



EASTERN CAPE PROVINCIAL TREASURY

DEPUTY DIRECTOR: NORMS & STANDARDS

Salary Package R733 257 (Level 11)

(PT.01 /05/2019) 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 (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management/Financial accounting/ 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.

ASSISTANT DIRECTOR: INTERNAL AUDIT

Salary Notch: R376 596 (Level 09)

Ref. PT 02/05/2019)

This is re-advertisement, those who applied previously should not re-apply

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 institution of learning, with a minimum of 120 credits at NQF Level 6) in Accounting and Auditing coupled with a minimum 3 years' experience in auditing at an officer Level (Level 7 or higher).

Added advantage: Completed internal audit or external audit articles, completed IAT or PIA qualification.

KPA's: **Manage the execution of a comprehensive audit plan:** Plan, execute, review and conclude on internal audits (as required). Preparation and review of systems description, preparation and review of the risk and control matrix, design audit programmes, monitor staff. Report progress on audit programmes. Document areas for improvement. Obtain management comments on findings. Communicate all issues to the client and supervisor timeously. **Assist with the management of the internal audit activity:** Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology. Ensure follow up audits are conducted timeously to determine whether all agreed improvement plans have been implemented. Ensure audit file adheres to IIA requirements and departmental methodology. **Manage area of responsibility:** Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Performance agreements, workplans and personal development plans (PDP's) to be contracted for all subordinates and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely performance assessments are conducted for all subordinates.

Skills and Competencies: Theory and practice of internal or external auditing. Knowledge and application of applicable Legislation, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit Regulatory Frameworks and Policies. Governance & Risk Management, Team Leadership, Computer Literate in MS Office and TeamMate and Good Communication Skills.

ASSISTANT DIRECTOR: NORMS & STANDARDS

Salary Notch R376 596 (Level 09)

PT.03 /05/2019) Bhisho

Purpose: To facilitate implementation of Financial 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 (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Accounting / Financial Management / Public Finance or related field coupled with Minimum 3 years' relevant experience at a level of an Officer (Level 7 or higher).

Skills and Competencies: Understanding of Legal prescripts and ability to interpret and apply them e.g. PFMA, MFMA, Treasury Regulations, Constitution, Companies act, BBBEE, Corporate Governance Principles, Labour Law, Drafting / designing Legal Frameworks. Understanding of Financial Management best practices. Public Sector Accounting, Auditing, Financial Accounting and Risk Management.

KPAS: **ASSIST WITH THE PROVISION OF SUPPORT AND CAPACITY BUILDING TO ENHANCE PMFA COMPLIANCE:** Render advice on financial norms and standards to Provincial Departments such that Level 3 FMCMM can be attained. Conduct research and identify areas in Departments in need of workshops on new financial management prescripts issued. Support capacity building in the office of the CFO through assistance in the provision of advisory services. Support adherence to delegations in Provincial Departments. **SUPPORT THE PROMOTION OF FINANCIAL MANAGEMENT ACCOUNTABILITY** Coordinate information in compilation of financial management reports for submission to MECs. Provide support in the preparation of reports on unauthorised expenditure for submission to SCOPA. Provide support in the preparation of reports on irregular,

fruitless and wasteful expenditure for submission to EXCO. **FACILITATE THE DEVELOPMENT AND ROLL OUT OF PROVINCIAL FINANCIAL MANAGEMENT PRESCRIPTS:** Provide research material by issuing provincial instruction notes, circulars and guidelines. Research and analyse information towards preparation of Finance Bill and Provincial Gazettes in terms of DoRA. **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. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely.

ADMIN OFFICER: ECONOMIC & FISCAL POLICY OVERSIGHT

Salary Notch: R257 508 (Level 07)

(PT.05/05/2019) Bhisho

Purpose: To render an effective and efficient administrative services to the Chief Directorate.

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 Office Administration or other relevant qualification in commerce coupled with Minimum 2 years working experience Administration in any of the following environments: economic analysis and research, fiscal policy and Public Entities Governance. Computer literacy.

Skills and Competencies: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission, Basic Knowledge of Financial Administration and Asset Management Policies & Practices. Financial Management. Good Telephone Etiquette. Report Writing, Planning & Organising, Good People Skills, Problem Solving and Communication (written and verbal).

KPAS: PROVIDE SECRETARIAL/RECEPTIONIST SUPPORT SERVICE TO THE CHIEF DIRECTORATE: Render secretarial services and management of diary for the Chief Directorate. Perform advanced typing. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements. Compile Schedules of all appointments. **COORDINATE AND RENDER ADMINISTRATIVE SUPPORT SERVICES TO THE CHIEF DIRECTORATE:** Ensure effective flow of information and documents from and to the Chief Directorate. Ensure safe keeping of all documentation within the Chief Directorate. Scrutinise routine submissions / reports and make notes. Respond to enquiries received internal and from external stakeholders. Draft document as and when required. File documents for the Chief Directorate as and when required. Collate, analyse and collates information when required. Clarifies instructions and notes on behalf of the Chief Directorate. Coordinate travel arrangements. Prioritise issues of the Chief Directorate. Manage leave register and telephone Accounts. Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents items like procurement and monthly salary reports. **PROVIDE SUPPORT TO THE CHIEF DIRECTOR REGARDING MEETINGS AND CHIEF DIRECTORATE MEETINGS:** Scrutinise documents to determine actions / information/ other documents required for the meeting. Draft agenda for meetings. Collects and compiles necessary documents as when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes as and when required. Coordinates logistical arrangement for the meetings when required. **RENDER SUPPORT IN THE ADMINISTRATION OF THE CHIEF DIRECTORATE'S BUDGET:** Collects and coordinate all documents related to the Chief Directorate budget. Assist in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and indicate if there are possible over – and under spending. Check collates BAS reports to ensure that expenditure is allocated correctly. Identify and consult of possible need to move funds between items, and draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose. **COORDINATE REPORTS WITHIN THE CHIEF DIRECTORATE:** Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Chief Directorate. Make follow ups on outstanding reports and prepare report for submission. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Chief Directorate. The Chief Director may direct you to coordinate the work of the directorate/s

2xADMIN OFFICERS: PROVINCIAL ACCOUNTING SERVICES

Salary Notch: R257 508 (Level 07)

(PT.06 /05/2019) Bhisho

Purpose: To render an effective and efficient administrative services to the Chief Directorate.

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 Office Administration coupled with Minimum of 2 years practical experience in Administration environment. Computer literacy.

Skills and Competencies: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission, Basic Knowledge of Financial Administration and Asset Management Policies & Practices. Financial Management. Good Telephone Etiquette. Report Writing, Planning & Organising, Good People Skills, Problem Solving and Communication (written and verbal).

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ERRATUM: ASSISTANT DIRECTOR: BUDGET MANAGEMENT

Please be advised that the advertisement of the above mentioned post as advertised on Circular No. 25 of 2018/19 Ref no: 07/02/2019 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).
- 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: 07 JUNE 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