



EASTERN CAPE PROVINCIAL TREASURY

CHIEF DIRECTOR: PROJECT MANAGEMENT: FIXED TERM 12 MONTHS CONTRACT

MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT

Salary Package R1251 183 (Level 14)

(PT.01 /12/2019) Bhisho

Purpose: To oversee, manage and coordinate the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).

Minimum Requirements: A Three-year Degree (NQF level 7) in Commerce / Financial Management / Finance Accounting / Public Finance and/ or related qualification coupled with Minimum 5 years' experience work experience at Senior Management level in financial management in a health environment and with at least 2 years' experience as a project manager for a similar project. NQF Level 8 in Public Administration will be an added advantage.

KPAS: TO OVERSEE, SUPPORT AND MANAGE THE PROJECT: To provide strategic and project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18 intervention in the DOH. Develop the concept and approach for monitoring the progress and successful completion of the project deliverables. Ensure that project status, issues and successes are communicated to project team, stakeholders, and all levels of management and documented appropriately. Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders. Coordinate meetings with DOH, OTP and PT Task Team members. Ensure monthly and quarterly progress reports are made to all relevant stakeholders, including EXCO. Provide recommendations and advice on project milestones to be implemented by DOH, OTP and PT as part of the deliverables of the project. Serve as a central point of contact between the PT and the various internal and external stakeholders of the project. **OVERSEE AND MANAGE THE RESOURCES TO BE DEPLOYED IN IMPLEMENTING S18:** Manage the human resources that have been deployed in the Management of Medico Legal Claims Project. Ensure that the deployed human resources are aware of their roles and responsibilities within the project, the milestones, expected deliverables and timeframes. Manage the performance of the deployed human resources. **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 timely 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 protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

1X DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT): FIXED TERM OF 12 MONTHS CONTRACT

MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT

Salary Package R1057 326 (Level 13)

(PT.02 /12/2019) Bhisho

Purpose: To manage and facilitate the provision of ICT Management services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).

Minimum Requirements: A Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 5 years' work experience at middle management level (Deputy Director Level) in IT and with at least 2 years' experience with ICT Systems/ Network Management/ Web design / Programming.

KPAS: **RENDER ADVISORY SERVICES ON PROJECT ICT NEEDS AND REQUIREMENTS:** TO provide ICT project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18 intervention in the DOH. Manage and review existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or events. Ensure the establishing of a detailed program specification through engagements with users. Manage applications deployment for the Project. Perform data cleansing of the existing data within the Case Management IT system to eliminate duplicates and identify the missing information within each case or event. Ensure data integrity of the cases or events that have been captured onto the Case Management IT system. Manage the development, review and implementation of ICT Policies and processes where necessary. Support the project stakeholders' communication and information sharing through the use of ICT. Participate in meetings with DOH, OTP and PT Task Team members. Ensure ICT input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

MANAGE AREA OF RESPONSIBILITY: Manage the performance of the deployed human resources. 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 timeous 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 protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

3X DIRECTORS: FINANCIAL MANAGEMENT: FIXED TERM OF 12 MONTHS CONTRACT

MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT

Salary Package R1057 326 (Level 13)

(PT.03 /12/2019) Bhisho

Purpose: To manage and facilitate the provision of financial administration and payment services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).

Minimum Requirements: A Three-year Degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum of 5 years' work experience at middle management level (Deputy Director Level) in financial management. A minimum of 2 years' experience working with BAS /LOGIS will be an added advantage.

KPAS: **Manage The Provisioning of Financial Administration and Payment Services for the project:** To provide financial management support for the effective and efficient management of assigned duties stemming from the PFMA Section intervention in the DOH. To provide effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Ensure implementation of approved and signed Delegations of Authority. Ensure monitoring of operations on accounting systems, controls and procedures in order to ensure the integrity of financial information. Ensure accuracy, completeness and validity of financial reporting on the project milestones and deliverables. Verify and validate the accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Verify and authorise the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Support the project stakeholders' communication and information sharing through the use of financial management information. Participate in meetings with DOH, OTP and PT Task Team members. Ensure financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

Manage area of responsibility: Manage the performance of the deployed human resources. 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 timeous 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 protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

1X DIRECTOR: FINANCIAL MANAGEMENT SPECIALIST: TECHNICAL SUPPORT UNIT

FIXED TERM OF 12 MONTHS CONTRACT

Salary Package R1057 326 (Level 13)

(PT.04 /12/2019) Bhisho

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 support Provincial Treasury Programmes where necessary, based on the need of support.

Minimum Requirements: A Three Year Degree in Finance/Auditing (qualification at NQF level 7) with extensive knowledge and experience in an accounting environment (at least 5 years' experience at a Deputy 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 Provincial Treasury Programmes, 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); 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, both in Provincial Treasury and Departments

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, GRAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers' licence.

1X PROJECT MANAGER: PERSAL CENTRALISATION: FIXED TERM OF 12 MONTHS

CONTRACT

Salary Package: R733 257 per annum (Level 11)

(Ref. PT 05/12/2019)

Purpose: To ensure compliance and manage the implementation of PERSAL Centralisation in relation to the Authorisation of appointments made by the 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 Public Management / Human Resource Management or any related field coupled with Minimum 5 of years' experience in Recruitment and Selection environment of which 3 years must be at middle managerial level (Assistant Director Level). Knowledge of PERSAL system. PERSAL certificate(s) must be attached. Understanding of relevant legislative framework policies and prescripts that govern recruitment and selection process in the Public Service

KPA's: **Manage authorisation of appointments:** Monitor and manage compliance by the departments during submission of appointment files. Ensure correct procedures and processes are followed when files are submitted. Liaise with DG's office on matters related to compliance. Coordinates meetings with all relevant stakeholders (internal and external clients). Ensure that timelines for the authorisation of appointment are met. Provide advice on the opening of codes and granting permission for PERSAL special runs on matters related to appointments. **Develop Policies, Procedures and Strategies for the management of authorization of appointments:** Develop SOP for Authorisation of appointment. Development of procedure manuals. Development of guidelines/ templates for the smooth running of the appointment centre. Communicate with departments on matters of compliance. Coordinate bi-annual meetings with departments for the feedback on the project. **Preparation and presentation of Reports and statistics to the management:** Coordinate compilation of all statistics by authorizers and make consolidation. Prepare progress reports and make high lights on challenges and recommendations thereof. Present reports to the Provincial Treasury. Provide technical advice on challenges related to authorization of appointments. Manage analysis of PERSAL reports.

NB: Preference will be given to Colored Male/ African Male and People with disabilities

**ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT: FIXED TERM OF 12 MONTHS
CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT**

*Salary Notch: R376 596 (Level 09)
Ref. PT 06/12/2019): Bhisho*

Purpose: To assist in the management and facilitation of the provisioning of financial administration and payment services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).

Minimum Requirements: A Three-year Degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum 3 years' work experience at the level of an Officer (Level 7 or 8) in financial management and with at least 2 years' experience working with BAS/LOGIS.

KPAS:

Assist in the managing the provisioning of Financial Administration and Payment Services for the project: To assist in providing effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Assist in ensuring implementation of approved and signed Delegations of Authority. Assist in the verification and validation of accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Assist in the verification of the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Assist in supporting the project stakeholders' communication and information sharing through the use of financial management information. Assist in ensuring financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

**ASSISTANT DIRECTOR: CASE MANAGER: FIXED TERM OF 12 MONTHS CONTRACT
MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT**

*Salary Notch: R376 596 (Level 09)
Ref. PT 07/12/2019): Bhisho*

Purpose: To assist in the management and facilitation on the provisioning of ICT Management services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health.

Minimum Requirements: A Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 3 years' work experience at level of an Officer (Level 7 or higher) in IT and with at least 2 years working in ICT systems/ Network Management/Web design/ Programming.

KPAS: **Assist in the Rendering of Advisory Services on Project ICT Needs and Requirements:** Assist in the management and review of existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or events. Assist in ensuring the establishment of a detailed

program specification through engagements with users. Assist in the management of applications deployment for the Project. Assist in perform data cleansing of the existing data within the Case Management IT system to eliminate duplicates and identify the missing information within each case or event. Assist in supporting the project stakeholders' communication and information sharing through the use of ICT. Assist in ensuring ICT input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

ASSISTANT DIRECTOR INFORMATION COMMUNICATION TECHNOLOGY (ICT): FIXED TERM OF 12 MONTHS CONTRACT

Salary Notch: R376 596 (Level 09)

Ref. PT 08/12/2019): Bhisho

Purpose: To assist in the management and facilitation on the provisioning of ICT Management services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health.

Minimum Requirements: A Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 3 years' work experience at level of an Officer (Level 7 or higher) in IT and with at least 2 years working in ICT systems/ Network Management/Web design/ Programming

KPAS: Assist in the Rendering of Advisory Services on Project ICT Needs and Requirements: Assist in the management and review of existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or events. Assist in ensuring the establishment of a detailed program specification through engagements with users. Assist in the management of applications deployment for the Project. Assist in perform data cleansing of the existing data within the Case Management IT system to eliminate duplicates and identify the missing information within each case or event. Assist in supporting the project stakeholders' communication and information sharing through the use of ICT. Assist in ensuring ICT input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

ASSISTANT DIRECTOR: MUNICIPAL BUDGET & INSTITUTIONAL GOVERNANCE: O.R. TAMBO DISTRICT

Salary Notch: R376 596 (Level 09)

Ref. PT 09/12/2019): Mthatha

Purpose: To provide hands-on support on the implementation of the budgeting frameworks, financial assets and liabilities management, 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 (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 of 3 years' experience in Finance or related field as an officer at the minimum of salary Level 7 or equivalent. Level. Previous experience in monitoring or working in Municipal environment is essential in the field of the Municipal Budget environment.

Skills and Competencies: In-depth understanding of legislative framework that governs the Municipal Finance and Management Act, Municipal Budget and reporting Regulations. Good budget analytical skills. An understanding of the Municipal Standard Chart of Accounts (mSCoA). Departmental policies and procedures. Supply Chain Management policies and practices. Risk Management policies and practices. Investment and cash management. Project Management, Budget and Financial Management, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus. Timeous reporting and communication (verbal & written). Computer Literacy and Team work.

KPAS: ASSIST IN THE TECHNICAL HANDS-ON SUPPORT ON BUDGET PLANNING AND IMPLEMENTATION: Assist in the training of municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations and Municipal Standard Chart of Accounts. Assist in the assessment of tabled and adopted budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework, and provide comment and feedback to municipalities. Assist in the compilation of a tabled budget assessment report for each municipality. Assist municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Assist in the provision of all required reporting to NT on tabled and adopted

budgets by municipalities. Provide hands-on support to municipalities to address non-compliance in terms of the tabled and adopted budgets. Assist in engaging municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Assist in analysing monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Assist in identifying municipal financial problems requiring attention and support municipalities to resolve issues. 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. Assist in the monitoring of the roll over process of gazetted transfers from Government departments to municipalities as contained in the main and adjusted budgets. 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 Section 72 mid-year report submitted by the municipality and accordingly report.

ASSIST MUNICIPALITIES ON GOVERNANCE AND INSTITUTIONAL MANAGEMENT, IN LINE WITH MFMA REQUIREMENTS: Assist in the assessment of MFMA implementation, compile reports and submit to the Supervisor. Assist in the reporting on Risk Management and Internal Audit compliance and corrective measures implemented on a quarterly basis. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Assist in the compilation of assessment reports on governance and compliance structures and to implement recommendations. Assist in the assessment of Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. 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. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Assist in co-ordinating input required for the quarterly NT MFMA Joint meetings. Assist in the preparation of Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities.

ASSIST IN MONITORING COMPLIANCE WITH FINANCIAL ASSETS AND LIABILITIES AND REVENUE MANAGEMENT: Assist in reporting on financial asset management. Assist in reporting on liability management. Assist in reporting on revenue management. Provide hands-on support to municipalities to implement recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Provide hands-on support to municipalities to explore policies and practices with the aim of improving liquidity of municipalities to deliver services.

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 protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

NB: Preference will be given to Coloured Male/ African Male/ White Male and People with disabilities

SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION

Salary Notch: R316 791 (Level 08)

(PT.10/12/2019) Bhishe

Purpose: To render sound and effective salary administration and payroll management

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 recognized university) in Financial Accounting / Financial Management/ Public Finance or any other related field coupled by minimum of 2 years' experience in Salary Administration environment at the minimum of salary Level 5. Extensive understanding of BAS and PERSAL systems. Copy of PERSAL certificate(s) must be attached.

KPAs: **FACILITATE PAYMENT OF SALARIES AND DEDUCTIONS OF PAYMENTS TO THIRD PARTIES:** Recall salaries to avoid salary overpayment and also to avoid unnecessary debt. Ensure that bond installments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Attend to queries or complaints and ensure queries are rectified within the next open month. Investigate unidentified debt deductions. **FACILITATE CLEARANCE AND RECONCILIATION OF SUSPENSE ACCOUNTS:** Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled and the balances monitored to ensure that they become zero at month end and year end. File records of signed suspense accounts. Perform tax reconciliation returns. **FACILITATE COMPILED OF JOURNALS, PREPARING BAS PAYMENT ADVICE JOURNALS AND PAYMENT OF TRAVEL ALLOWANCE:** Check documents before payments. Ensure that form is compiled for payment and journal in accordance to departmental standards / legislative requirements. Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance of the legislative requirements or departmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials banking details.

Skills and Competencies: Knowledge of government prescripts and financial administration process. Knowledge and understanding legislative framework eg DORA, PFMA. Project Management, Interpersonal Relations, Planning and Execution, Decision Making, Analytical Thinking, People Management, Communication (verbal & written).

NB: Preference will be given to Colored Male/ African Male/ White Male and People with disabilities

4X POST OF PERSAL APPOINTMENT AUTHORISERS: PERSAL CENTRALISATION FIXED TERM OF 12 MONTHS CONTRACT

*Salary Notch: 257 508 Level 07)
(PT.11/12/2019) 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 years' 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.

NB: Preference will be given to Colored Male/ African Male/ White Male and People with disabilities

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). Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application.
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only.
- 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.
- Successful candidates will be appointed on a probation period of (24) months
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification).
- Where applicable, candidates will be subjected to a skills/knowledge test.
- 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:

NB: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECPT EE Plan and to achieve equitable representation across race and gender.

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: 20 DECEMBER 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