



EASTERN CAPE PROVINCIAL TREASURY

DIRECTOR: HUMAN RESOURCE ADMINISTRATION SERVICES, OD & CHANGE MANAGEMENT

Salary Package R1005 063 (Level 13)

(PT.01 /06/2019) Bhisho

SALARY: R1005,063 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 Human Resource Administration Services, OD & Change Management Programmes in the Department

Minimum Requirements: A Three year degree (NQF level 7 as recognised by SAQA) in Public Administration/ Public Management / Human Resource Management/Industrial Psychology or any related field coupled with Minimum of seven (7) year's experience in Human Resource Management environment of which 5 years' experience should be at a Middle Management (Deputy Director Level) /Senior Management level.

KPAS: MANAGE RECRUITMENT, SELECTION AND APPOINTMENT OF EMPLOYEES: Ensure the management and implementation of recruitment, selection and appointment process. Ensure the development and implementation of human resource management and administration policies, processes and procedures. Ensure the development and implementation of human resource planning strategies and processes. Ensure management and implementation of employee movements. Provide advice and give guidance on recruitment and selection matters. Oversee capturing of information on PERSAL. **MANAGE CONDITIONS OF SERVICE IN THE DEPARTMENT:** Ensure the development, management, reviewal and implementation of Conditions of Service Benefits policies. Ensure the management and the implementation of conditions of service in the department. Ensure the management of leave matters. Ensure the management and render support to line managers with the implementation of PILLIR. **MANAGE HUMAN RESOURCE INFORMATION SYSTEMS:** Ensure the development and maintenance of personnel information systems and ensure establishment control. Oversee the management, monitoring and analysis of Human Resource Information System Reports. Authorize inputs to be made on the system by the PERSAL Management unit. Ensure analysis and signing off RACF reports. Ensure reviewal of monthly reports on recruitment process. **MANAGE COORDINATION, MONITORING & REPORTING ON THE IMPLEMENTATION OF ORGANISATIONAL DEVELOPMENT & CHANGE MANAGEMENT PROGRAMMES AND HUMAN RESOURCE PLANNING:** Ensure the management, development, facilitation and implementation of OD & Change Management Interventions. Ensure the management of Human Resource Planning and development of policies and strategies. **IDENTIFY AND MANAGE RISK IN 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:** 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, Sound knowledge of Recruitment and Selection processes. Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Budgeting and Financial Management, Information Management, Continuous Improvement, Problem Solving and Analysis. Conflict Management, Problems Solving Planning and Organising, Decision Making and Communication (verbal & written).

DEPUTY DIRECTOR: HUMAN RESOURCE SYSTEMS

Salary Notch: R733 257 (Level 11)

Ref. PT 02/06/2019)

Purpose: To manage Human Resource Information Systems for the Department

Minimum Requirements: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Human Resource Management / Public Administration / Public Management coupled with Minimum 5 years' relevant experience of which 3 years must have been at an Assistant Director Level in Human Resource Systems (PERSAL) environment. PERSAL Certificate as a System Controller.

KPA's: **MAINTAIN PERSONNEL INFORMATION SYSTEM:** Draw and oversee amendment of PERSAL information. Register users on PERSAL. Authorise work done by PERSAL users (Personnel & Salary controller) in the department. Request & analyze PERSAL reports and ensure PERSAL is updated. Update HR information to metrics. Ensure sound and effective personnel & salary management. Implement measures to ensure a comprehensive & updated primary information source. Monitor Information on PERSAL (Incl. employments out of adjustment). **MONITOR AND PROVIDE REPORTS ON HR INFORMATION:** Ensure that profiles are in sync with the segregation of duties. Provide advice to management regarding PERSAL information. Review and submit PERSAL reports to management. Oversee the implementation of audit & control measures. Ensure that all profile changes are recorded, audited & filled. Provide advice to management regarding PERSAL information. **ENSURE MANTAINANCE OF ESTABLISHMENT CONTROL:** Manage the creation and abolishment of posts, appointment of personnel, absorptions, transfers and component changes. Ensure employees are on correct paypoints. Load & link structure on PERSAL. Establish comprehensive guidelines & processes in line with Human Resources & Finance Policies (Including maintenance of the Establishment on PERSAL, HR Utilization, LR, Service Benefits, Budgets, Estimates & Departmental Liabilities). **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 understanding of legislative framework that governs the Public Service. Knowledge of Human Resource Systems and procedures. In-depth knowledge of PERSAL Systems. 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. Planning and Organising, Problem Solving and Decision Making. Project Management, Team Leadership, Computer literate, Good Communication Skills (verbal and written).

ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & REPORTING

Salary Notch R376 596 (Level 09)

PT.03 /06/2019) Bhisho

Purpose: To facilitate the implementation of the Accounting Standards and Services to 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 or any related field coupled with Minimum of 3 years' relevant work experience in Accounting environment at a level of an Officer (Level 7 or higher).

Skills and Competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP) and Modified Cash Standards (MCS). In depth understanding and application of Financial Management Policies and Regulations, BAS System, LOGIS system and PERSAL System. Problem solving skills. Computer Literate, Good Communication Skills (verbal and written). Leadership, Managing of Financial Resources, Interpersonal Skills, Change Management, Planning and Execution, People Management, Empowerment, Organizing and Planning, Report writing and Analytical.

KPAS: **SUPPORT THE MONITORING AND REPORTING ON THE PREPARATION OF THE AFS AND AIP CO-ORDINATION PLAN:** Provide support to Departments and report in accordance with relevant accounting policies, MCS, GRAP standards and guidelines. Render support in reviewing the reporting of milestones on AIP and AFS plan. Review AFS interim reports and provide feedback to departments. **ASSIST WITH THE PROVISION OF TECHNICAL SUPPORT TO PROVINCIAL DEPARTMENTS AND PUBLIC ENTITIES:** Assist with the analysis and review of the departments' books of accounts and support the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Support adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Assist with the preparation and submission of consolidated AFS to AG and respond to audit queries thereof. Support the identification of inter-departmental balances and preparation and submission of consolidated Annual Financial Statements to Auditor General. **ASSIST WITH THE ANALYSIS OF FINANCIAL MANAGEMENT CAPABILITY MODEL:** Analyse and review FCMM reports. Support the interaction with transversal units on findings. Assist and provide support on the preparation / review of progress reports. **MANAGE AREA OF RESPONSIBILITY:** 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 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 Unit's assets are managed, maintained and kept safely.

**ASSISTANT DIRECTOR: MUNICIPAL BUDGET & INSTITUTIONAL
GOVERNANCE: AMATHOLE DISTRICT**

Salary Notch: R376 596 (Level 09)

(PT.04/06/2019) East London

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 Level 7 or higher. 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. **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 the implementation of approved financial recovery plans for municipalities where necessary. 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:** Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. 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.

ASSISANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET

MANAGEMENT: AMATHOLE DISTRICT

Salary Notch: R376 596 (Level 09)

(PT.05/06/2019) East London

Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks, Supply Chain Management (SCM) and Asset Management (AM) issues in 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 or related field coupled with Minimum of 3 years' experience in Finance or related field at an officer Level (Level 7 or higher). Previous experience in monitoring or working in Municipal environment is essential.

Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Departmental policies and procedures. Supply Chain Management policies and practices. Asset 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. Communication (verbal & written). Computer Literacy and Team work

KPAs: ASSIST ON IMPROVING THE UNDERSTANDING ON THE TECHNICAL APPLICATION OF ACCOUNTING STANDARDS AND FINANCIAL REPORTING WITHIN MUNICIPALITIES AS REQUIRED BY THE MUNICIPAL FINANCE MANAGEMENT ACT: Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance; Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director; Conduct a high level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA; Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director; Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations. **PROVIDE PRACTICAL ASSISTANCE AND CONTROL MECHANISM ON ISSUES OF COMPLIANCE TO SUPPLY CHAIN MANAGEMENT (SCM) ASSET MANAGEMENT (AM).** Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director; Prepare a report for the Deputy Director with recommendation to improve MFMA compliance for the assessment conducted on SCM and AM policies against the legislated framework; Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director; Conduct an assessment of AGSA

reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance; Provide report to the Deputy Director on the assessment of E-Procurement System and provide recommendations on improving integrity of data; Assist in assessing the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans during municipal budget assessment and provide report.

MANAGE AREA OF RESPONSIBILITY: Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. 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 to the Deputy Director on the recommendations to improve compliance with the MFMA.

SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS AND INVENTORY

Salary Notch: R316 791 (Level 08)

(PT.06 /06/2019) Bhisho

Purpose: To render **Stores Services** for the department.

Minimum Requirements: Degree (NQF Level 7)/National Diploma (NQF Level 6) Commerce / Supply Chain Management / Procurement / Logistics or related qualification plus five years' experience in SCM environment of which two years should have been at Stores or Logistics/procurement environment at salary level 7.

KPAS: FACILITATE REQUISITIONS, RECEIPTS AND ISSUING OF STORES ITEMS: Receive requests from departmental staff. Prepare items requested. Draft memorandum requesting replenished and submit to Director Logistics for approval. Assist in drafting of budget memorandum for approval by CFO and ensure the alignment with sectional budget. **RENDER SUPPORT IN MANTAINING INVENTORY STOCK LEVEL:** Analyse inventory levels and ensure that request to replenish is initiated. Assist in preparation of reports that indicate procurement and adjust re-order levels when placing the order for all the inventory items. **MONITOR, RECORD AND UPDATING OF BIN CARDS:** Update of bin cards for all items that are procured. Populate inventory reports on a monthly basis. **RENDER SUPPORT IN MANAGING STOCK IN THE DEPARTMENT:** Facilitate overall physical count process performed by the Inventory Unit. Performs spot-checks on all items that are on issue voucher. Prepare report for obsolete items identified during stock counts. **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..

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, Financial Management. Ability to work under pressure and meet tight deadlines. Ability to physically carry heavy loads. Good Communication Skills (verbal & written). Computer Literate and Project Management. Knowledge of LOGIS is essential.

OD PRACTITIONER

Salary Notch: R316 791 (Level 08)

(PT.07 /06/2019) 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 or any related field coupled with Minimum of 2 year's experience in Organisational Development environment at salary level 7.

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.

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 SMS POST: Females and People with disabilities will be given preference.

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: 05 JULY 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