of departmental objectives: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage the implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners.

Systematically analyse departmental activities or processes with a view to improving the department's alignment with the strategic goals and or its effectiveness and efficiency: Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change processes that might be necessary. Oversee and lead the implementation strategy for change processes.

DIRECTOR: MACRO ECONOMICS ANALYSIS

Salary Package : R948 174 (Level 13)

(PT.02 /02/2018) Bhisho

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

Purpose: To determine and evaluate economic parameters and socio-economic imperatives within a provincial and local macro-economic context (economic analysis).

Minimum Requirements: NQF Level 7 i.e. Degree as recognised by SAQA in Economics / Finance Accounting. Postgraduate qualification will be an added advantage coupled with 8-9 years experience in Economics or a related field of which 5 years must have been at middle management level (Deputy Director Level).

KPA'S: To provide strategic leadership in Economic Research, Planning and implementation of a credible and sound budget by: Undertaking socio-economic research and writing reports of findings. Monitoring and forecasting of economic trends. Providing economic advice, recommendations and making presentations. Analyzing and interpreting complicated numerical and financial data. Assessing the economic effects of major National and Provincial events. Advising on potential implications of new policies. Examine the performance of public and private entities and business. Determining and analyzing key economic variables, their inter-relation and relevance for the budget. Determining alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Assessing the impact of previous fiscal policy objectives on selected economic variables. Developing institutional coordination and sector integration. **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 supply chain 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. **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. 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 implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility).

Skills and Competencies: In depth understanding of legislative framework that governs the Public Service. sound understanding of Economic Theory. Research, Data analysis, Economic analysis, Project Management, Knowledge Management and Information Management. Knowledge & application of PFMA, Strategic Capability and Leadership. Budget and Financial Management. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written) and Computer Literacy. Self-confidence, Analytical Skills, Communication skills (Need to explain complex ideas to people with less technical knowledge). Information Technology and time management skills. Ability to cope with pressure

ASSISTANT DIRECTOR: TRANSVERSAL RISK MANAGEMENT

Salary Notch : R 334 545 (Level 09)

((PT: 03 /02/2018) Bhishe)

Purpose: To facilitate the implementation of risk management services in Provincial Departments, Public Entities and 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 university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Risk Management / Accounting /Internal Auditing coupled with minimum of three (3) year's experience in a risk environment at an officer Level (Level 7 or higher). Valid Driver's licence.

KPA's: Render support in the development and maintenance of the Provincial risk register: Coordinate compilation provincial risk register. Maintain and update provincial risk register. Assist the development of risk mitigation plans. **Assist with the monitoring, enforcing and reporting on the implementation of the risk management framework:** Render support on the monitoring of bi-annual risk assessments in provincial departments, public entities and municipalities. Coordinate drafting of oversight reports on the assessments. Assist the development of the risk management plan and assist in the monitoring of implementation. Input on the development of risk management

protocols and assist in the monitoring thereafter. Assist with the provision of technical support on risk management to provincial departments, public entities and municipalities. Coordinate provincial trainings on risk management.

Applicants must possess the following competencies: Public Finance Management Act, Risk Management Policies, Governance Practices, Internal Control Systems and ability to monitor risk management activities and programmes, Enterprise Risk Management Concepts, frameworks and methodology. Interpersonal, Problem Solving, Interviewing, Leadership Skills, Planning and Organising, Communication Skills (verbal & written) and Computer literacy.

HUMAN RESOURCE DEVELOPMENT PRACTITIONER

Salary Notch: R226 611 per annum (Level 07)

(PT. 04/01/2018) 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 university or 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.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: 02 MARCH 2018 @ 15h00

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