



EASTERN CAPE PROVINCIAL TREASURY

CHIEF DIRECTOR: HUMAN RESOURCE AND FACILITIES MANAGEMENT

Salary Package: R 1189 338 (Level 14)

(PT.01 /03/2019) Bhisho

SALARY: R1189,338 per annum all-inclusive salary package (including basic salary = 70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual's needs)

Purpose: To manage and facilitate the provision of Human Resource, Facility Services and the Coordination of HR Utilisation and Development Programmes in the Department. The chief directorate is responsible to provide an internal enabling environment and support service to other programs with regard to:

- Human resource management and development,
- records management in the department and
- security and facilities management

Minimum Requirements: A Three year degree (NQF Level 7 as recognised by SAQA) in Public Administration/Public Management/Industrial Psychology/Social Science/Human Resource Management or any other related field. A post graduate qualification in any of the mentioned fields or management sciences will be advantageous. At least 8 years experience in Human Resource Management/Corporate Management (relating to the key performance areas) of which 5 years' experience at a Senior Managerial level.

KPA's: OVERSEE THE MANAGEMENT AND PROVISION OF HUMAN RESOURCE ADMINISTRATION, OD & CHANGE MANAGEMENT PROGRAMMES: Oversee the provisioning of recruitment, selection and appointment of employees. Ensure development and implementation of human resource management practices, policies, processes and procedures. Oversee the development, implementation and submission of HR Plan. Oversee the provisioning of Conditions of Service in the department. Ensure the management of Human Resource Information Systems. Oversee the coordination, monitoring, reporting and implementation of Organisational Development, Change Management Programmes and Human Resource Planning. **OVERSEE THE MANAGEMENT AND COORDINATION OF HUMAN RESOURCE UTILISATION AND DEVELOPMENT PROGRAMMES:** Oversee the provision of Labour Relation services. Oversee the coordination and facilitation of Performance Management and Development programmes. Oversee the development, implementation and submission of Human Resource Development Strategy. Oversee the coordination and provisioning of Employee Wellness programmes. **OVERSEE THE MANAGEMENT, MONITORING AND PROVISIONING OF SECURITY MANAGEMENT, OFFICE SUPPORT AND AUXILIARY SERVICES:** Ensure the management, monitoring and provisioning of security Management Services. Oversee the management, monitoring and provisioning of Office. **ENSURE THE IMPLEMENTATION AND MANAGEMENT OF RISK, FINANCE AND SUPPLY-CHAIN MANAGEMENT PROTOCOLS AND PRESCRIPTS IN AREA OF RESPONSIBILITY:** Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. **MANAGE AREA OF RESPONSIBILITY:** Review Human Resource and Facilities Management performance and make recommendations to improve the efficiency and effectiveness of the Human Resource and Facilities

Management. Report on Human Resource and Facilities information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise 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 Personal Development Plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and Supply-Chain Management protocols and prescripts in area of responsibility.

Skills and Competencies: In depth understanding and knowledge of legislative framework that governs the Public Service, Human Resource Organisational Strategy, Change Management. HR Planning, monitoring evaluation and Reporting. Business Process Reengineering, Management of Remuneration, Talent Management, Job Profiling and Evaluation, Human Resource Utilisation and Development. Managing Coaching and Mentoring. Managing Performance Management system and Managing Labour Relations. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written) and Computer Literacy.

DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING

Salary package: R697 011 (Level 11)

(PT.02 /03/2019) : Bhisho

Purpose: To manage the effective implementation of Accounting Practices to 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 or related field of which 3 years must have been at an Assistant Director level in Accounting environment.

Skills and competencies: Understanding and ability to apply legislative prescripts: In depth understanding and application of Human Resource Policies and Regulations. BAS System, LOGIS system and PERSAL System. Computer Literate. Corporate communications, Leadership, Managing of Financial Resources, Interpersonal Skills, Change Management, Planning and Execution.

KPA's: **MANAGE THE MONITORING AND REPORTING OF THE PREPARATION OF ANNUAL FINANCIAL STATEMENTS AND IMPLEMENTATION OF AUDIT INTERVENTION PLANS:** Provide support to provincial departments and report in accordance with relevant accounting policies and guidelines. Review the achievement of milestones on AIP and AFS plan. Review AFS interim reports and provide feedback to departments. Report on the analysis thereof. **SUPPORT PROVINCIAL DEPARTMENTS WITH IRREGULAR EXPENDITURE:** Provide input into the Project Plans developed by provincial departments to implement measures to prevent irregular expenditure, identify and condone existing irregular expenditure. **PROVIDE TECHNICAL SUPPORT TO PROVINCIAL DEPARTMENTS AND PUBLIC ENTITIES:** Conduct analysis and review books of accounts and manage the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Monitor the adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Consolidate, prepare and submit Annual Financial Statements to Auditor General and respond to audit queries thereof. Identify inter-departmental balances, prepare and submit consolidated Annual Financial Statements to Auditor General. **MANAGE AREA OF RESPONSIBILITY:** Co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and co-ordinate implementation of the Unit's Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure

DEPUTY DIRECTOR: MUNICIPAL BUDGET & INSTITUTIONAL GOVERNANCE

Salary package: R697 011 (Level 11)

(PT.03 /03/2019) Bhisho

Purpose: To ensure the monitoring and the implementation of the Budgeting Frameworks, Governance Frameworks compliance with Financial Management, Annual Reporting Frameworks and provide guidance and support to Municipalities.

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 plus Minimum of 5 years' experience in Finance or related field of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential.

KPA's: Monitor and provide specialist support on budget planning and implementation: Conduct workshops of municipal staff on the MFMA Budget Circulars, Municipal Budget Regulation & Reporting, and Budget Schedules (Schedule A). Reviews budgets assessment report on an annual basis and provide comment and feedback to municipalities. Review and submit a tabled budget assessment report with findings and recommendations for each municipality. Engage municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Support municipalities in ensuring that findings and recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Provide feedback report on assessed adopted budget to each municipality. Compile consolidated budget assessment report on tabled and adopted budgets by municipalities. Review and provides feedback report on the Budget Process Plan submission. Monitor the implementation of Budget Process Plan. Conduct workshops of municipal staff on the Municipal Budget Regulation & Reporting and Schedule C. Review analyses of monthly, quarterly and mid-year reports to identify municipal financial problems and prepare feedback report to municipalities. Monitor and support the implementation of corrective measures. Conduct workshop of municipal staff on the Municipal Budget Regulation & Reporting and Schedule B for preparation of adjustment budget by municipalities. Support municipalities in aligning the budget tables with budget returns. Monitor and report the implementation of recommendations of assessment report for Financial Management Capability Maturity Model (FMCMM). **Monitor and support municipalities on governance and institutional management, in line with MFMA requirements:** Assess MFMA implementation, compile and submit reports. Monitor, evaluate and report on Risk Management and Internal Audit compliance and facilitate the implementation of corrective measures. 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. Review and assess Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist municipalities in the implementation of approved financial recovery plans. Prepare workshop plan and coordinate rolling out of training as per the approved Training Plan to address challenges in municipalities. **Manage area of responsibility:** Supervise and co-ordinate the effective and efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate's Annual Operational Plans monitor and report on the implementation thereof monthly, quarterly and annually (Effective Performance Management). Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Preparing and presenting quarterly operational reports to the relevant key stakeholders.

DEPUTY DIRECTOR: MACRO ECONOMIC ANALYSIS

Salary package: R697 011 (Level 11)

(PT.04 /03/2019) Bhisho

Purpose: To manage and monitor economic parameters and socio-economic imperatives within a provincial departments

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 Accounting and or related field coupled with Minimum 5 years' experience in Economics or a related field of which 3 years must have been at an Assistant Director level in economics environment.

Skills and competencies: In depth understanding of legislative framework that governs the Public Service. Knowledge & application of PFMA, Risk management policies and practices, Supply Chain Management policies and practices. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management, Change Management, Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy and Data analysis and research.

KPA's: Manage the directorate responsible for developing a realistic and sustainable fiscal framework for the province: Conduct analysis on the key economic variables, their inter-relation and relevance for the budget. Conduct analysis on the potential and constraints for growth and development and their interaction with governmental spending and revenue patterns/trends. Recommend alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Monitor the impact of previous fiscal policy objectives on selected economic variables. Monitor and manage institutional coordination and sector integration. **Provide strategic leadership in the planning and implementation of a credible and sound revenue budget:** Facilitate and coordinate the medium term revenue planning process. Coordinate the inputs for the provincial revenue strategy. Provide support and coordinate the effective and efficient development of provincial revenue. Conduct analysis to assess revenue trends; and Compile revenue reports. **Provide technical assistance and training in the application of economic analysis in the province:** Monitor capacity in the area of macro-economic analysis. **Render support in the equitable shares and conditional grant applications.** Assist in the determination of finance envelop for the MTEF.

ASSISTANT DIRECTOR: OD CHANGE MANAGEMENT & HR PLANNING

Salary Notch: R 356 289 (Level 09)

(PT.05 /03/2019) Bhisho

Purpose: To facilitate the implementation of Organisational Development Interventions, Change Management Programmes, HR Planning Services and Employment Equity 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 / Social Science / Management Services/ HRM/ Public Management or related field coupled with Minimum 3 years' experience in an OD environment.

KPA's: **FACILITATE THE DEVELOPMENT AND REVIEWAL OF ORGANISATIONAL STRUCTURE AND IMPLEMENTATION OF CHANGE MANAGEMENT INTERVENTIONS IN THE DEPARTMENT:** Facilitate the processes in conducting a diagnosis analyses and compile diagnostic report. Develop, review and maintain organisational structure. Consult proposed functional structure with internal and external stakeholders in the department. Assist in compilation of organisational development report. Maintain post establishment by requesting monthly / quarterly reports from PERSAL. Assist in the development of change management best practice policies, processes and procedures. **CONDUCT BUSINESS PROCESSES MAPPING AND DEVELOP STANDARD OPERATING PROCEDURES FOR THE DEPARTMENT:** Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. **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. Develop and maintain Job Description database. Conduct job analysis and the capture data in the system. Present evaluated positions to relevant JE structures. Draft report requesting approval of JE results and implementation of results. Capture JE results in the system (PERSAL). Assist in the reviewal of departmental Job Evaluation (JE) policy. Conduct workshop on changes with regards to Job Evaluation process. Develop Job Evaluation database. Draft letters informing affected officials of the JE results. **RENDER SUPPORT IN THE ASSESSMENT OF THE HUMAN RESOURCE FUNCTION IN THE DEPARTMENT:** Facilitate and coordinate quarterly meeting on HR Assessment. Render sec **FACILITATE, COORDINATE THE IMPLEMENTATION OF HR PLANNING & EMPLOYMENT EQUITY IN THE DEPARTMENT:** Facilitate the development, review, implementation and maintenance of human resource plan and employment equity plan in the department. Coordinate quarterly meetings. Draft HR Plan quarterly reports and Job Access reports. Assist in conducting analysis of existing HR delegations. Draft HR delegations report and submission to stakeholders. Render secretarial services in the committee services in the HR Assessment Committee. Facilitate the completion of HR assessment results templates. **MANAGE AREA OF RESPONSIBILITY:** Prepare progress report on compliance matters and submit report to OTP. 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 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 and Diversity Management. Job Evaluation, Business Process Modelling, Organisational Development Models. Strategic Planning as an OD Intervention. Team Building as an OD Intervention. Post Budgeting. Knowledge of statistical methods and HR Metrics and workforce data analysis. Personnel Administration and Establishment.

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.

FOR SMS POSTS: People with disabilities and females 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: 22 MARCH 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