



EASTERN CAPE PROVINCIAL TREASURY

DEPUTY DIRECTOR: FORENSIC AUDITING

Salary Notch: R733 257 per annum (Level 11)

(Ref. PT 01/11/20) Bhisho

Purpose: Render support in the execution of Forensic Audits to Provincial Departments, Provincial Entities and Municipalities.

Minimum Requirements: National Senior Certificate, A Three Year Degree (NQF level 7 as recognised by SAQA) in Commerce/Financial Accounting / Financial Management / Criminal law / Investigation. Qualified Certified Fraud Examiner (CFE) or Forensic Practitioner ((FP)SA). Minimum of 5 years' experience in investigation/audit environment of which 3 years should be at a level of Assistant Director. Registered with a Professional accounting/ law or investigation Association or Professional Body.

KPA's: RENDER SUPPORT TO THE FORENSIC AUDIT STRATEGY OF DEPARTMENTS: Give input into the development, planning, implementing and driving of the Forensic Audit Strategy in response to the Provincial strategy. **PROVIDE FORENSIC SUPPORT AND CAPACITY BUILDING TO PROVINCIAL GOVERNMENT INSTITUTIONS:** Coordinate, plan and conduct forensic investigations, report findings and system improvements to stakeholders and follow-up on progress of implementation of systemic recommendations. Participate and assist in establishing and maintaining collaborations with various government institutions and law enforcement agencies. **RENDER SUPPORT IN ENSURING COMPLIANCE TO REGULATORY FRAMEWORKS WITHIN THE PROVINCE:** Assist the director to ensure compliance with the relevant regulatory frameworks (PFMA, MFMA, Constitution, POCA/PRECCA et al) by coordinating and being involved in awareness campaigns. Provide input into drafting the frameworks. **MONITOR DEPARTMENTS FORENSIC CAPACITY IF AVAILABLE:** Monitor Forensic Auditing functions, ensuring effective identification of needs, requirements, measurements, reporting and communication in departments. Identify and implement ways to address those needs to uplift forensic capacity and skills.

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. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.

Skills and Competencies: Theory and practice of conducting forensic investigations. Knowledge and application of the Public Finance Management Act and other applicable Public Sector Legislation. In depth knowledge of forensic investigation legislation for Investigating, Monitoring and Reporting. Applying Technology, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Impact and Influence, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and Good Communication, presentation and writing Skills. Willingness to travel and Driver's License.

ASSISTANT DIRECTOR: CLIENT SUPPORT

Salary Notch: R376 596 per annum (Level 09)

(Ref. PT 02/11 /2020) Bhisho

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

Minimum Requirements National Certificate, A three-year degree (NQF level 7 as recognised by SAQA) in Commerce, Public Administration or relevant field plus minimum of 3 years in Supply Chain Client Support /Finance environment. Ms Office (Ms Word, Ms Excel, Powerpoint).

Applicants must possess the following Skills and Competencies: Knowledge of SCM Legislation and Prescripts. Knowledge and application of the PFMA, Supply Chain Management policies and practises. Risk management policies and practises. Programme and Project Management. Financial Management and Change Management. Service delivery innovation. Problem solving and analysis. People Management and empowerment. Client orientation and customer focus.

KEY PERFORMANCE AREAS: **Manage the implementation of strategies for SCM capacity in the Provincial Departments:** Monitor capacity levels through facilitating SCM skills audit. Facilitate training workshops for officials. **Manage SCM client support in provincial departments and public entities:** Assist departments with the compilation of procurement plans. Analyse approved procurement plans and monitoring thereof through tender bulletin and bid awards. Verify compliance to the FMCMM. Compliance assessments to SCM regulations. **Manage SCM client support to external stakeholders:** Provide On- site support on strategic bids. Management of the SCM Help Desk. Render support to the supplier registration process. Document/ Records Management on CSD and LOGIS. **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.

ASSISANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: ALFRED NZO
DISTRICT

Salary Notch: R376 596 (Level 09)

(PT.03/11/2020) Mount Ayliff

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

Minimum Requirements: National Senior Certificate , A Three Year 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

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

Salary Notch: R257 508 per annum (Level 7)

PT. 04/11/2020): Bhisho

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

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration any other related qualification coupled with a Minimum of 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 complies draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose.

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.
- For SMS post: Females and people with disabilities are encouraged to apply and will be given preference.
- 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.

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.

APPLICATIONS BE FORWARDED TO: applications@ectreasury.gov.za / **Post to:** The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. **Hand Delivery:** Tyamzashe Building, Bhisho

CLOSING DATE: 27 NOVEMBER 2020 @ 15h00

Enquiries: Ms B. Ndayi 040 1010 072/071