



EASTERN CAPE PROVINCIAL TREASURY

2 X ADMIN OFFICERS: PROVINCIAL ACCOUNTING SERVICES

(PLEASE NOTE THAT THIS IS A RE-ADVERTISMENT, CANDIDATES WHO HAVE APPLIED PREVIOUSLY NEED NOT TO RE-APPLY AS THEIR APPLICATIONS WILL BE CONSIDERED).

Salary Notch: R257 508 (Level 07)

(PT.01 /07/2019) 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 recognized university) in Office Administration or other relevant qualification in commerce, coupled with Minimum 2 years' practical experience in Administration in a financial management 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) and Computer Literacy.

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 / advise 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, from internal and external stakeholders. Draft documents as and when required. File documents for the Chief Directorate as and when required. Collects, 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 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. Collect and compile necessary documents as and when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes as and when required. Coordinate logistical arrangement for the meetings when required. **RENDER SUPPORT IN THE ADMINISTRATION OF THE CHIEF DIRECTORATE'S BUDGET:** Collect 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 and collate BAS reports to ensure that expenditure is allocated correctly. Identify and consult on 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, monitoring of attendance register and preparation of leave reconciliation reports.

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:

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: 08 AUGUST 2019 @ 15h00

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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