



Province of the
EASTERN CAPE
REPUBLIC OF SOUTH AFRICA

EASTERN CAPE PROVINCIAL TREASURY

DIRECTOR: PROVINCIAL MOVABLE AND IMMOVABLE ASSET MANAGEMENT

*Salary Package: R1057 326 per annum (Level 13) (all inclusive)
(Ref. PT 01/02/2020)*

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 enhance, monitor and enforce transparent and effective management of movable & immovable assets.

Minimum Requirements: A Three year degree (NQF level 7 as recognised by SAQA) in Commerce/Financial Management/Public Finance/Procurement and /or related field coupled with Minimum of seven (7) years' relevant experience of which 5 years' experience should be at a Middle Management (Deputy Director Level) /Senior Management level. 5 years' Accounting and Auditing experience, including knowledge of Annual Financial Statements preparation. CA (SA) will be an added advantage.

Key Performance Areas: **DEVELOP AND MAINTAIN MOVABLE AND IMMOVABLE ASSET MANAGEMENT POLICY, NORMS AND STANDARDS:** Coordinate the assessments on the extent to which asset management related controls are implemented within departments. Develop and implement strategies to address gaps identified by assessment results. Monitor and evaluate the implementation of these corrective strategies and provide senior management with periodic reports. Assist with development and implementation of appropriate asset management policy. Manage the treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines. Manage the preparation of financial disclosure annexures and notes relating to expenditure on movable and immovable assets. Issue annual circular communicating the submission dates for the U-AMPs and C-AMPs in terms of Section 9 of GIAMA. Monitor and support the review and implementation of annual provincial GIAMA implementation plan by DRPW. Manage the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DRPW. **ASSIST PROVINCIAL DEPARTMENTS WITH ASSET MANAGEMENT CAPACITY BUILDING.** Conduct annual assessments of provincial asset management structures for adequacy and relevance to perform asset management function. Support the identification of training needs and planning for relevant training. Conduct workshops and forums aimed at roll-out of asset management related reforms from National Treasury as well as enhancing provincial best practices sharing amongst practitioners. **IMPLEMENT AND MANAGE RISK, FINANCE AND SUPPLY-CHAIN MANAGEMENT PROTOCOLS AND PRESCRIPTS IN AREA OF RESPONSIBILITY:** Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. **MANAGE AREA OF RESPONSIBILITY:** 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 timeous 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.

Skills and competencies: In-depth understanding of legislative framework that governs the Public Service. Knowledge and application of legislative framework that governs financial management in the Public Service. Strategic Capability and Leadership. Budget and Financial Management. Change Management. Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written). Computer Literacy, Extensive strategic planning, Programme management and Financial Management skills

NB: *Preference will be given to African Female/ Colored Female/White Female and People with disabilities*

DIRECTOR: INFRASTRUCTURE PROCUREMENT (FIXED 12 MONTHS CONTRACT)

**Salary Package: R1057 326 per annum (Level 13) (all inclusive)
(Ref. PT 02/02/2020)**

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).

Minimum Requirements: A minimum qualification of Bachelor degree (NQF Level 7) or Bachelor of Technology degree in the built environment disciplines of Quantity Surveying, Project / Building / Construction Management or Civil / Structural Engineering. Minimum of 7 years' relevant experience in management of infrastructure delivery programmes.

KPA's: To institutionalise infrastructure procurement planning, policy, norms and standards. To facilitate the institutionalisation of the Infrastructure Delivery Management System (IDMS) within procurement processes and related forward and backward linkages. To facilitate the institutionalisation of the Framework for Infrastructure Delivery & Procurement Management (FIDPM) within IDMS procurement processes. To develop infrastructure procurement strategies that address the socio-economic developmental targets in the Province. To manage monitoring and evaluation systems related to IDMS compliance in terms of the FIDPM stage gate approvals. To provide guidance for innovative procurement strategies (panel of service providers, period contracts, framework contracts, etc.). To review procurement strategies per programme / project with respect to delivery targets, project integration and efficiencies of scale. To manage the co-ordinated and co-opted SCM processes, including: tender adverts, quality review of proceedings from tender committees; tender awards; procurement timeframes; and, provide guidance to mitigate procurement delays. Ensure infrastructure procurement plans are credible. Monitor, evaluate and report on infrastructure procurement and major capital projects. Maintain a database of contract awards and blacklistings, and conduct continuous risk assessment of workload and performance from service providers. Provide contract management support to departments (variation orders, deviations, dispute resolution and contract execution). Support compliance with the CIDB standard for uniformity, LEDPF and SMME development. Manage relations with clients and provide project leadership. Develop, establish and manage procurement information systems. Contribute to team and own performance, as well as, knowledge sharing and quality circles.

NB: *Preference will be given to African Female/ Colored Female/White Female and People with disabilities*

DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT

**Salary package: R733 257 (Level 11)
(PT.03/02/2020) Bhisho**

Purpose: To provide guidance and specialist support on compliance with the implementation of Financial Management & Annual Reporting Frameworks, Supply Chain Management and Asset Management 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 as assessed by a recognised university) in Financial Management/Financial accounting plus Minimum of 5 years' experience in Finance or related field of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential.

KPA's: Provide guidance and assistance on the technical application of accounting standards in compliance with the Financial Reporting Framework as required by the Municipal Finance Management Act: Assess and determine the capability and capacity of Municipalities in relation to the implementation of the latest prescribed GRAP Reporting Framework as well as updates on Standards of GRAP and submit inputs for risk based training plan to the

Director to improve compliance. Roll out trainings, provide advice and technical assistance/application on GRAP related issues to municipalities in the district in consultation with National Treasury. Prepare response to improve the quality of financial reporting by conducting research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board for submission to the Director. Conduct selected municipal visits to assess the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Director with recommendation to improve compliance with the MFMA. Provide report to the supervisor on the analysis and interpretation of Annual Financial Statements to ascertain financial health of municipalities. Monitor mSCOA Implementation Plans of municipalities against set timelines to improve compliance with mSCOA Regulations to ensure alignment with GRAP Standards and Business Processes. Assess, advise and monitor municipalities with preparation of monthly, quarterly and annual financial statements. Review the analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out transversal support. Monitor and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements. Direct, co-ordinate and conduct research for the development of Position Papers, on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction. Participate, in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Coordinate, manage and provide a high-level review of AFS for each municipality prior to submission for audit in order to minimise financial misstatements errors. Conduct sessions and provide Financial Standard Procedure Manuals relating to Accounting in consultation with National Treasury. Guiding and advising stakeholders on accounting practice and issues and compile documents/presentations for discussion on various topics related accounting on various sessions. Respond to queries raised on accounting issues by providing advice and technical assistance to municipalities. **To provide assistance, support and control mechanism on issues of compliance to Supply Chain Management (SCM), Asset Management (AM):** Develop analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities for submission to the Director. Conduct analysis of municipal SCM policy against the SCM Model Policy, legislation regulatory framework as well as National Treasury policy and practice notes and against any determined assessment tool ensuring that municipal SCM policy is aligned to current legislation and policy frameworks for SCM. Designing and implementing SCM / moveable asset management training Interventions to develop skill and capacity within municipalities. Assessment of compliance of regulatory framework for supply chain and moveable asset management. Monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury. Conduct research on queries/issues raised on SCM & AM through the help desk by municipalities and prepare response on improving compliance for submission to the Director. Conduct assessment on the functionality of Bid Committees as per developed checklist and provide advice on gaps identified. Participate in supplier open days and supplier developmental initiatives. Monitor mSCOA Implementation Plans of municipalities against set timelines to improve compliance with mSCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes. Assess the training needs as support/intervention for municipalities to improve compliance to each district's unique needs and submit inputs for risk based training plan to the Director. Evaluate reports and conduct research to improve integrity of data on the financial systems to assist in compliance with SCM regulations. Conduct Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans and provide report to the Director on the recommendations to improve compliance with the MFMA. Monitor the development and implementation of Contract Management by municipalities. Coordinate the monitoring and support to municipalities on the reduction of the Irregular Expenditure in the Province. **Monitor compliance with financial assets and liabilities and revenue management:** Assist in monitoring financial asset management compliance and compile a report. Assist with advisory services and commentary in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Monitor and facilitate the implementation of the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. **Manage area of responsibility:** Supervise and co-ordinate the effective and efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate's Annual Operational Plans monitor and report on the implementation thereof monthly, quarterly and annually (Effective Performance Management). Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Preparing and presenting quarterly operational reports to the relevant key stakeholders. **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 directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projection.

NB: Preference will be given to Coloured Female/ White Female and People with disabilities

ADMIN OFFICER: PROVINCIAL SCM, MOVABLE & IMMOVABLE ASSET MANAGEMENT

Salary Notch: R257 508 per annum (Level 7)

(Ref. PT 04 /02 /2020) Bhisho

Purpose: To render administrative and office support services to the Chief Directorate: Provincial Supply Chain Management, Movable & Immovable Asset Management.

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 Office Administration, Financial Management or any other related qualification coupled with Minimum of 2 years working relevant experience.

KPA's: RENDER ADMINISTRATIVE SUPPORT SERVICES TO THE CHIEF DIRECTORATE: Ensure effective flow of information and documents to and from the office of the Chief Director. Co-ordinate Chief Directorate reports: Progress Reports, Monthly Reports, Management Reports. Scrutinise routine submissions / reports and make notes for the Chief Director. Respond to enquiries received internal and from external stakeholders. Draft documents as required, Collect, analyse and collate information as requested. Coordinate travel arrangements for the Chief Directorate. Manage leave register for the Chief Directorate. Administer procurement of standard items (stationery & refreshments) for the Chief Directorate. Obtain necessary signatures on documents pertaining to the Chief Directorate. **PROVIDE SECRETARIAT SUPPORT SERVICES TO THE CHIEF DIRECTORATE:** Collect and compile necessary documents for the Chief Directorate meetings. Record minutes and circulate to all relevant role players, and make follow-up on progress made. Prepare briefings notes for the Chief Director as required. Coordinates logistical arrangement for the Chief Directorate meetings. **PROVIDE FINANCIAL ADMINISTRATION SUPPORT SERVICES FOR THE CHIEF DIRECTORATE:** Collect and coordinate all documents related to the Chief Directorate's budget. Assist the Chief Directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alert the Chief Director of possible over – and under spending. Check and collate BAS reports, and ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the Chief Director and compile memoranda for this purpose.

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, Report Writing, Planning & Organising, Good People Skills, Problem Solving and Communication (written and verbal).

NB: Preference will be given to African Male/ Colored Male/ White Male and People with disabilities

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.
- 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: 21 FEBRUARY 2020 @ 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