



EASTERN CAPE PROVINCIAL TREASURY

DEPUTY DIRECTOR: NORMS & STANDARDS

Salary Package R733 507 (Level 11)

(PT.01 /10/2019) Bhisho

Purpose: To manage implementation of Financial Accounting Practices and Standards and Associated Governance Norms and Standards within Provincial Departments.

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/ Public Finance plus Minimum of 5 years' experience in Finance field of which 3 years must be at middle management level / Assistant Director level in an Accounting environment.

Skills and Competencies: Understanding and ability to apply legislative prescripts: In depth understanding and application of the PFMA, Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Modified Cash Standards (MCS), National and Provincial Treasury Guidelines and Instruction Notes, Human Resource Policies and Regulations and Corporate Governance Principles. Understanding of Financial Management best practices, Risk Management, Public Sector Accounting and Budget. BAS System, LOGIS system and PERSAL System. Computer Literate. 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. Corporate communications, Leadership, Report Writing, Analytical, Managing of Financial Resources, Interpersonal Skills, Change Management, Planning and Execution.

KPAS: PROVIDE SUPPORT AND BUILD CAPACITY TO ENHANCE PMFA COMPLIANCE: Support provincial departments through the implementation of Norms and Standards. Develop and facilitate implementation of financial norms and standards by all provincial departments. Conduct workshops to provincial departments on the new Financial Management Prescripts Issued and Accounting Standards. Implement capacity building in the office of the CFO through the provision of advisory services. Support implementation of delegations in Provincial Departments. Develop policies and procedures to ensure compliance with national minimum requirements. **PROMOTE FINANCIAL MANAGEMENT ACCOUNTABILITY:** Support to provincial departments in the development and implementation of systems and processes to improve sound financial management and audit outcomes. Support to provincial departments in the development of systems and processes to ensure integrity of financial data. Monitor, evaluate and report on compliance with accounting related legislative requirements. Coordinate submission of Financial Management Reports to MECs. Prepare reports on unauthorised expenditure to SCOPA. Prepare reports on irregular expenditure, fruitless and wasteful expenditure to EXCO. **DEVELOP AND ROLL OUT PROVINCIAL FINANCIAL MANAGEMENT PRESCRIPTS:** Coordinate issuing of Provincial Instruction Notes, Circulars and Guidelines. Facilitate preparation for the implementation of regulations as outlined in the Finance Bill and Provincial Gazettes in terms of DoRA in Provincial Departments. **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. Ensure timely development and implementation of Work Plans and Personal Development y guidance and support and afford staff adequate training and development opportunities. Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets

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

DEPUTY DIRECTOR: RISK MANAGEMENT

Salary Package: R733 257 (Level 11)

Ref. PT 02/10/2019): Bhisho

Purpose: To manage and facilitate the provisioning of Organisational Risk and Integrity Management Services.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Commerce / Financial Management / Public Finance / Risk Management or any related field coupled with Minimum of 5 year's relevant work experience of which 3 years must be at an Assistant Director in a risk environment.

ADDED ADVANTAGE: Candidates with prior experience in PFMA governed entities and professional registration with IRMSA, the IIA or SAICA.

KPA's: **MANAGE AND FACILITATE THE DEVELOPMENT OF ANTI-CORRUPTION, RISK AND INTEGRITY MANAGEMENT POLICIES, STRATEGIES AND FRAMEWORK:** Facilitate the collection of inputs from stakeholders. Conduct research on best-practices for risk management frameworks, governing documents and risk management committees. Facilitate awareness on the approved departmental strategy / framework. Develop and monitor the Implementation of Anti-Corruption Implementation Plan and Risk Management Implementation Plan. **CONSOLIDATE SUBMISSION OF ACCURATE MANAGEMENT REPORTS IDENTIFIED IN RISK AND ETHICS PRACTICES TO THE ACCOUNTING OFFICER/ AUTHORITY, MANAGEMENT, OVERSIGHT DEPARTMENTS, RISK MANAGEMENT COMMITTEE AND ETHICS COMMITTEE:** Coordinate submission of risk reports. Ensure assessment of the adequacy of the risk management reviews from the reports. Provide secretariat services to the risk management committee and ethics committee. **CONDUCT CONTINUOUS ORGANISATIONAL RISK MANAGEMENT ASSESSMENT, IDENTIFY RISKS AND DEVELOP STRATEGIES:** Conduct annual risk assessments that encompass Risk identification; Risk analysis, Risk Mitigation, Control Evaluation and assign Risk ratings. Manage the development of mitigating action plans. Continually update the risk register as required. Develop the departmental risk profile. Monitor the implementation of action plans to mitigate risk. **PROMOTE ETHICS AND PROFESSIONALISM WITHIN THE ORGANISATION:** Develop and implement the ethics frameworks, policies and implementation plans. Develop and implement the fraud and corruption prevention frameworks, policies and implementation plans. Promote awareness, co-ordinate and report on departmental e-disclosure submissions, including capacitation of individual staff members on e-disclosure. **FACILITATE CAPACITY BUILDING SESSIONS ON ETHICS, ANTI-CORRUPTION, RISK AND INTEGRITY MANAGEMENT POLICIES, PROCESSES AND PROCEDURES:** Conduct awareness workshops on ethics and risk management policies, processes and procedures. **MANAGE AREA OF RESPONSIBILITY:** Maintain high standards by ensuring that the section produces excellent work in terms of quality/quantity and timeliness. Independently create an environment of motivation and control.

Skills and competencies: Knowledge and application of applicable legislative requirement. Departmental Policies and Procedures. Governance & Risk Management, , Risk Management Strategy. 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.

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

DEPUTY DIRECTOR: RECRUITMENT & SELECTION

Salary Package: R733 257 (Level 11)

Ref. PT 03/10/2019): Bhisho

Purpose: To manage the implementation of Recruitment, Selection & Appointment process in the Department

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Industrial Psychology / Public Administration / Human Resource / Public Management or any related field coupled with Minimum of 5 of years' experience in Recruitment and Selection environment of which 3 years must be at Assistant Director Level. PERSAL Certificate is essential.

KPA's: **MANAGE THE IMPLEMENTATION OF RECRUITMENT, SELECTION AND APPOINTMENT PROCESS:** Develop and ensure the implementation of annual recruitment plan. Provide administrative support in monitoring Human Resource recruitment, selection and appointment processes. Monitor process of updating Human Resource records. Manage probationary appointments. Compile reports on appointments and terminations of service and submit reports to internal and external stakeholders (OTP, Budget Planning and Strategy and Planning). **MANAGE THE IMPLEMENTATION OF EMPLOYEE MOVEMENT:** Monitor and report on transfers from other departments and within the department. Monitor and report on secondment of employees. Manage the process of employees acting in another post. **MANAGE THE CAPTURING OF APPOINTMENTS AND TERMINATION OF SERVICES ON PERSAL:** Ensure correct capturing of information (appointment) on PERSAL. Authorise transactions on PERSAL. Ensure correct linking of users and functions. Manage the implementation of remuneration policies, procedures and practices. **DEVELOP AND REVIEW POLICIES AND STRATEGIES:** Develop and review Recruitment and Selection policy, and Staff Retention policy. Develop long term strategies to address employee turnover. Present policy to stakeholders for input.

Skills and competencies: In-depth knowledge of the legislative framework that governs the Public Service. Knowledge, understanding and application of legislative framework, policies and prescripts that govern the Recruitment and Selection process in the Public Service. 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, Good Communication Skills (verbal and written).

NB: *Preference will be given to African Female/ Coloured Female/ White Female and People with disabilities.*

DEPUTY DIRECTOR: CONDITIONS OF SERVICES

Salary Package: R733 257 (Level 11)

Ref. PT 04/10/2019): Bhisho

Purpose: To manage the implementation of Conditions of Services in the Department.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Industrial Psychology / Public Administration / Human Resource / Public Management or any related field coupled with Minimum of 5 years' experience in Conditions of Services environment of which 3 years must be at Assistant Director Level. PERSAL Certificate is essential.

KPA's: MANAGE THE IMPLEMENTATION OF CONDITIONS OF SERVICES IN THE DEPARTMENT:

Manage all processes and transaction related to service benefits due to employees. Manage and scrutinise pension application form for resignation, retirement and diseased officials. Manage the capturing of Pension cases. Manage records of tenants owning houses. Compile reports related to conditions of services for approval. Verify all transactions captured to assess if there are no possible overpayments or underpayments made. Conduct advocacy and information sharing sessions on service benefits and obligations. Manage safekeeping and disposal of HR Records. **MANAGE LEAVE MATTERS:** Manage the authorisation of leave transactions on PERSAL system. Manage leave register. Prepare leave reconciliation and PILIR reports quarterly. Manage the implementation of PILIR in the department. Manage all appointed leave champions in the department. Conduct workshops on Leave Management. **MANAGE SERVICE TERMINATION:** Prepare submission to Pension Fund of all employees Manage and update submission of nomination forms. Compile retirement employee list and disseminate to relevant stakeholders. Verify all documents in relation to termination of services. Manage records and safe keep all documentation on terminations. Prepare reports on service termination matters. Conduct exit interviews. Compile report on exit interviews quarterly. Implement recommendations sited in the exit interview report. Manage the process of departmental exit service termination. Conduct workshops on Service Terminations. **DEVELOP AND REVIEW POLICY FOR CONDITIONS OF SERVICE BENEFITS:** Analyse approved condition of service policy and identify gaps. Conduct research on best practices on the review of policies. Liaison with relevant stakeholders for inputs. Prepare submission for approval. Conduct awareness campaigns on new and reviewed policies. Prepare and issue circulars on new policies, reviews and new developments. Communicate departmental plans and offer guidance to all employees. **MANAGE AREA OF RESPONSIBILITY:** Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates

Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service. Knowledge, understanding and application of Human Resource Management with reference to Conditions of Service in the Public Service. PERSAL System.

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

ASSISTANT DIRECTOR: INTEGRATED PLANNING, MONITORING, EVALUATION AND POLICY COORDINATION

Salary Notch: R376 596 (Level 09)

Ref. PT 05/10/2019): Bhisho

Purpose: To facilitate the coordination of strategic planning, monitoring, reporting, evaluation and policy coordination services 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 Public Administration / Public Management or any other related field coupled with Minimum 3 years relevant experience at supervisory level at Salary Level 7 or equivalent level.

KPA's: SUPPORT THE CO-ORDINATION AND THE MAINTAINANCE OF STRATEGIC-PLANNING

GUIDELINES: Coordinate the development of the departmental performance management framework. Facilitate implementation of Planning Framework for Strategic Plans and Annual Performance Plans. Facilitate the alignment of the departmental strategy to government priorities. Facilitate implementation of monitoring and evaluation principles and practices. **FACILITATE STRATEGIC AND OPERATIONAL PLANNING PROCESSES:** Assist in the development of Strategic Plans, Annual Performance Plans and Operational Plans. Coordinate the submission of the budget vote documents. Assist in training and supporting programmes on key. **FACILITATE THE REPORTING:** Facilitate the implementation of Departmental framework for monitoring and reporting of all Programmes. Facilitate the development of statutory reports (Quarterly, Mid-year and Annual reports) **FACILITATE THE MONITORING AND EVALUATION:** Analyse organisational performance. Facilitate the development of Programmes Key Performance Indicators and refinement thereof. Ensure that all organisational performance reports with clear portfolio of evidences are submitted on time, complete, accurate and approved by different Supervisors and that they comply with legislative. **FACILITATE POLICY CO-ORDINATION:** Facilitate the development and maintenance of protocols and guidelines for policy development and approval. Facilitate the development and review of departmental policies. Provide advice and support to internal units on policy development and approval matters. Facilitate the development of a repository for departmental policy. Collect, store, analyse and disseminate research information planning concepts. Assist programmes on the alignment of their plans to the budget.

Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service. Sound knowledge of PFMA, Governance planning framework, Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Governance, Innovation and Knowledge Management, Change Management.

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

ASSISTANT DIRECTOR: MUNICIPAL BUDGET & INSTITUTIONAL GOVERNANCE: JOE GQABI DISTRICT

Salary Notch: R376 596 (Level 09)

Ref. PT 06/10/2019: Aliwal North

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. 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 African Male/ White Male/ Coloured Male and People with disabilities*

SENIOR PROCUREMENT OFFICER: ACQUISITION MANAGEMENT

Salary Notch: R316 791 (Level 08)

(PT.07/10/2019) Bhisho

Purpose: To provide clerical and administrative support to the provisioning administrative services of 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 recognized university) in Commerce / Supply Chain Management / Procurement / Logistics or any other related field coupled by minimum of 2 years' experience in SCM / Logistics / Procurement environment in public sector at the minimum of salary Level 5.

KPAs: SUPERVISE THE BIDDING PROCESS: Assist in providing secretariat support services to the Quotations Committee, Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval) Compile bid documents, Publish tender invitations, Receiving and open bid documents
RENDER ACQUISITION CLERICAL SERVICES: Render Secretariat Services For The Quotation Committee Meeting, Facilitate request for quotations Perform authorization functions of requisitions on LOGIS systems, Manage administration of Acquisitions. **UNDERTAKE ACQUISITION SUPPORT SERVICES:** Check, place and verify orders for submission to payments section. Submit copies to Payment Section for processing of payment. Print & attach PA's to batches. Provide secretariat or logistical support during the bid consideration and contracts conclusions. **SUPERVISE HUMAN RESOURCES / STAFF:** Allocate and ensure quality of work for staff members. Personnel development and assess staff performance.

Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain Management Policies and Practices, Risk Management Policies and Practices, Financial Accounting, Budget preparation, Good understanding of acquisition and demand management process, Knowledge on office procedure and Bid administration.

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

OD PRACTITIONER

Salary Notch: R316 791 (Level 08)

(PT.08 /10/2019) Bhisho

Purpose: To facilitate the implementation of Organisational Development Interventions, Change Management Programmes and HR Planning 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 Organisational Development / Industrial Psychology / Public Management / Human Resources Management or any related field coupled with Minimum of 2 years' experience in Organisational Development environment. Persal certificates will be an added advantage

KPAs: REVIEW AND REDESIGN DEPARTMENTAL ORGANISATIONALSTRUCTURE AND FACILITATE THE CO-ORDINATION AND IMPLEMENTATION OF CHANGE MANAGEMENT INTERVENTIONS IDENTIFIED IN THE DEPARTMENT: Facilitate the processes in conducting diagnosis analyses. Draft diagnostic report. Assist in the development of Functional Structure. Assist in the development of Organisational Structure. Draft OD Report. Facilitate the implementation of OD and Change Management initiatives. **FACILITATE THE DEVELOPMENT OF JOB DESCRIPTIONS, CONDUCT AND IMPLEMENT JOB EVALUATION IN THE DEPARTMENT:** Review Job Descriptions and ensure alignment to the approved Organisational Structure. Render guidance / assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and reviewal of Job Descriptions. Maintain Job Description database and keep it up to date at all times. Conduct job analysis and capture data in the System. Present evaluated positions to relevant JE structures. Draft report requesting approval of JE results and implementation thereafter. Coordinate and submit JE documentation to OTP for Quality Assurance. **Arrange Departmental Job Evaluation Sitzings:** Capture JE results on Persal. Assist in facilitation of workshops on changes with regards to JE process. Maintain Job Evaluation database. Assist in compiling letters informing affected officials of the JE results. **RENDER SUPPORT IN THE COORDINATION, MONITORING AND IMPLEMENTATION OF HR EFFECTIVENESS:** Arrange quarterly meeting for HR Assessment. Compile and circulate agenda to members. Assist in recording minutes **CONDUCT BUSINESS PROCESS MAPPING AND DEVELOP STANDARD OPERATING PROCEDURES FOR THE DEPARTMENT:** Conduct business process analysis. Conduct business process modelling. Assist the development Standards Operating Procedures for the department. . **FACILITATE AND CO-ORDINATE THE IMPLEMENTATION OF HR PLANNING AND EMPLOYMENT EQUITY IN THE DEPARTMENT:** Assist in the development, implementation and maintenance of Human Resource Plan for the department. Review and maintain employment equity plan. Conduct analysis of existing HR delegations.- Draft HR delegations report and submit to supervisor.

Skills and Competencies: In-depth understanding interpretation and application of Public Service Legislation, Regulations and Policies that governs the Public Service, Knowledge and application of OD policies and procedures. Knowledge and understanding of Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies and DPSA Circulars. Technical Skills on Organisational Design, post budgeting and establishment. Change Management, Diversity Management, Job Evaluation, Business Process Modelling. Organisational Development Models, Strategic Planning as an OD Intervention, Team Building as an OD

Intervention, Knowledge of statistical methods and HR Metrics and workforce data analysis. Personnel Administration and Establishment.

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

ERRATUM: DEPUTY DIRECTOR: HUMAN RESOURCE SYSTEMS

Please be advised that the advertisement of the above mentioned post as advertised on Provincial website Circular No. 05 of 2019/20 and Circular 22 of 2019 on DPSA website, Ref No: PT 02/06/2019 is withdrawn.

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).
- 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:

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: 22 NOVEMBER 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