



EASTERN CAPE PROVINCIAL TREASURY

EXECUTIVE ASSISTANT TO THE HEAD OF DEPARTMENT

Salary Package: R 657 558 per annum (Level 11)

(Ref. PT 01/05/2018)

Purpose: To provide Executive Assistant Services to the HOD.

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 Economics / Financial Management /Accounting/ Public Management or any other related field plus Minimum of 5 years in relevant field of which three (3) years must be at Assistant Director Level.

KPAS Provide support to the HOD regarding meetings: Coordinate and schedule meetings as required by the HOD and oversee logistics relating to the office of the HOD. Prepare document packs and other documentation required for meetings and ensure that minutes of the relevant meetings are taken and that there is follow up on the implementation of decisions. Assist in collating and preparing EXCO decision matrix response to OTP. **Ensure sound office administration in the office of the HOD:** Set up and maintain systems, procedures and processes that will ensure efficiency in the office of the HOD. Manage the provisioning of secretarial / reception support in the office of the HOD. Ensure that HOD's diary is managed. Ensure requisition for travel and procurement and other arrangements in the office of the HOD are prepared. Monitor and manage attendance, absenteeism and leave matters in the office of the HOD and ensure credible leave records are maintained. Draft and submit monthly reports to Human Resources on staff attendance and leave matters in the office of the HOD. Conducts leave reconciliation for the office of the HOD. **Manage correspondence and records in the office of the HOD:** Analyse and prioritise correspondence submitted in the office of the HOD. Oversee the incoming and outgoing correspondence. Monitor and follow-up on task assigned to Senior Management members. Prepare acknowledgement letters to all incoming correspondence and follow up on responses. Ensure safe keeping and access control of classified documentation and records in the office of the HOD. **Support HOD with the administration of the budget of the office of HOD:** Collects and coordinates all documents related to the budget of the office of the HOD. Assists in the determining of funding requirements for the purpose of MTEF budget. Ensure safekeeping of records on expenditure commitments. Assist in monitoring expenditure and ensure that expenditure is correctly allocated. Identify the need to move funds between items, and ensure memo for shifting of funds is drafted and approved.

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 timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management compliance to protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

Applicants must possess the following Skills and Competencies: Extensive knowledge and understanding of Public Service Regulations, Policies and Procedures. Extensive knowledge and understanding of Policies and procedures that governs financial management in the Public Service. In-depth knowledge on how Provincial / National Government functions. Change Management, Strategic Management, Financial Management and Project Management Skills. Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management skills. Communication and Information Management skills. 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 and Team Leadership.

DEPUTY DIRECTOR: FORENSIC AUDITING
Salary Package: R 657 558 per annum (Level 11)

(Ref. PT 02 /05/2018)

Purpose: To assist in the promotion and ensure coordination of Forensic Audits 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 Commerce/Financial Accounting / Financial Management / Public Finance coupled with Minimum 5 of years' experience of which 3 years must be at a supervisory level or Assistant Director in auditing/forensic environment, served and completed articles with a recognised accounting/auditing firm.

KPA's: Render support in the forensic audit strategy in departments and public entities:

Give input to the development, planning, implementing and driving of a Forensic Audit Strategy in response to the Provincial strategy. **Provide forensic support and capacity building to provincial departments and public entities:** Render support in identifying, managing and facilitating the Forensic risks and issue solutions (Fraud Risk Assessment). Support the development of a plan and monitor adherence to it. **Monitor departments forensic capacity if available:** Monitor Forensic Auditing functions, ensuring effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift capacity.

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/external or forensic auditing. Knowledge and application of applicable Public Sector Legislation, Public Finance Management Act, IIA Standards, Depth knowledge of Forensic, Depth knowledge of audit. 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 Good Communication Skills.

ASSISTANT DIRECTOR: CONDITIONS OF SERVICES

Salary Notch: R334 545 (Level 09)

(PT. 04/05/2018)

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 university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management / Public Admin / Public Management or any related field coupled Minimum of 3 of years' experience relevant work experience at a level of an officer (Level 7 or higher) in Conditions of service. To be in possession of a PERSAL certificate. Drivers licence is essential

KPA's: supervise the implementation of services benefits: Render advice and ensure implementation of service benefits are rendered effectively. Quality check documentation for compliance. Authorise transactions in relation to Service Benefits (e.g. housing allowance) on the system. Conduct workshops on latest developments on service benefits. Advise employees on medical aid related matters **Supervise leave matters:** Authorise leave gratuity and leave applications on the system. Draft quarterly reports on leave reconciliation and PILIR. Conduct workshops on leave management. **Supervise termination of services:** Verify documents in relation to the termination of service. Ensure timeous termination of employee services. Ensure safe recordkeeping of the termination document. **Manage human resource registry:** Ensure maximum confidentiality of departmental Human Resource Records. Ensure the safekeeping of Human Resource Records. Ensure disposal of Human Resource Records is in accordance to applicable regulations. **Assist in the development and reviewal of conditions of service policies:** Analyse approved conditions of service policy and identify gaps. Conduct research on best practices. Consolidate inputs. Circulate policy for input. Present policy to stakeholders for approval. Issue circulars on new policies, reviews & new developments. Conduct awareness campaigns on approved policies. **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, Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates.

Applicants must possess the following competencies: In depth knowledge of Human Resource Management prescripts and legislation. PERSAL, Project Management, Analytical thinking, Decision Making, Planning and Organising. To be Computer Literate.

ASSISTANT DIRECTOR: CONTRACT MANAGEMENT

Salary Notch: R334 545 (Level 09)

(PT. 05/05/2018)

Purpose: To facilitate the development, reviewal, and implementation of Contract Administration Process.

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 Commerce / Supply Chain Management / Procurement or related field. Short Courses in Contract Management and Commercial Law will be an added advantage coupled with minimum of 3 years working experience within SCM, of which 2 years must be in Contract Management. Must be in possession of a valid EB/ code 8 driver's license.

KPA'S: Facilitate and coordinate the development of contract management policy: Analyse approved Contract Management policy and identify gaps. **Monitor, analyse and determine actions to ensure proper contract administration:** Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Assist in evaluating applications for variations, amendments and cancelations and develop proposals for approval. Prepare documentation for disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods / services. **Coordinate reviewal of contracts and monitor contract compliance:** Determine whether product / services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Review supplier performance.

Applicants must possess the following competencies: In-depth knowledge of the legislative framework that governs the Public Service. Knowledge and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, National Treasury Instructions & Practice Notes, SCA. Communication Skills (verbal & written). Computer Literate, Project Management and Analytical Thinking

ASSISTANT DIRECTOR: RISK & SCM PERFORMANCE

Salary Notch: R334 545 (Level 09)

(PT. 06/05/2018)

Purpose: To render Risk and Supply Chain Performance Management Services in the department.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Supply Chain Management / Internal Auditing / Public Administration / Economics / Business Management or related field coupled with the Minimum of 3 years relevant work experience within SCM or Internal Auditing. Two years working experience in Risk and Supply Chain Performance Management will be added advantage. Must be in possession of a valid EB/ code 8 driver's license.

KPAS: Render support in ensuring optimum compliance within the SCM unit: Assist in monitoring compliance with SCM policies and procedures within the department. Assist in monitoring and evaluation supplier performance in relation to contractual obligation. Assist in monitoring and evaluating SCM performance in respect of compliance to all SCM elements. Conduct quality control checks and identify non-compliance issues in overseeing contract management for all departmental operating leases. Assist in monitoring the adherence to the prescribed code of conduct by the SCM practitioner and report any contraventions. **Render support in ensuring compliance assessment report writing:** Ensure accuracy of information on the Compliance Assessment Report. Submit a detailed report to the SCM: Director. **Facilitate implementation of risk management interventions of SCM unit:** Identify and evaluate risks within SCM unit. Assist with the development of complaints register. Investigate complaints and report back to complainant. Assist with the monitoring and evaluation of bid processes in the department.

Applicants must possess the following competencies: In-depth knowledge of legislative framework that governs the Public Service. Knowledge and understanding of the following prescripts: Public Finance Management Act, Risk Management and Policies. Supply Chain Management Policies, Financial Accounting and Budget preparation.

ASSISTANT DIRECTOR: BAS MONITORING & SUPPORT

Salary Notch: R 334 545 (Level 09)

(PT. 07/05/2018) Bhisho

Purpose: To support provisioning of BAS monitoring & Support services

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 / Financial Accounting or any related field plus Minimum of 3 years working experience in BAS.

KPAS: Assist in monitoring and control of the BAS system: Perform User Account reviews of the BAS system use and monitor compliance to BAS policy and BAS best practices. Monitor activities of BAS system controllers of all provincial departments and report on a monthly basis. Circulate BAS notices and /or Circulars/policies on BAS system, bring important messages to the attention of Departments and Management and ensure compliance. **provide support to departments:** Provide solutions to all logged calls within the agreed timeframes as per the Service charter. Perform weekly provincial disbursement of payments. Identify and produce critical monthly, weekly and ad hoc business intelligence/financial reports for decision making. Perform detailed analysis of BAS and Vulindlela reports in order to flag exceptions. Provide advice and support to departments on flagged exceptions and monitor corrective action taken.

Applicants must possess the following Skills and Competencies: General Principles of BAS. Workflow Management, Group Profile Management, User profile Management. Excel, Relationship Management, Skill on

conducting quality control reviews of audit work products, Negotiation, Organising and Planning. Problem solving skills, Decision Making, Analytical Thinker, Communication, Presentation and Computer Literacy.

ASSISTANT DIRECTOR: PERSAL TRAINER

Salary Notch: R 334 545 (Level 09)

(PT.08 /05/2018) Bhisho

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 and Report Writing.

2XASSISTANT DIRECTORS: MUNICIPAL BUDGET: ALFRED NZO, SARAH BAARTMAN DISTRICTS

Salary Notch: R334 545 per annum (Level 9)

(Ref. PT 09/05/2018)Mt Ayliff & Port Elizabeth

Purpose: To provide hands-on support on the implementation of budgeting frameworks, institutional governance and report on MFMA implementation.

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 / Financial Accounting or relevant field coupled with Minimum of 3 years' experience in Financial Management environment at an officer level. Previous experience in monitoring or working in Municipal environment is essential. Computer literate.

KPA'S: **Assist in the technical hands-on support on budget planning and implementation:** Assist Deputy Director in collating information on training/workshop sessions for municipal officials on the planning and implementation of the Municipal Budget and Reporting Regulations as prescribed by National Treasury. Conduct assessment on sustainability and credibility of the municipal budgets in line with MFMA, regulations, circulars and the funding compliance tool and submit report to Deputy Director. Participate in the engagement of municipalities benchmarking exercise on all tabled and adopted budgets. Assist on supporting municipalities in

ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Provide hands-on support to municipalities on the budget verification process in terms of submissions and uploading to the NT database. Compile IYM Assessments with the focus on performances that is not in line with projections, reasons for variances, status of debtors and creditors and recommendations (highlighting red flags). In-year monitoring reports evaluated on the implementation of the budget in order to enhance conformance, accountability, data integrity and efficiency in municipalities and feedback provided to municipalities. Regular follow up by sourcing relevant debt reports and returns from municipalities and assist in developing monitoring, measurement and reporting tools regarding outstanding government debt owed to municipalities. Assist in the review of Municipal Annual Report per National Treasury prescripts. Conduct reconciliation on debt reports of district and follow up on disputed amounts. Monitor and follow up on the outstanding government debt owed to municipalities by government departments, assist in preparing consolidated reports for organs of state and other stakeholders. Participate in monthly debt technical task team meetings and assist Deputy Director with report to debt steering committee on the outstanding government debt. Assist in the monitoring of the roll over process of gazetted transfers from provincial departments to municipalities as contained in the main and adjusted provincial budgets and collate and consolidate roll over applications received from municipalities. Prepare SDBIP assessment on approved SDBIP's of municipalities and assess the financial health and sustainability based on the Sec.72 mid-year report submitted by the municipality and report to the Deputy Director. **Provide hands on support to municipalities on governance and institutional management, in line with MFMA requirements (MFMA Compliance):** Monitor compliance of municipalities with the implementation of the MFMA Plans by providing on-going assistance, support and guidance. Identify municipal financial problems requiring attention and report to the Deputy Director. Assist in assessing and reporting 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. Monitor SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with Budget Regulations and Business Processes. Provide hands on support to municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures quarterly. Assist in the development and monitoring of Financial Recovery Plans for municipalities where necessary. Assist in co-ordinating input required for the quarterly NT MFMA Joint meetings. Collate all comments on the new regulations/circulars issued by National Treasury and submit to Deputy Director. Assist with information sessions relating to MFMA reforms and capacity building initiatives (MFMA Induction) for both municipal officials & councillors. Collate information for reporting to the Standing Committee on Local Government regarding local government financial matters. **Manage area of responsibility:** Maintain high standards of work in terms of quality/quantity and timeliness. Motivate and support subordinates. 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. Assess knowledge and technical capabilities of officials to support training and development of skills. **Ensure the management of assets in the area of responsibility:** Ensures that assets are managed, maintained and kept safely.

ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & REPORTING

Salary Notch: R 334 545 (Level 09)

((PT.10 /05/2018) Bhisho

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

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) majoring in Financial Accounting, Auditing, Public Finance or any related field coupled with a Minimum of 3 years' relevant work experience in an Accounting environment at a level of

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

progress reports. **Manage area of responsibility:**–Provide support in the identification of inter-departmental balances and preparation and submission of consolidated Annual Financial Statements to Auditor General. Develop and implement service delivery improvement programmes. Assist in the development and 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 in the Unit within set timeframes. Ensure the Unit's assets are managed, maintained and kept safely.

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

CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICES

Salary Notch: R281,418 per annum (Level 08)

((PT: 11 /05/2018) Bhisho

Purpose: To facilitate 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 university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management / Public Admin / Public Management or any related field coupled with a Minimum 2 years relevant experience in Conditions of services environment. To be in possession of a PERSAL certificate.

KPA's: Facilitate the implementation of services benefits: Maintain records of tenants who currently own houses and ensure records are up to date. Supervise the processing of leave gratuity and discounting applications. Verify pension application forms for resigned, retired and deceased officials. Verify and submit housing application for approval on PERSAL. Verify calculations for S&T's, quality check all the attachments. Supervise capturing and release state guarantee on PERSAL. **Facilitate processing of long service, resettlements and relocation applications:** Ensure Z102 forms are processed on time. Verify pension application forms for resigned, retired and deceased officials. Ensure PERSAL report drawn officials between 55 – 65 years. Advise employees on medical aid related matters. **Administer leave matters:** Supervise capturing of leave applications and ensure submission for approval. Coordinate the reconciliation of leave on a quarterly basis. Facilitate the implementation of PILIR in the department.

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

Applicants must possess the following competencies: Human Resource Management prescripts and legislation. PERSAL. Project Management, Analytical thinking, Decision Making, Planning and Organising, People Management, Good Communication Skills (verbal & written). To be Computer Literate.

HUMAN RESOURCE DEVELOPMENT PRACTITIONER

Salary Notch: R226 611 per annum (Level 07)

(PT. 13/05/2018) Bhisho

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

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.

INTERNAL AUDITOR

Salary Notch: R226 611 per annum (Level 07)

(PT. 14 /05/2018) Bhisho

Purpose: To render Internal Audit Services 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 Auditing and Accounting as major subjects coupled with 2 years practical experience in Internal Auditing environment.

Added advantage: Completed internal audit or external audit articles, member of the IIA(SA), completed IAT or PIA qualification.

KPAS: Facilitate the execution of comprehensive audit plan: Execute audits in accordance with the audit programmes. Report progress on audit programmes. Document areas for improvement. Obtain management comment on findings and submit working papers on time to the Supervisor. Communicate all issues with the Supervisor and client continuously. Execute the audit programmes for requested audits or as deemed appropriate.

Applicants must possess the following competencies: Theory and Practice of Internal Audit, knowledge and application of applicable legislative requirements, Departmental Policies and Procedures, Standards for Professional Practice of Internal Auditors, Internal Audit regulatory framework and policies. Governance and Risk Management. Budget Preparation, Monitoring and Reporting.

HELPDESK OFFICER

Salary Notch: R226 611 per annum (Level 07)

(PT. 15/05/2018) Bhisho

Purpose: Provide first line support in attending, assisting and resolving issues relating to supplier complaints.

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 Information Technology or related qualification plus Minimum of 2 years' experience in an administrative environment.

KPAS: Render SCM first line help desk: Interacting with suppliers and other stakeholders by email and face to face. Render first line support and resolve issues immediately. Escalate complex problems / issues to Assistant Director (ASD). Register Official complaints and/or refer to relevant subject matter experts and track progress. **Render supplier registrations support:** Assist suppliers and stakeholders to register on the Central Supplier Database (CSD), and to update supplier information on existing profiles. Log issues on data tracking facility. Track all incoming work and ensure Service Levels are maintained and continuously improve turnaround times. Escalate issues to ASD. Provide CSD Training Support to Departments. Conduct Supplier Days/Supplier Development workshops. Extracting and generating of procurement spend reports (spend analysis).

PROCUREMENT ADMIN CLERK

Salary Notch: R152 862 per annum (Level 05)

(PT. 16/05/2018) Bhisho

Purpose: To render assistance in the efficient administration of the unit by ensuring that Provincial Tender Bulletin is in compliance with the required standard and content requirements

Minimum Requirements: Matric/ Grade 12. Tertiary qualification (NQF Level 7/NQF Level 6) in SCM/ Logistics / Purchasing or any related will be an added advantage coupled with Minimum of 1 year experience in Supply Chain Management environment. Computer literate (MS Package)

KPAS: Render assistance in the compilation and distribution of provincial tender bulletin: Sort and classify all Bid notices. Deliver bid notices to respective Departmental clusters for review and compliance check. Check advertisement to verify that content complies with the minimum requirements & Report Non-compliance on advertising. Compare to procurement plan of relevant department and verify procurement pan number. Assist in the Compilation of Bid notices on tender bulletin and E-Tender Publication Portal and advertise weekly. Check daily newspaper tender adverts to verify that tender adverts were published in the bulletin and E-Tender Publication Portal prior to newspapers. Provide administrative assistance in advertising all erratum to already advertised tenders. Coordinate all administration related issues regarding special tender bulletin. Ensure that the bulletin is on Provincial Treasury website. **Assist with supplier registration on Central Supplier Database (CSD).**

PERSONNEL OFFICER: CONDITIONS OF SERVICES

Salary Notch: R152 862 per annum (Level 05)

((PT: 17/05/2018) Bhisho

Purpose: To assist in facilitating the implementation of Conditions of Service in the Department

Minimum Requirements: Matric/ Grade 12 coupled with a Minimum of 1 year experience in Conditions of Service. Tertiary qualification in Human Resource Management / Public Admin / Public Management or any related and PERSAL certificate will be an added advantage.

KPAS: Facilitate the implementation of services benefits: Timeous processing of service benefits after termination of service e.g. pensions and leave gratuity. Process housing allowance, long service awards and other leave encashment processes. Assist employees with regard to state guarantee applications and report on issued and released guarantees. Verify calculation for S and T's and quality check all attachments. **Administer leave matters:** Conduct quarterly leave reconciliations and compile report. Notify employees who exhausted their leave. Capture leave on PERSAL. Process leave discounting and leave gratuity matters and capture them on PERSAL.

Applicants must possess the following competencies: Knowledge of Human Resource Management prescripts and legislation. Knowledge of the Procedure on Incapacity leave and ill Health Retirement (PILIR). PERSAL System knowledge and be Computer Literate.

ASSISTANT DIRECTOR: MUNICIPAL SCM & ASSET MANAGEMENT: OR TAMBO DISTRICT

**Salary Notch: R334 545 per annum (Level 9)
(Ref. PT 18/05/2018) Mthatha**

Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks, Supply Chain Management, Municipal Standard Chart of Accounts and Asset Management issues in 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 institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Financial Accounting or relevant field coupled with Minimum of 3 years' experience in Financial Management environment at an officer level. Previous experience in monitoring or working in Municipal environment is essential. Computer literate is one of the requirements and be able to demonstrate knowledge of various financial management systems used by municipalities. Be able to work independently without close supervision.

KPAS: To assist on improving the understanding on the technical application of accounting standards and financial reporting within municipalities as required by the Municipal Finance Management Act:

Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance; Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director; Assist in conducting assessment on selected municipal visits on the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS process plans, implementation of audit action plans and completeness of Audit File and compile report to the Deputy Director with recommendation to improve compliance with the MFMA; Monitor AFS Plan and conduct a high level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA; Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director; Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations and its alignment to Standards of GRAP. Assist in assessing, advising and monitoring municipalities with preparation of monthly, quarterly and annual financial statements; Conduct analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out transversal support; Follow up and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements ; Perform a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements and submit report to the Deputy Director for the feedback to the municipality. **To provide practical assistance and control mechanism on issues of compliance to Supply Chain Management (SCM) Asset Management (AM):**

Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director; Prepare a report for the Deputy Director with recommendation to improve MFMA compliance on the assessment conducted on SCM and AM policies against the legislated framework; Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director; Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance; Provide report to the Deputy Director on the assessment of E-Procurement System and provide recommendations on improving integrity of data; Assist in assessing the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans during municipal budget assessment and provide report to the Deputy Director on the recommendations to improve compliance with the MFMA; Assist Deputy Director in monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury; Conduct an assessment on the functionality of Bid Committees as per developed checklist and report gaps identified to the Deputy Director; Assist in monitoring SCOA Implementation Plans of municipalities against set timelines to improve

compliance with mSCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes; Assist in conducting Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans and provide report with recommendations to the Deputy Director. **Assist in monitoring compliance with financial assets and liabilities and revenue management:** Assist in monitoring financial asset management compliance and compile a report; Collate information for providing comments in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Provide hands on support to 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. **Manage area of responsibility:** Maintain high standards of work in terms of quality/quantity and timeliness. Motivate and support subordinates. 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. Assess knowledge and technical capabilities of officials to support training and development of skills.

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: 01 JUNE 2018 @ 15h00

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