

EASTERN CAPE PROVINCIAL TREASURY

DEPUTY DIRECTOR: TRANSVERVAL RISK MANAGEMENT

Salary Package: R657 558 per annum (Level 11)

(Ref. PT 02/06/2018)

Purpose: To manage the implementation of risk management services in 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 Risk Management / Financial Accounting / Auditing coupled with Minimum of 5 year's experience in Risk Management environment of which 3 years at an Assistant Director Level in risk/auditing environment.

KPAS: **Facilitate the development and maintenance of Provincial risk register:** Compile Provincial Risk Register in accordance to risk management framework and best practices principles. Maintain and ensure accuracy of the provincial risk register. Develop risk mitigation plans. **Monitor, enforce and report on the implementation of Risk management framework:** Monitor bi-annual Risk Assessments in Provincial Departments, Public Entities and Municipalities. Draft oversight reports on the assessments. Facilitate development of risk assessment profiles for provincial departments, Public Entities and Municipalities. Conduct risk assessments, develop risk management plan and monitor implementation of the plan and report on progress. Develop risk management protocols and monitor implementation thereafter. Provide technical support on risk management to provincial departments, Public Entities and Municipalities. Assist in the development and facilitate the implementation of risk management guidelines and procedures. Facilitate and conduct training on Risk Management. **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. 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. Ensures that assets are managed, maintained and kept safely.

Applicants must possess the following Skills and 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. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management. Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness, Developing Others and Diversity Management

DEPUTY DIRECTOR: CFO SUPPORT (CONTRACT)

Salary Package: R657 558 per annum (Level 11)

(Ref. PT 03/06/2018)

CONTRACT: This is 18 months contract i.e. up to 31 March 2020.

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 recognized university) in Auditing/Local Government Finance coupled with 5 years' experience of which 3 years' managerial experience in a local government/auditing management environment. Ability to write reports and analyze. Computer literacy. Good communication skills (written and spoken) and 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 Director: CFO Support, the incumbent will analyse, and advise on municipal Internal Audit Committees and Risk Management to inform appropriate support and corrective action by Provincial Treasury (PT) and all relevant stakeholders. Conduct Internal Audit and Audit Committees reviews to assess compliance with MFMA and adoption of best practices. Conduct quality assurance reviews (QAR) as and when required. Participate in CAE Forum. Provide support to Audit Committees, e.g. attendance of meetings, interviewing and selection of potential members, induction of new members etc. on behalf of the Director. Support research into municipal Internal Audit and Audit Committees. Support to local government and provincial

oversight structures by providing information on Internal Audit and Audit Committees as and when required. Provide on-going support to prioritized municipalities through Strategic Support Plans agreed to by the municipality and PT.

WEBMASTER: ASSISTANT DIRECTOR LEVEL

Salary Notch: R 334 545 (Level 09)

((PT.04 /06/2018) Bhisho

Purpose: To develop and provide the departmental website and intranet support 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) in Computer Science/ Information Systems/ Information Technology or any related field coupled by Minimum 3 year's experience in Web Application, Web Development, Programming, Microsoft Visual Studio, #C, Asp.net and Microsoft SQL.

KPA's: **RENDER SUPPORT IN THE DEVELOPMENT OF POLICIES AND PROCEDURE FOR THE DEPARTMENT:** Develop policy for approval Website policies, processes, procedures, standards and guidelines aligned to provincial standards. Implement and maintain approved Website policies, processes and procedures and establish website standards and guidelines. **RENDER SUPPORT IN THE DEVELOPMENT OF WEBSITE AND INTRANET:** Design and implement technological website solutions in accordance with provincial standards. Develop and implement on-going revision and new areas of departmental websites. Ensure adherence agreement with services provider for relevant infrastructure. Implement and maintain website security by performing back-ups and checking files for reliability. Create and maintain departmental intranet sites and sub-sites for Microsoft SharePoint. Research into best-practice and new trends / approaches related to web-design. Perform technical research and analytical functions in respect of website technology and recommend changes for improvement to the website, Analyse and manage user feedback, web site statistics and response time and use findings to improve and refine sites. Annually review performance of service providers. **RENDER SUPPORT TO END USERS:** Provides SharePoint support to end users. Implement standards and guidelines for content of the websites to support the departmental web services for optimal performance, reliability and availability. Develop training documents and tools for staff in preparing appropriately formatted documents for the websites. **DESIGN AND DEVELOP PROGRAMMES:** Perform system analysis and program development on assigned projects. Design and implement application programs from approved functional and technical specifications. **DATABASE MAINTENANCE:** Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Create and Maintain stored procedures. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Documentation of instructions for databases(ERD). **APPLICATION TESTING AND QUALITY ASSURANCE:** Review of software requirements, preparation of test plans and the execution of tests, in collaboration with the end-user. Prepare and ensure unit tests work correctly. **KNOWLEDGE:** Web Application and Website Development. Programming procedures. Data processing requirements. MS Visual Studio, #C, Asp.net, Java, WCF, Reports Designing. MS SQL, MySQL server or other database software. Computer systems, operations equipment, programming languages, programming system analysis and design. Programming procedures and programming languages. Business management systems. Flow charts and Programming logic and codes. Technical instructions. MS Excel.

ASSISTANT DIRECTOR: BUDGET MANAGEMENT

Salary Notch: R 334 545 (Level 09)

((PT.05 /06/2018) 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 (NQF 6 as assessed by a recognised university) in Financial Management/Public Finance/Economics or relevant field plus Minimum of 3 years' practical experience in **budget management environment** at an officer Level (Level 7 or higher).

SKILLS: Knowledge of Microsoft Office especially Advanced Excel, Graphs and Pivot Table Interpretation. Experience in report writing, budgeting preparation, budget reporting and analysis. Knowledge of BAS, PERSAL and Vulindlela. Knowledge and application of PFMA; National Treasury Regulations (NTR) & DORA.

KPA's: Assist with the timely tabling of the credible main budget and with ensuring that it is within legislated timeframes: Assist with the reviewing and improving on the previous year's internal budget process with internal stakeholders. Provide input for National Benchmark exercise for National Treasury. 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 with the preparation for Budget achievability hearings for the previous year outcomes and first quarter performance. Assist in evaluating that departments have protected their policy priority areas over the MTEF through expenditure reviews. Assist with the reconciling and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). 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 for the Budget guideline (EPRE) workshops with departments and public entities. Assist in providing technical support and advice on request to department cfo's and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's input. Provide assistance in analysing and reporting on expenditure trends through statistical and economical analysis in preparation for pre- and main mtcs. 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 EPRE. Assist with providing support to department and in ensuring that the Main budget is loaded on BAS and verify its accuracy. Assist with the preparation of closeout report on previous years financial and non-financial performance.

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.

Provide assistance in ensuring compliance of Departmental Strategic Plans (SP) and Annual Performance Plans (APP) and its alignment to national and provincial policy priorities: Assist departments with the crafting of Strategic plans, APP's, Operational / Business Plans. Assist with the analysis of departmental SP, apps and OPS plans and budgets as well as their alignment with mandated policy priorities and compliance with National Treasury frameworks.

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 QPR submission as well as assessing the credibility of variance explanations. Assist with the analysis and report on non-financial and financial performance information. Assist with the analysis and preparation of quarterly management feedback reports and letters to departments. Assist with site visits undertaken.

ASSISTANT DIRECTOR: ASSET & FLEET

Salary Notch: R 334 545 (Level 09)

((PT.06 /06/2018) Bhisho

Purpose: To render support in the Effective and Efficient Management of Asset and Fleet 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 Logistics Management / B.Com in Accounting / Financial Management or any other related field coupled with Minimum 3 years' experience in Asset Management / Procurement / Logistics environment at an officer Level (Level 7 or higher).

KPAS: Render support in the development and implementation of asset management policies, procedures & strategy: Assist reviewal Asset and Fleet Management Policies. Conduct research on best practice with regard to Asset and Fleet Management Policies. Draft recommendations of improvements and submit for approval. Facilitate workshop on approved asset and fleet policies. **Maintain asset register, including; acquisitions, maintenance management, transfers and valuations:** Ensure accurate Asset and Finance Lease Registers are effectively maintained in compliance with legislative requirements and accounting standards. Conduct Asset verification. Investigate and report on variances, make necessary recommendations to resolve discrepancies. Conduct monthly asset reconciliations and resolve un-cleared items. Monitor asset

acquisition, maintenance and disposal plans. Manage departmental fleet including conducting needs assessment, manage subsidised and ad-hoc hired motor vehicles needs. Ensure optimal utilisation of departmental fleet. Monitor the accounts payables of Transport Government Trading Entity. Ensure safety and routine vehicle checks are adhered to both statutory requirements and departmental approved policies. Coordinate the scheduled major and periodic vehicle maintenance with management and staff to minimize service interruptions. Monitor the staff performing repairs and maintenance to equipment, vehicles and facilities and report fault findings to the Deputy Director. **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.

PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICES

Salary Notch: R 226 611 (Level 07)

((PT.07 /06/2018) Bhisho

Purpose: To facilitate the implementation of Conditions of Service 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 Admin / Public Management coupled with a Minimum 2 years experience in Conditions of service. To be in possession of a PERSAL certificate is essential.

KPAS: Facilitate the implementation of services benefits: Process and verify applications for home owners and for tenants allowances. Process state guarantees. Process leave gratuity and discounting applications. Process pension withdrawal forms and timeous termination of employees that exited the department. Process and verify calculations for S & T's, process resettlement claims and quality check all the required attachments. Approve transactions on PERSAL. **Administer leave matters:** Conduct quarterly leave reconciliations. Facilitate the implementation of PILIR in the department. Submit correspondence for approval of recommendations made by PILIR. Inform employees of their status with regard to temporary incapacity leave applications. Represent department on PILIR steering committee. Approve leave applications on PERSAL. Approve leave gratuity and discounting. **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 the supervisor. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates.

Skills and competencies: Human Resource Management prescripts and legislation. Knowledge of the Procedure.

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 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: 13 July 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**

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit
www.ecprov.gov.za or www.dpsa.gov.za or www.ectreasury.gov.za