

CIRCULAR 22 of 2020

POSTED ON: 2020/06/ (30);01 & 04

CLOSING DATE: 19 June 2020

DEPTS. P.TREASURY & SOCIAL DEVELOPMENT

EASTERN CAPE PROVINCIAL TREASURY

CHIEF DIRECTOR: INFRASTRUCTURE TECHNICAL: FIXED 12 MONTHS CONTRACT

Salary Notch: R1251 183 per annum (Level 14)

(Ref. PT 01/06/2020) Bhisho

SALARY: R1251 183 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 enhance the planning and provide oversight on infrastructure delivery by provincial departments and public entities.

Minimum Requirements: National Senior Certificate, B. Degree (NQF level 7 as recognized by SAQA) in Built Environment (Engineering, Architect or Quantity Surveyor) or NQF Level 8 qualification in the Built Environment and registration in a professional category with one of the Built Environment Councils (ECSA, SACQSP or SACAP), coupled with a of Minimum of ten (10) years post-registration experience in the Built Environment with an emphasis in public sector infrastructure delivery. Driver's license is essential.

KPA's: To facilitate the Institutionalisation of the Infrastructure Delivery Management System (IDMS) guidelines with the associated regulations of the Framework for Infrastructure Delivery and Procurement and Management (FIPDM) using the District Development Model. Monitor and report on the adoption and implementation of unified IDMS norms and standards, including the project gateway system; Monitor and report the implementation of the provincial infrastructure framework; Monitor and report on the credibility of Service Plans, U-AMPS and C-AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value for money, financial credibility and compliance; Coordinate inputs into the development, implementation and monitoring of a customised and institutionalised infrastructure monitoring system for provincial departments; Manage the coordination of inputs into SDA compliance with Provincial IDMS requirements; Manage the coordination of inputs in respect of the alignment of IDPs with Provincial Infrastructure Plans. To review integrated planning and project readiness compliance before projects embark on implementation. **To advise on infrastructure delivery models** that addresses improvements in efficiencies across the infrastructure delivery value chain and associated socio-economic development targets in the Province. **To recommend suitable infrastructure strategies** per programme/ project with respect to delivery targets, project integration and efficiencies of scale. **To monitor spending for infrastructure projects of Provincial departments in terms of value for money considerations: Number of Infrastructure facilities delivered within time, cost and quality (Infrastructure Reporting Model):** Monitor departmental infrastructure projects to determine if they are planned in line with norms and standards requirements and project specifications / scope.Undertake and coordinate site visits to investigate elements of value for money (e.g. payments are compared against physical progress made with infrastructure project implementation, strategic brief information and submit reports);Ensure that project information from site visits is updated into the GIS system;Coordinate research undertaken on best practices regarding the implementation and monitoring of infrastructure performance so as to determine new methods to improve infrastructure delivery

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



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 22 OF 2020

CLOSING DATE: 19 JUNE 2020

developed timeously and that there is compliance with supply chain prescripts; Ensure the Unit's assets are managed, maintained and kept safely. **Manage area of responsibility:** 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;

DIRECTOR: INFRASTRUCTURE TECHNICAL: FIXED 12 MONTHS CONTRACT

Salary Notch: R1057 326 per annum (Level 13)

(Ref. PT 02/06/2020) Bhisho

SALARY: R1057 326 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 monitor, facilitate and report on the planning and implementation of infrastructure delivery by provincial departments and public entities

Minimum Requirements: National Senior Certificate, B. Degree (NQF level 7 as recognized by SAQA) in Built Environment (Engineering, Architect or Quantity Surveyor) or NQF Level 8 qualification in the Built Environment and registration in a professional category with one of the Built Environment Councils (ECSA, SACQSP or SACAP), of which 5 years at Middle or Senior Management level, coupled with a of Minimum of ten (10) years post-registration experience in the Built Environment with an emphasis in public sector infrastructure delivery. Driver's license is essential.

KPAS: To facilitate the Institutionalisation of the Infrastructure Delivery Management System (IDMS) guidelines with the associated regulations of the Framework for Infrastructure Delivery and Procurement and Management (FIPDM) using the District Development Model. To Monitor and report on the adoption and implementation of unified IDMS norms and standards, including the project gateway system; Monitor and report the implementation of the provincial infrastructure framework; Monitor and report on the credibility of Service Plans, U-AMPS and C-AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value for money, financial credibility and compliance; Coordinate inputs into the development, implementation and monitoring of a customised and institutionalised infrastructure monitoring system for provincial departments; Manage the coordination of inputs into SDA compliance with Provincial IDMS requirements; Manage the coordination of inputs in respect of the alignment of IDPs with Provincial Infrastructure Plans. To review integrated planning and project readiness compliance before projects embark on implementation. To advise on infrastructure delivery models that addresses improvements in efficiencies across the infrastructure delivery value chain and associated socio-economic development targets in the Province. To recommend suitable infrastructure strategies per programme/ project with respect to delivery targets, project integration and efficiencies of scale. To Monitor the quality of spending for infrastructure projects of Provincial departments in terms of value for money considerations: Number of Infrastructure facilities delivered within time, cost and quality (Infrastructure Reporting Model); Monitor departmental infrastructure projects to determine if they are planned in line with norms and standards requirements and project specifications / scope. Undertake and coordinate site visits to investigate of value for money (e.g. payments are compared against physical progress made with infrastructure project implementation, strategic brief information and submit reports); Ensure that project information from site visits is updated into the GIS system; Coordinate research undertaken on best practices regarding the implementation and monitoring of infrastructure performance so as to determine new methods to improve infrastructure delivery. 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. Manage area of responsibility: 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.

DIRECTOR: CFO SUPPORT: FIXED 12 MONTHS CONTRACT

Salary Package: R1057 326 Per Annum (Level 13)

(Ref: PT 03/06/2020)

Minimum Requirements: National Senior Certificate, B. Degree (NQF level 7) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 22 OF 2020

CLOSING DATE: 19 JUNE 2020

qualification and completion of SAICA training programmes will be an added advantage. Previous experience in monitoring or working in municipal environment is essential.

Skills and Competencies: Extensive knowledge of local government sector, finance and related reforms in the areas of Budgeting, Financial Management and Reporting, Supply Chain Management, Asset and Liability Management, Internal Audit, Audit Committee and Risk Management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA

KPA's: Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at head office, in districts and effective hands on support to municipalities in the following areas: budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team, including human resource management, planning, risk management and reporting.

Personal attributes: Self-driven, confident and innovative, with an output to result orientation. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail. High computer literate with a proven knowledge of advanced Microsoft office applications. Coaching, skills development and mentoring skills. Good understanding of local government prescripts.

DEPUTY DIRECTOR: DEPARTMENTAL INTERNAL AUDIT

Salary Notch: R733 257 per annum (Level 11)

(Ref. PT 04/06/20) Bhisho

Purpose: To manage the provision of Departmental Internal Audit Services.

Minimum Requirements: National Senior Certificate, B. Degree (NQF level 7 as recognised by SAQA) with Audit and Accounting as major subjects coupled with a minimum of 5 year's experience in an Auditing environment of which 3 years must be at supervisory level (Assistant Director Level).

Added Advantage: Completed internal audit or external audit articles, completed IAT, PIA, CIA or CA (SA) qualification.

KPA's: Manage the execution of a comprehensive audit plan: Assist in the development of the departmental audit universe, and internal audit plan. Allocate appropriate resources for the audit plan.

Manage the internal audit activity: Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology. Manage the identification of audit risks, development of audit programmes and ensure execution of audits based on audit programme. Execute audit work and review audit work performed. Present findings and audit reports to management and audit committee. 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. Independently create an environment of motivation and control. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Afford staff adequate training and development opportunities. 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. Ensure that assets are managed, maintained and safeguarded.

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, Budget Preparation, Monitoring and Reporting. 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 in MS Office and TeamMate and Good Communication Skills.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 22 OF 2020

CLOSING DATE: 19 JUNE 2020

DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: SARAH BAARTMAN DISTRICT

*Salary package: R733 257 per annum (Level 11)
(PT.05/06/2020) Port Elizabeth*

Purpose: To provide guidance and specialist support on compliance with the implementation of Financial Management & Annual Reporting Frameworks in municipalities.

Minimum Requirements: National Senior Certificate, B. Degree (NQF level 7 as recognized by SAQA) in Financial Management/Financial Accounting with Accounting as a major plus Minimum of 5 years' experience in Finance of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential.

Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management, accounting and reporting, internal audit, audit committee, risk management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA.

KPA's: Reporting to the Director, the candidate will provide guidance and assistance on the technical application of accounting in compliance with the GRAP Reporting Framework as required by the Municipal Finance Management Act. Conduct research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board. Provide reports to the supervisor on the analysis and interpretation of Financial Statements to ascertain financial health of municipalities; Monitor implementation of audit action plans, Review mSCOA Implementation Plans of municipalities against set timelines to improve compliance and alignment with GRAP Standards and Business Processes. Monitor and assess the readiness of municipalities to submit quality financial statements as per legislated timeframes. Provide project management support to a team, including human resource management, planning, risk management and reporting.

Personal attributes: Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Ability to write reports and analyse. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. Familiar with Local Government reforms and publication of information.

EXECUTIVE SUPPORT TO DDG: PROVINCIAL SCM MOVABLE & IMMOVABLE ASSET MANAGEMENT (1 YEAR CONTRACT)

*Salary Package: R733 257 per annum (Level 11)
(PT. 06/06/2020) Bhisho*

Purpose: To provide executive support in the office of the DDG: Provincial SCM Movable & Immovable Asset Management and ensure the effective management and smooth operation of the Branch.

Minimum Requirements: National Senior Certificate, B. Degree (NQF level 7 as recognized by SAQA) in Public Administration / Finance / Public Management or any other related field plus Minimum of 5 years' experience in a relevant field (specifically program / project management) of which 3 years must have been at middle management level (Assistant Director Level). A Postgraduate qualification in the above areas will be an added advantage.

Skills and Competencies: Knowledge and application of Legislation, regulations and policies that governs the Public Service (PFMA, Treasury Regulations, PSR,). Good project management skills, financial management acumen, people management skills. Excellent communication skills (verbal and written), computer literacy, problem solving and decision making abilities as well as customer orientation and focus.

KPA's: Provide direction and guidance on the effective management of the office of the DDG: Ensure staff adhere to relevant protocols in the day to day running of the DDG office. Provide an oversight role in the implementation of governance systems and take corrective action where necessary. Develop internal control systems, policies and procedures. Ensure that internal control systems, policies and procedures are adhered to at all time. Prepare and distribute Annual Planner for the Programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Advise and sensitise the DDG and CD's of upcoming events and the preparations required for these events. Recommend systems that will help support service delivery in the unit to DDG so as to achieve Programme objectives. **Support the programme by providing strategic and Technical leadership in order to ensure the full execution of departmental plans and programmes:** Facilitate the preparations for the development of the Annual Performance Plan (APP) and monitor its implementation in the Programme. Coordinate the development of stakeholder protocols and monitor the implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the development of the Annual Operational Plan and monitor its implementation. Coordinate and consolidate all Programme reports and other required submissions timeously within the stipulated timeframes

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 22 OF 2020

CLOSING DATE: 19 JUNE 2020

and submit them to the DDG. Coordinate Chief Directorate meetings and ensure that optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate and distributed within 5 working days. Make follow up on resolutions taken during the meetings. **Provide support towards ensuring appropriate and sound finance, human resource management:** Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure effective expenditure control which is in line with the approved budget for the Programme. Ensure the management, safekeeping and maintenance of assets in the DDG office. Maintain proper financial records in the office of the DDG. Analyse monthly, quarterly and any other ad hoc reports so as to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Facilitate the budget preparations, recruitment and procurement plans within the stipulated timeframes. Review IYM report to Financial Management and quarterly report to OSM and ensure that the information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance Report, and follow up on deviations.

2x DEPUTY DIRECTORS: CFO SUPPORT (1 YEAR CONTRACT)

Salary Package: R733 257 per annum (Level 11)

(Ref. PT 07/06/2020) Bhisho

Minimum Requirements: National Senior Certificate, B. Degree (NQF level 7) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience at an Assistant Director Level in a Local Government/Auditing management environment. Previous experience in monitoring or working in municipal environment is essential.

Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA.

KPA's: Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Develop sustainable revenue enhancement strategies and turnaround plans for municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, both internal and external audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholders.

Personal attributes: Ability to write reports and analyse. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. Familiar with Local Government reforms and publication of information.

1X PROJECT MANAGER: PERSAL CENTRALISATION: FIXED TERM ONE YEAR CONTRACT

Salary Package: R733 257 per annum (Level 11)

(Ref. PT 08 /06/2020) Bhisho

Purpose: To ensure compliance and manage the implementation of PERSAL Centralisation in relation to the Authorisation of appointments made by the Provincial Departments.

Minimum Requirements: National Senior Certificate, B. Degree (NQF Level 7 as recognised by SAQA) in Public Management/ Human Resource Management or any related field coupled with Minimum of 5 years' experience in Recruitment and Selection environment of which 3 years must be at middle management level (Assistant Director level) in the Public Sector Environment. Knowledge of PERSAL system. Understanding of relevant legislative framework policies and prescripts that govern recruitment and selection process in the Public Service.

KPA's: Manage authorisation of appointments: Monitor and manage compliance by the departments during submission of appointment files. Ensure correct procedures and processes are followed when files are submitted. Liaise with DG's office on matters related to compliance. Coordinates meetings with all relevant stakeholders (internal and external clients). Ensure

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 22 OF 2020

CLOSING DATE: 19 JUNE 2020

that timelines for the authorisation of appointment are met. Provide advice on the opening of codes and granting permission for PERSAL special runs on matters related to appointments. **Develop Policies, Procedures and Strategies for the management of authorization of appointments:** Develop SOP for Authorisation of appointment. Development of procedure manuals. Development of guidelines/ templates for the smooth running of the appointment centre. Communicate with departments on matters of compliance. Coordinate bi-annual meetings with departments for the feedback on the project. **Preparation and presentation of Reports and statistics to the management:** Coordinate compilation of all statistics by authorizers and make consolidation. Prepare progress reports and make high lights on challenges and recommendations thereof. Present reports to the Provincial Treasury. Provide technical advice on challenges related to authorization of appointments. Manage analysis of PERSAL reports

ASSISANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: AMATHOLE DISTRICT.

Salary Notch: R376 596 (Level 09)

(PT.09/06/2020) East London

Purpose: To provide hands-on support on compliance with the implementation of Financial Management & Annual Reporting Frameworks in municipalities.

Minimum Requirements: National Senior Certificate, B. Degree (NQF level 7 as recognized by SAQA) in Financial Management/Financial Accounting with Accounting as a major coupled with Minimum of 3 years' experience in Finance (Level 7 or higher). Previous experience in monitoring or working in Municipal environment is essential.

Skills and Competencies: Understanding of local government prescripts in the areas of budget preparation & implementation; financial management, accounting and reporting, internal audit, audit committee, risk management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA.

KPA's: Reporting to the Deputy Director, the candidate will assist in providing guidance on the technical application of accounting in compliance with the GRAP Reporting Framework as required by the Municipal Finance Management Act. Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP Standards by municipalities. Monitor AFS Plan and conduct a high-level review of AFS and Audit File. Assess the Audit Action Plans. Prepare, analyse and report on the financial health, monitor progress on mSCOA implementation within timelines and its impact to Standards of GRAP.

Personal attributes: Ability to write reports and analyse. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. Familiar with Local Government reforms and publication of information. To 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. To provide practical assistance and control mechanism on issues of compliance to Supply Chain Management (SCM) Asset Management (AM). Assist in monitoring compliance with financial assets and liabilities and revenue management

ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION

Salary Notch: R376 596 per annum (Level 09)

(Ref. PT 10/06 /2020) Bhisho

Purpose: To coordinate and facilitate the implementation of Recruitment, Selection & Appointment process in the Department

Minimum Requirements: National Senior Certificate, B. Degree (NQF level 7 as recognised by SAQA) in Public Administration / Industrial Psychology/ Human Resource /Public Management field coupled with Minimum 3 of years' experience in Recruitment and Selection environment at the level of an Officer (level 7 or higher). PERSAL Certificate is essential.

KPA's: MANAGE, COORDINATE AND FACILITATE THE IMPLEMENTATION OF RECRUITMENT, SELECTION AND APPOINTMENT PROCESS: Assist with the development of Annual Recruitment Plan; Provide administrative support in monitoring human resource recruitment process. Provide administrative support in human resource selection and placement process. Provide support in monitoring the process of updating human resource records. Ensure facilitation of qualifications verification by SAQA. Ensure timeous confirmation of probations. **MANAGE AND COORDINATE IMPLEMENTATION OF TRANSFERS, TRANSLATION AND SECONDMENTS:** Assist in ensuring timeous processing of transfers, translations and secondments. Assist in management of employment contracts. Render advice with regards to employment contracts, secondments and transfers of employees. **ASSIST IN ENSURING EFFECTIVE PERSAL MANAGEMENT:** Assist in management of PERSAL transactions. Approve transactions captured by user type 3s on PERSAL. Draw establishment

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 22 OF 2020

CLOSING DATE: 19 JUNE 2020

report on a monthly basis. **COMPILATION OF MONTHLY AND QUARTERLY REPORTS:** Compile monthly and quarterly reports to Budget Office and OTP. Maintain and update Person to Post Matching report on monthly basis. Compile and submit Recruitment Cycle report on quarterly basis. Update HR IYM report age analysis report to Budget Office. **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, Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates.

Skills and Competencies: In-depth understating and application of legislative framework that governs the Public Service, Human Resource Management prescripts and legislation. PERSAL System and Research Analysis. Knowledge of Financial regulations and instructions and application of financial procedures. Analytical thinking, Policy Analysis & Development, Policy formulation, Conflict management, Project Management, Interpersonal Relations, People Management. Good Communication Skills (verbal & written) and Computer Literate.

ASSISTANT DIRECTOR: SCM CLIENT SUPPORT

Salary Notch: R376 596 per annum (Level 09)

(Ref. PT 11 /06 /2020) Bhisho

Purpose: To provide hands-on support to departments on SCM capacity through institutional, organizational, individual, stakeholder development and with procurement processes including support to Bid Committees.

Minimum Requirements: National Senior Certificate, B. Degree (NQF level 7 as recognized by SAQA) in Supply Chain / Commerce coupled with Minimum of 3 years' experience in Supply Chain Management/Procurement environment at Level of an officer (Level 7 or higher).

KPAS: RENDER HANDS-ON SUPPORT ON THE IMPLEMENTATION OF STRATEGIES FOR SCM CAPACITY IN THE PROVINCIAL DEPARTMENT: Coordinate and facilitate all the necessary logistics in respect of SCM training. **RENDER SCM ADMINISTATIVE CLIENT SUPPORT IN PROVINCIAL DEPARTMENTS AND PUBLIC ENTITIES:** Analyse and provide feedback to departments on procurement plans. Monitor the implementation of the procurement plans through the tender bulletin, and bid award notices. Quality review bid notices received from Departments and ensure that these bid notices are advertised in the Provincial Tender Bulletin (PTB) and National Treasury E-tender publication portal. Analyse deviation requests from Departments. Analyse Conflict of Interest data from National Treasury. Assist in verifying compliance to the FCMCM. Assist in compliance assessments to SCM regulations. Prepare accurate and credible feedback/response letters to Departments on SCM related matters. **RENDER ASSISTANCE TO SCM CLIENT SUPPORT TO EXTERNAL STAKEHOLDERS:** Review and provide departments feedback on their draft specifications. Provide assistance on the SCM Help Desk. Render support to the supplier registration process. **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.

2x ASSISTANT DIRECTORS: SCM MONITORING AND REPORTING

Salary Notch: R376 596 per annum (Level 09)

(Ref. PT 12 /06 /2020) Bhisho

Purpose: To undertake tasks related to the monitoring of compliance by Provincial Departments to the Supply Chain management legislative requirements and prescripts as well as monitoring of adherence to procurement plans by Provincial Departments.

Minimum Requirements: National Senior Certificate, B. Degree (NQF level 7 as recognised by SAQA) in Supply Chain / Commerce coupled with Minimum of 3 years' experience in Supply Chain Management/Procurement environment at the level of an officer (Level 7 or higher).

KPAS: Coordinate reporting on the implementation of SCM in the Departments: Conduct analysis on the financial management capability maturity model of Departments and advise on developing plans. Conduct on site compliance assessment. Assist in the development of departmental specific monitoring plans/remedial action plans and monitor/such plans. **Monitor and report on adherence to departmental procurement plans:** Analyse departmental procurement plans and prepare analysis to guide monitoring. Collate monthly and quarterly reports on adherence to procurement plans; analyse reports; prepare reports thereon for submission to management and the Legislative structures; prepare PowerPoint

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 22 OF 2020

CLOSING DATE: 19 JUNE 2020

presentations; follow-up and monitor catch-up plans; and escalate persistent non-adherence. Attend departmental specific meetings related to monitoring activities. **Manage financial resources:** Ensure that assets allocated for your use are managed, maintained and kept safely.

ADMIN OFFICER: MUNICIPAL FINANCIAL GOVERNANCE: SARAH BAARTMAN DISTRICT

Salary Notch: R257 508 per annum (Level 7)

(Ref. PT 13 /06/2020) Port Elizabeth

Purpose: To coordinate, render office administrative and management support services to the Municipal Financial Governance Directorate.

Minimum Requirements: National Senior Certificate, 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 Office Administration, Financial Management or any other related qualification coupled with Minimum of 1-2 years working relevant experience.

KPA's: Render administrative support services to the directorate. Provide secretariat support services to the directorate. Provide financial administration support services for the directorate

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. Budgeting. Basic Knowledge of Financial Administration. Asset Management Policies & Practices. Financial Management, Computer Literacy (Excel, Word and Power Point)- Knowledge of LOGIS, PERSAL will be an added advantage, Good Telephone Etiquette, Etiquette, Report Writing, Planning & Organising, Good People Skills, Problem Solving and Communication (written and verbal).

PERSONAL ASSISTANT TO DDG: PROVINCIAL SCM MOVABLE & IMMOVABLE ASSET MANAGEMENT (ONE YEAR CONTRACT)

Salary Notch: R257 508 per annum (Level 7)

PT. 14/06/2020): Bhisho

Purpose: To Render Secretarial, Clerical, Administrative and Recordkeeping Support Services to the Deputy Director General: Transversal Supply Chain & Asset Management.

Minimum Requirements: National Senior Certificate, National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration, any other related qualification coupled with a Minimum of one to two years' administration experience in Supply Chain Management/ Asset Management environment.

KPAS: Provide secretarial / receptionist support service to the DDG P3: Receive telephone calls .Perform advanced typing for the Deputy Director General. Operate and ensure that office equipment is in good working order. Record engagements for the Deputy Director General .Coordinate and sensitize / advises Deputy Director General regarding engagements. Compile Schedules of all appointments. **Render administrative support services to the Deputy Director General:** Ensure effective flow of information and documents from and to the office of the DDG. Ensure safe keeping of all documentation in the office of the DDG in line with relevant legislation and policies. Obtain inputs and compile Programme 3 Reports. Progress Reports: Monthly Reports, Management Reports. Scrutinise routine submissions / reports and make notes for the DDG. Respond to enquiries received internal and from external stakeholders. Draft document as required. File documents for the DDG and the Programme where required. Collects, analyse and collates information requested by the DDG. Clarifies instructions and notes on behalf of the DDG. Coordinate travel arrangements on behalf of the DDG. Prioritise issues in the office of the DDG. Management leave register and telephone Accounts for the Unit. Administer procurement of standard items (stationery & refreshments) for the Office of the DDG. Obtain necessary signatures on documents items like procurement and monthly salary reports. **Provide support to the DDG regarding meetings and Chief Directorate meetings** Scrutinize documents to determine actions / information/ other documents required for the meeting. Collects and compiles necessary documents for the DDG to inform him / her on the contents. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes for the DDG as required. Coordinates logistical arrangement for the meetings when required. **Support Deputy Director General with the administration of Programme 3 budget:** Collects and coordinate all documents related to the Programme 3 budget. Assist DDG in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alerts DDG of possible over and under spending. Check collates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the DDG and compiles draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 22 OF 2020

CLOSING DATE: 19 JUNE 2020

REGISTRY CLERK: OFFICE SUPPORT AND AUXILIARY SERVICES

Salary Notch: R173 703 per annum (Level 05)

(Ref. PT 15 /06/2020) Bhisho

Purpose: To render registry services.

Minimum Requirements: National senior certificate (NQF Level 4) experience in field of registry environment. General Computer Literacy skills. Relevant training by National Archives and Record Services will be an added advantage.

Skills and Competencies: Basic understanding of legislative framework that governs the Public Services Understanding and application of relevant standards and statutory framework and procedures that governs the records management function. Understanding of Records Management Practices.

KPAS: Render administrative duties to the records management services of the department: Receive and code all incoming and outgoing documents and electronic correspondence, including faxes. Open, sort and assist in distribution of mail. Sort and file all documents according to the approved departmental file index, ensure that records are safe and filed in a proper and correct manner. Maintain remittance register. Develop master list of archives. Control and maintain filing system. Frank and label all outgoing documents and mail for courier services. Develop and maintain registers of files opened, file closed, circulars, registered mail, certified mail and deliveries. Assist in ensuring that all records and information projects are managed according to the requirements of the National and Provincial Archives Act and good governance. Report file system shortcomings. Track and trace all lost mail and files. **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. Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates.

APPLICATION INSTRUCTIONS:

Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months.

- 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.
- 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 assessment

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 22 OF 2020

CLOSING DATE: 19 JUNE 2020

- 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: 19 JUNE 2020 @ 15h00

EASTERN CAPE PROVINCIAL TREASURY

- 1. 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.
 - 2.** Applications can also be forwarded through the following email addresses: applications@ectreasury.gov.za
 - 3.** Applicants are able to apply on line in this (website w.w.w.ecprov.gov.za)
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PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 22 OF 2020

CLOSING DATE: 19 JUNE 2020

