



EASTERN CAPE PROVINCIAL TREASURY

DEPUTY DIRECTOR: FORENSIC AUDIT (FIXED TERM CONTRACT OF 12 MONTHS)

Salary Notch: R733 257 (Level 11)

Ref. PT 01/08/2019): Bhisho

Purpose: To assist in the promotion and ensure coordination of Forensic Audits Services in Provincial Departments, Public Entities and Municipalities.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Commerce/Financial Accounting/Financial Management/Criminal Law coupled with Minimum 10 of years' experience in forensic/law enforcement/criminal law environment. Registered with a Professional Forensic Association or Body.

KPA's: **Provide forensic support and capacity building to provincial departments and public entities:** Render support in identifying, managing and facilitating the forensic investigation of incidents reported to or identified by Provincial Treasury. Support the development and implementation of an investigation plan and facilitate adherence to it. **Support departments forensic capacity where necessary:** Monitor and facilitate forensic investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Coordinate and conduct forensic investigations in public sector. **Prepare affidavits and evidence files and testify for criminal prosecution purposes.**

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. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.

Skills and competencies: Theory and practice of conducting forensic investigations. Knowledge and application of applicable Public Sector Legislation, Public Finance Management Act, Depth knowledge of forensic investigation legislation. Investigating, Monitoring and Reporting. Applying Technology, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Impact and Influence, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and Good Communication Skills

DEPUTY DIRECTOR: SALARIES ADMINISTRATION

Salary Notch: R733 257 (Level 11)

Ref. PT 02/08/2019): Bhisho

Purpose: To manage salary payments and rebates.

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 Financial

Management/Financial Accounting or related field coupled with Minimum 5 of years' experience of which 3 years must be at a supervisory (management) level or Assistant Director in Salaries Administration environment.

KPA'S: MANAGE THE PAYMENT OF SALARIES AND DEDUCTION OF PAYMENTS TO THIRD PARTIES: Manage and monitor that all salary payments have correct documentation, are correctly calculated, approved by Internal Control Unit, authorized and captured e.g. pro-rata bonus, leave. Manage and ensure that all deductions are correctly paid to third parties and ensure that schedules are sent to all third parties. Manage and ensure that all codes used for payments of salaries and deduction is correct to avoid exception and unnecessary misallocation. Manage and ensures that all payrolls are distributed on time to Paypoint Managers to avoid late return by them and to meet the requirements of PFMA and Audit queries. Monitor and manage the complaints from Paypoint Managers so that they can be rectified within the next open month and also to avoid exceptions from being repeated. **MANAGE MONTHLY RECONCILIATIONS – BAS, PERSAL AND SUSPENSE ACCOUNTS:** Manage and ensure that Salary related suspense accounts are done monthly. Facilitate the payments of all debts owed to the department and ensure are paid on a monthly basis. Manage and facilitate the BAS and Persal reconciliation is done on a monthly basis and submitted on or before due date to meet the requirement of PFMA. Manage and ensure that all Persal exceptions are done on a monthly basis and also ensure correction of link codes. Manage tax reconciliations returns. **MANAGE BAS PAYMENTS AND AUTHORISATION OF JOURNALS:** Manage and ensure that all journals are done within the open month and also payments are also processed within the open month. Manage and monitor that the details captured on the journal and payments are correct to avoid misallocations and also to avoid payment to be done on wrong beneficiary. Manage and monitor that the source documents attached on journal and payments are correct to avoid incorrect journal, payments and Audit queries. **MANAGE SALARY ADMIN DUTIES;** Manage and ensures that all users of PERSAL are allocated functions and registered. Manage and monitor the control of functions to prevent corruption. Ensures that the new developments with regard to PERSAL are communicated to officials and top management. Manage and ensures that the reports are requested to PERSAL as requested by other sections to avoid delay of workflow. Perform Salary Controller duties. **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.

Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Financial Management Act, National Treasury Regulations, National Treasury Instruction & Practice notes. National Treasury Circulars. DPSA Circulars, SCOA, PERSAL and BAS Systems. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management.

NETWORK CONTROLLER: ICT MANAGEMENT

Salary Notch: R316 791 (Level 08)

(PT.03 /08/2019) Bhisho

Purpose: To render support in ICT infrastructure, operational network and information communications technology in the department

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 Computer Science/ Information Systems or related field coupled with Minimum 2 years experience in Network Administration. N+ Certification will be an added advantage.

KPAs: RENDER SUPPORT ON ICT INFRASTRUCTURE TO ALL NETWORKS ON LAN, WAN & DESKTOP: Provide 1st line support on network related issues. Provide assistance with research, evaluation of hardware and software technologies for networks. Test new software and related upgrades and compatibility with existing systems. Maintain, upgrades and solve network problems. Provide initial training in existing and new technologies. Provide network connectivity at all times. Perform onsite and remote support to Head Office and Districts. Install, diagnose, repair, maintain, configure, update and upgrade all computers / laptop hardware, software or any other ICT equipment to ensure optimal performance of system. Provide required technical assistance to users. Assist in the development of topology and network standards. Assist in the maintenance of IT equipments. Install and configure operating system and drivers to desktop, laptops and printers. Assist in maintenance of LAN. Provide guidance to new users on start-up procedures. Assist in identifying hardwares for disposal when appropriate. **PROVIDE SUPPORT IN THE DEVELOPMENT OF NETWORK BUSINESS & ICT STRATEGIC ALIGNMENT:** Provide inputs to the information services strategies & plans. Assist in the implementation of all IT related policies and procedures. **ADMINISTER USER INFORMATION AND USER ACCOUNT MANAGEMENT ON DEPARTMENTAL SERVERS:** Render support to users on network operation. Record and attend all network related queries. Assist in creating or reset of user profiles on CISCO Call Manager. Assist in resetting user accounts on active directory. Assist new user in completion of registration forms. Assist in the creation of system backup and user information and perform data recovery. **RENDER SUPPORT TO AD HOC PROJECTS:** Assist service providers on network cabling installations. Assist in testing of backup generator.

Skills and Competencies: PC Installation, operations and trouble-shooting. Network operations, software and hardware, PC software knowledge To prepare accurate reports and to provide quick and innovative solutions to computing problems train users in the operation of computer and associated peripheral equipment. Train users regarding software diagnostic tools and their use. Computer hardware, operating system software and its applications routine maintenance methods and procedures utilized to maintain the proper performance of computer, peripheral equipment. Network Management, Computer Literate, Analytical Thinker, Problem Solving, Decision Making.

INTERNAL AUDITOR

Salary Notch: R257 508 per annum (Level 07)

(PT.04 /08/2019) 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 plus a minimum of two years experience in an internal audit or external audit environment.

Added Advantage: Prior experience in PFMA governed entities.

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 the draft findings and submit working papers on time to the supervisor. Communicate all issues with the supervisor and client continuously.

Applicants must possess the following competencies: Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirement, Departmental Policies and Procedures, Standards for Professional Practice of Internal Auditors, Internal Audit Framework and policies. Manage daily employee performance and ensure timely performance assessments of all subordinates; ensure management, maintenance and safekeeping of assets.

1 x POST OF PERSAL SUPPORT AND ADMINISTRATION:

(FIXED TERM CONTRACT OF 12 MONTHS)

Salary Notch: R257 508 per annum (Level 7)

(Ref. PT 05 /08 /2019) 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.

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: 06 SEPTEMBER 2019 @ 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