



EASTERN CAPE PROVINCIAL TREASURY

2x Financial Management Specialists: Technical Support Unit (CONTRACT)

The salary scales applicable to this assignment are as follows (depending on expertise and experience in the field)

Salary Package: R697 011- R1189 338 per annum (Level 11-14)

(Ref. PT 01/09/2018)

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 applications from suitable candidates to act as Chief Financial Officers (CFO) Support in various departments and/or municipalities, based on the need of support.

Minimum Requirements: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Finance/Auditing (qualification at NQF level 7) with extensive knowledge and experience in an accounting environment (at least 3 years' experience at an Assistant Director Level). A Certified Chartered Accountant (SA) qualification or equivalent postgraduate degree in Finance and Auditing as well as active membership in professional bodies like SAICA, etc., coupled with extensive Public Sector Financial Management experience will be an added advantage.

Key Performance Areas: The incumbent will be supporting the Chief Financial Officer (and in some instances act as Chief Financial Officer) in sector departments, public entities and/or municipalities, covering amongst others: 1) Developing and executing financial management and business support strategy on the entity, based on the mandate and in line with the requirements of the Public Finance Management Act (PFMA) and/or Municipal Finance Management Act (MFMA); 2) Exercise managerial oversight in the formulation and implementation of the entity corporate financial governance programme; 3) Provide leadership for effective and sustainable management of the entity's finance function having due regard of stakeholder requirements; 4) Ensure alignment of functions and business processes as well as acquisitions and utilization of appropriate systems and solutions within Business support functions; 5) Contribute, as part of the Executive Management collective, to the accountability for performance of the entity; 6) Ensure that the entity's financial management programmes and models meet all statutory and relevant corporate governance conventions and standards; 7) Oversee the implementation of the budgetary controls and ensuring effective internal control systems in the accounting and reporting cycles; 8) Oversee the implementation of the 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, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers' licence.

DEPUTY DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICES (TIAS)

Salary Package: R697 011 (Level 11)

(PT. 02/09/2018): Bhisho

Purpose: To promote and manage the implementation of Transversal Internal Audit Services in Provincial Departments and Public Entities.

The position will assist the Director: Transversal Internal audit Services to ensure effective Internal Audit and Audit Committee practices are provided in the Eastern Cape Province through technical support, capacity building, governance and oversight of provincial Internal Audit units and Audit Committees.

Minimum Requirements: An appropriate B.Com degree or three year National Diploma in Internal Auditing or Auditing (A relevant post-graduate qualification/ BTech in Internal Auditing or Auditing, CIA, IAT, PIA or Accreditation in QAR will be an added advantage). Appropriate minimum of five (5) years' Internal Audit experience, of which a minimum of three (3) years must be in the immediate lower position (Assistant Director level management experience).

KPA's: **Monitor Compliance with the International Standards for Professional Practice of Internal Auditing (ISPPF):** Manage the review / development of standard Internal Audit and Audit Committee Charters. Provide guidance on development and implementation of charters by departmental Internal Audit units and Audit Committees. Provide recommendations and guidance on implementation of IA Standards by the departments. Determine that all departments have standard strategic documents for effective IA operations. i.e. Charters, Internal Audit Manuals and Internal Audit Methodology. Conduct workshops for Provincial departments on Internal Audit methodology. Provide guidance on development of departments' 3 year and 1 year Internal Audit Plans. Review provincial departments recommendations whether they are achievable and workable. Report on progress against Internal Audit Plans for departments. **Promote the Image of Internal Audit both Internally and Externally:** Provide and ensure sound Internal Audit and Audit Committees in the province. Engage Chief Audit Executives of departments and other relevant stakeholders of emerging issues which places a lot of lateral thinking and analytical abilities during (CAEF) Chief Audit Executive's Forum. Engage Audit Committee Chairpersons of all departments and other relevant stakeholders on emerging governance issues. Assess the performance of Audit Committees in the province. Monitor and report on the performance of all Internal Audit units and Audit Committees in the province. Provide secretariat duties on the sittings of CAEF and ACCF meetings. **Perform Specialised Audits:** Perform the Internal Quality Assurance Reviews for departments. Monitor, advise and report on the implementation of Quality Assurance Improvement Plans. Coordinate the External Quality Assurance Reviews. Ensure that Quality Assurance Reviews reports are finalised and reported to relevant departments timely. Perform Information Communication Technology audits (ICT Audits) in-house as well as manage the ICT Audits conducted by the service providers. Provide inputs into the Terms of Reference for procurement of service providers to conduct Specialised Audits i.e. ICT & Performance Audits. Manage Service Level Agreements of the service providers conducting Specialised Audits. Ensure Specialised Audits reports are completed and reported timely. **Monitor implementation of recommendations:** Monitor department's Internal Audit Units to produce reliable, accurate and factual reports on internal controls provincially. Facilitate the development of best practice monitoring tools that are suitable for Internal Audit functions. Analyse and provide recommendations on how audit reports should be structured, presented and well populated. **Provide technical support and capacity building in provincial departments and entities:** Identify key Internal Audit training and capacity building initiatives in respect of topical key areas of the profession and ensure coordination of such training. Provide Continuous Professional Development training for Internal Audit throughout the province. Analyse and workshop departments on service delivery performance areas in the province. **Manage Performance of Subordinates:** Ensure optimum performance management of Assistant Directors in line with their job profile & policy of the department.

DEPUTY DIRECTOR: MUNICIPAL SCM AND ASSET MANAGEMENT:

CHRIS HANI DISTRICT

Salary Package: R697 011 (Level 11)

(PT. 03/09/2018): Queenstown

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 Financial Accounting / Financial Management or related field coupled with Minimum 5 years experience of which 3 years must have been at middle managerial level (Assistant Director Level) in financial management environment. Previous experience in monitoring or working in Municipal environment is essential. Computer literate.

KPA'S: PROVIDE GUIDANCE AND SUPPORT ON TECHNICAL APPLICATION OF ACCOUNTING STANDARDS IN COMPLIANCE WITH THE FINANCIAL REPORTING FRAMEWORK AS REQUIRED BY THE MUNICIPAL FINANCE MANAGEMENT ACT: Assess and determine the capability and capacity of Municipalities in relation to the implementation of the latest prescribed GRAP Reporting Framework as well as updates on Standards of GRAP and submit inputs for risk based training plan to the Director to improve compliance. Provide training, advice and technical assistance/application on GRAP related issues to municipalities in the district in consultation with National Treasury. Prepare response to improve the quality of financial reporting by conducting research on technical accounting queries / issues raised by municipalities as well as Exposure Drafts as issued by the Accounting Standards Board and submit to the Director. Conduct visits to selected municipalities to assess the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Director with recommendation to improve compliance with the MFMA. Provide report to the supervisor on the analysis and interpretation of Annual Financial Statements to ascertain financial health of municipalities. Monitor MSCOA Implementation Plans of municipalities against set timelines to improve compliance with MSCOA Regulations to ensure alignment with GRAP Standards and Business Processes. Assess, advise and monitor municipalities on the preparation of monthly, quarterly and annual financial statements. Review the analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out Transversal support. Conduct research and co-ordinate the development of Position Papers, on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction. Monitor and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements. Participate in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Coordinate, manage and provide a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements. Conduct sessions and provide Financial Standing Procedure Manuals relating to Accounting in consultation with National Treasury. Give guidance and advice to stakeholders on accounting practice compile documents/presentations for discussion on various topics related to accounting on various sessions. Respond to queries raised on accounting issues by providing advice and technical assistance to municipalities. **TO PROVIDE SUPPORT AND CONTROL MECHANISM ON ISSUES OF COMPLIANCE TO SUPPLY CHAIN MANAGEMENT (SCM) AND ASSET MANAGEMENT (AM):** Develop analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities for submission to the Director. Conduct analysis of municipal SCM policy against the SCM Model Policy, legislation regulatory framework as well as National Treasury policy and practice notes and against any determined assessment tool ensuring that municipal SCM policy is aligned to current legislation and policy frameworks for SCM. Designing and implementing SCM / moveable asset management training Interventions to develop skill and capacity within municipalities. Assessment of compliance of regulatory framework for supply chain and moveable asset management. Monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury

- Conduct research on queries/issues raised on SCM & AM through the help desk by municipalities and prepare response on improving compliance for submission to the Director. Conduct assessment on the functionality of Bid Committees as per developed checklist and provide advice on gaps identified. Participate in supplier open days and supplier developmental initiatives. Monitor mSCOA Implementation Plans of municipalities against set timelines to improve compliance with mSCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes. Assess the training needs as support/intervention for municipalities to improve compliance to each district's unique needs and submit inputs for risk based/bespoke training plan to the Director. Evaluate reports and conduct research to improve integrity of data on the financial systems to assist in compliance with SCM regulations. Conduct Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans and provide report to the Director on the recommendations to improve compliance with the MFMA. **MONITOR COMPLIANCE WITH FINANCIAL ASSETS, LIABILITIES AND REVENUE MANAGEMENT:** Monitoring financial asset management compliance and compile a report. Provide support and advisory services in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Monitor and facilitate the implementation of the recommendations on corrective actions to be

taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. **PROVIDE SUPPORT ON THE IMPLEMENTATION AND MANAGEMENT OF RISK, FINANCE, 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. Weigh up financial implications of propositions and align expenditure to cash flow projections. **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. Develop 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 competencies: In-depth understanding of Legislative Framework that Governs the Public Service. In-depth understanding of Supply Chain Management Policies and Prescripts. In-depth understanding and application Municipal Finance Management Act. Understanding and application of National Treasury Regulations and Circulars

WEBMASTER: ASSISTANT DIRECTOR LEVEL

Salary Notch: R 356 289 (Level 09)

((PT.04/09/2018) Bhisho

This is a re-advertisement. (Applicants who applied for the post in the previous advert need not to re-apply as their applications will be considered).

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: PERSAL TRAINER

Salary Notch: R 356 289 (Level 09)

(PT.05 /09/2018) Bhisho

This is a re-advertisement. (Applicants who applied for the post in the previous advert need not to re-apply as their applications will be considered).

Purpose: To render PERSAL Systems Training 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) in Financial Management / Information Systems or Human Resource Management or any related field plus Minimum of 3 years experience in PERSAL Training. Certification as a PERSAL trainer will be an added advantage.

KPA's: **Provide training programmes for PERSAL transversal system users:** Conduct training needs assessments and analysis to determine skills gaps in the relevant departments. Develop training plans and communicate to all departments. Conduct PERSAL training on all modules within PERSAL for client departments both in Bhisho and in the regions. Set and mark the assessments and collate scores and submit results for review by training manager. Submit monthly and quarterly reports to the Deputy Director on the number of users trained and users passed. Maintain the user profiles and the training environment. Coordinate the distribution of certificates. Produce quarterly training statistics. Update the training material for all functional areas and maintain the systems training environment. Mentor and develop Trainers. **Provide training analysis for continuous improvement for PERSAL transversal system training environment:** Maintain standardised attendance registers. Conduct training impact analysis to determine the level of performance in the use of the system at client departments. Produce review of class with regard to level of training by means of a post training evaluation and report accordingly.

Applicants must possess the following skills and knowledge: Computer literacy, Knowledge of key PERSAL functions, Microsoft Office Applications, Communication, Presentation

2x SENIOR SOFTWARE DEVELOPER(S): ICT (one year contract)

Salary Notch : R356 289 per annum (Level 09)

(PT. 06/09/2018): Bhisho

Purpose: To facilitate the provision of programming support services to Information Communications Technology in terms of designing, developing programmes, reports, documentation and instructions for computer operation

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 Systems / Computer Science / Information Technology or any related field coupled with Minimum 3 year's experience in Programming Web Application, using Microsoft Visual Studio, C#, Asp.net with at least one year in Microsoft SQL

KPAS: Design and develop programmes: Perform system analysis and program development on assigned projects. Determine data needs, appropriate hardware and software, and operating instruction procedure. Consolidate documentation of program development and revisions. Design and implement application programs from approved functional and technical specifications. Accurately gather all relevant information from current existing systems in order to inform integration of overall systems.

Database Maintenance: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Advises standards pertaining to the Data Base and Data Base Control and Recovery Concepts. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage.

Documentation of instructions for databases (ERD). **Render support services to users:** Consult with and provide assistance, information, and training for administrator system users.. Provision of reports as per user requirements. Documentation of instructions for computer operation. **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. Set-up and manage continuous data integration.

PROVISIONING ADMIN CLERK: ASSET & FLEET

Salary Notch: R163 563 per annum (Level 05)

((PT: 07/09/2018) Bhisho

Purpose: To render administrative support in the provisioning of Asset & Fleet Management Services in the Department

Minimum Requirements: Matric/ Grade 12 coupled with a Minimum of 1 year experience in Asset Management environment. Tertiary qualification in Commerce/Supply Chain Management / Procurement / Logistics or any related will be an added advantage. Certificate of BAS and LOGIS is essential.

KPAS: ASSIST IN THE PROVISIONING OF ASSET AND FLEET MANAGEMENT SERVICES IN THE DEPARTMENT: Maintain and update departmental asset register. Perform stock counting, verification and evaluation of departmental assets. Ensure marking and bar-coding of all new assets in the Department. Identify and report redundant, broken obsolete assets that are due for disposal. **RENDER ASSET MANAGEMENT CLERICAL SUPPORT:** Compile and maintain records (e.g asset records / databases), Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. **ASSIST IN CONDUCTING OF ASSET NEEDS ASSESSMENT, ACQUISITION MANAGEMENT, OPERATIONAL AND DISPOSAL PLANS:** Render support in identification of asset needs assessment, acquisition management, operational and disposal plans. Facilitate the development and alignment of disposal plans with departmental budget. Assist in the implementation of annual asset acquisition. Assist with the implementation of policies and procedures to minimize risks of losses and promotion of effective management of departmental assets.

Applicants must possess the following competencies: Movable Asset Management, Procedure on internal and external transfers of assets. Physical verification, Disposal procedure, Safeguarding, Theft and Losses management. Techniques and practices of asset verification accounting. Reconciliation, Asset management framework.

1 x POST OF PERSAL SUPPORT AND ADMINISTRATION:

(FIXED TERM CONTRACT OF 12 MONTHS)

Salary Notch: R242 475 per annum (Level 7)

(Ref. PT 08/09 /2018) Bhisho

Purpose: Act as user type 2 for three centralised departments and also support the user type1 in the carrying out of his duties.

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 relevant field. Knowledge of PERSAL system Copy of PERSAL course(s) must be attached. At least 2

years' experience in an HR environment. Knowledge of regulations related to Human Resource Management.

Skills and Competencies: Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

KPA's: Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCC's for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision making.

1X POST OF PERSAL APPOINTMENT AUTHORISER: PERSAL CENTRALISATION (ONE YEAR CONTRACT)

Salary Notch: R242 475 Level 07)

(PT.09/09/2018) Bhisho

Purpose: Implementation of PERSAL Centralisation in relation to authorization of appointments processed by Provincial government 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 Human Resource Management / Public Admin / Public Management / Finance/ IT with 2 year's experience in Human Resource Management environment or systems. Understanding of Treasury environment and budget controls will be an added advantage. Knowledge of PERSAL system. Copy of PERSAL certificate(s) must be attached.

Skills and Competencies: Knowledge of Human Resource Management prescripts and legislation and PERSAL. Project Management, Analytical thinking, Decision Making, Planning and Organising. People Management, Good Communication Skills (verbal & written). Computer Literate

KPA'S: **Support departments with the implementation of appointments:** Receive appointment files from various departments. Verify supporting documents for appointment on files received. Prepare receipt register for record purposes. **Confirm availability of funds for appointments:** Process submission to Budget Office for budget/funds verification. Make a follow-up with Budget office on the submission made to determine the availability of funds for appointments. **Authorize appointments on persal system:** Verify if appointment details are correctly captured on PERSAL. Authorize appointment transaction on PERSAL. Stamp verified documents during authorization. **Render administrative support services on compilation of statistics:** Compile and submit weekly statistics of all authorized and rejected appointments.

ADMIN OFFICER: HUMAN RESOURCE ADMINISTRATION

Salary Notch: R242 475 (Level 7)

PT. 10/09/2018)

Purpose: To render administrative and office support services to the Human Resource Administration Services, Organisational Development and Human Resource Planning Directorate.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration 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 Office Administration any other related qualification coupled with a Minimum of two years experience in administration environment. Computer literacy. Knowledge of PERSAL will be an added advantage.

KPA'S: **Render the implementation of employee service benefits:** Facilitate the timeous processing of applications and payment of employee service benefits on termination of service e.g. housing allowances, long service recognitions, pensions and leave gratuities. Process termination of service on PERSAL. Verify calculations for S & T's and quality check all documentation. **Administer leave matters:** Conduct quarterly leave reconciliations and compile a report. Capture / approve leave advices on PERSAL, audit leave credits and amend leave accruals. Render advice to all departmental employees on leave matters. Captures / approve leave discounting and gratuity on PERSAL. **Render administrative support services to the human resource administration services directorate:** Ensure effective flow of information and documents from and to the office of the Directorate. Co-ordinate Directorate reports i.e. Monthly and Quarterly Reports, Management Reports, Scrutinise routine submissions / reports and make notes for the Director. Respond to enquiries received internal and from external stakeholders. Draft documents as required. Collects, analyse and collates information as requested. Coordinate travel arrangements for the Directorate. Manage leave register for the Directorate. Administer procurement of standard items (stationery & refreshments) for the Directorate. Obtain necessary signatures on documents pertaining to the Directorate. **Provide secretariat support services to the directorate:** Collects and compiles necessary documents for the Directorate meetings. Record minutes and circulate to all relevant role players, and make follow-up on progress made. Prepare briefings notes for the Director as required. Coordinate logistical arrangement for the Directorate meetings. **Provide financial administration support services for the directorate:** Collects and coordinate all documents related to the Directorates budget. Assist the Directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alert Director of possible over – and under spending. Check and collates BAS reports, and ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the Director and compile draft memo for this purpose.

ADMIN OFFICER: FINANCIAL ASSET MANAGEMENT

Salary Notch: R242 475 (Level 7)

PT. 11/09/2018)

Purpose: To render office administrative and management support services to Financial Asset Management Directorate.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration 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 Office Administration/ Public Administration or any other related qualification coupled with a Minimum of two years experience in administration environment.

KPA'S: **Render administrative and management support services to the directorate:** Administratively manage, organise and coordinate activities to ensure seamless flow of information within the directorate. Screen incoming and outgoing correspondence in the Directorate. Scrutinise routing submissions, reports and prepare notes for Director. Prioritise matters within the office of the Directorate. Circulate correspondence to relevant offices as and when required. Draft on instruction correspondence for the Directorate. Keep safe and regularly back-up all documentation and electronic correspondence in the office of the Director in line with the approved File Plan, and relevant legislation and policies. Administer attendance register, leave register, payroll slips and telephone accounts for the Directorate. Make follow-ups on outstanding reports. Develop and maintain record management system in the Director's office.

Facilitate the travel and accommodation in the office of the Director and process S&T claims. Draft documents or reports as and when required for Directorate. Facilitate the procurement of standard items for the office of the Director. Undertake ad-hoc administrative duties such as photocopying, faxing, scanning etc. for the directorate. Ensure that office equipment is in good working order. **COORDINATE REPORTS WITHIN THE DIRECTORATE:** Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Directorate. Make follow ups on outstanding reports and prepare report for submission to the Director. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Directorate. **ADMINISTER BUDGET PROCESSES AND PLANNING WITHIN THE DIRECTORATE:** Provide inputs in the budget planning of Directorate. Consolidate budget forms for the Directorate. Develop and implement Procurement Plan according to 12 months projections. Monitor proper utilisation of the budget according to monthly projections. Keep records of expenditure commitments, monitor expenditure by means of checking BAS reports and alert the Directorates of possible over – and under spending. Compile the Directorate's monthly In-Year Monitoring Reports. Prepare and make presentation on the spending of budget of the Directorate on monthly meetings. Identify the need to move funds between items, consult with the heads of Directorates and compile draft memo for this purpose. Make follow-ups on progress of supplier payments to avoid accruals. **MANAGE AREA OF RESPONSIBILITY:** Prepare progress reports on compliance matters and submit reports to internal and external stakeholders. Determine most effective procedures and methods and render advice relating organisational efficiency to achieve organisational goals. 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, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage daily and enforce 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.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: 21 SEPTEMBER 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