



EASTERN CAPE PROVINCIAL TREASURY

CHIEF OPERATIONS OFFICER: IN THE OFFICE OF HOD: FIXED TERM OF 12 MONTHS CONTRACT

*Salary Package: R1251 183 per annum (Level 14) (all inclusive)
(Ref. PT 01 /10/2020)*

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 provide Strategic Support Services to the HOD and maximize impact of the Provincial Treasury in the Province.

Minimum Requirements: A Three year degree (NQF level 7 as recognised by SAQA) in Strategy / Public Management / Financial Management / Accounting or any other related field coupled with Minimum of 5 years' experience at Senior Managerial Level in Financial Management or Strategy Environment. Post Graduate qualification will be an added advantage.

Key Performance Areas: **RENDER STRATEGIC SUPPORT SERVICES TO THE OFFICE OF THE HEAD OF DEPARTMENT:** Ensure Integrated strategic planning in the Department to achieve the mandate of Treasury. Ensure integrated implementation of Treasury priorities between programs within Treasury (Coordinate implementation and Treasury Oversight in the Province). Ensure integration with other Provincial Departments specifically the Centre of Government (OTP / COGTA / PT). Champion the Service Delivery model and District Delivery model in the Provincial Treasury. Manage all external stakeholder relationships both provincial and national. Ensure sound financial management and governance of HOD's office. **GOVERNANCE OF PRIORITY PROJECTS IN THE PROVINCIAL TREASURY:** Facilitate Governance and oversight over priority projects (Interventions) of the Provincial Treasury. Facilitate optimal delivery of Provincial Treasury imperatives e.g. Annual Budget Delivery, Consolidated Financial Statements. Maximise impact of Provincial Treasury in the Province including the municipality interventions. Facilitate Business Continuity in the Department. Champion Ethics management in the Department. **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. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timously development and implemetation 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 management of Co-ordinated Strategy development, integrated implementation and project Governance within the Provincial Treasury and with Provincial Role-players.

Skills and Competencies: Exceptional Strategic Management acumen. Project management and governance knowledge. In-depth understanding of legislative framework that governs the Public Service, Policy analysis, Entire Budget process, planning, coordination, implementation and monitoring, Strategy formulation and review for Departments & Entities. Performance management, Public Policy formulation and implementation, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS).

DIRECTOR: PROVINCIAL MOVABLE AND IMMOVABLE ASSET MANAGEMENT

*Salary Package: R1057 326 per annum (Level 13) (all inclusive)
(Ref. PT 02/10/2020)*

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

**DIRECTOR: FINANCIAL MANAGEMENT SPECIALIST: TECHNICAL SUPPORT UNIT:
FIXED TERM OF 12 MONTHS CONTRACT**

*Salary Package R1057 326 (Level 13)
(PT. 03/10/2020) Bhisho*

EC Provincial Treasury has a mandate to support departments and municipalities towards a sustainable financial management maturity and is accordingly inviting applications from suitable candidates to act as Chief Financial Officers (CFO) Support in various departments, and support Provincial Treasury Programmes where necessary, based on the need of support.

Minimum Requirements: A Three Year Degree in Finance/Auditing (qualification at NQF level 7) with extensive knowledge and experience in an accounting environment (at least 5 years' experience at a Deputy Director Level). A Certified Chartered Accountant (SA) qualification or equivalent postgraduate degree in Finance and Auditing as well as active membership in professional bodies like SAICA, etc., coupled with extensive Public Sector Financial Management experience will be an added advantage.

Key Performance Areas: The incumbent will be supporting the Chief Financial Officer (and in some instances act as Chief Financial Officer) in sector departments, public entities, and Provincial Treasury Programmes, covering amongst others: 1) Developing and executing financial management and business support strategy on the entity, based on the mandate and in line with the requirements of the Public Finance Management Act (PFMA); 2) Exercise managerial oversight in the formulation and implementation of the entity corporate financial governance programme; 3) Provide leadership for effective and sustainable management of the entity's finance function having due regard of stakeholder requirements; 4) Ensure alignment of functions and business processes as well as acquisitions and utilization of appropriate systems and solutions within Business support functions; 5) Contribute, as part of the Executive Management collective, to the accountability for performance of the entity; 6) Ensure that the entity's financial management programmes and models meet all statutory and relevant corporate governance conventions and standards; 7) Oversee the implementation of the budgetary controls and ensuring effective internal control systems in the accounting and reporting cycles; 8) Oversee the implementation of the Supply Chain and Asset Management systems, both in Provincial Treasury and Departments

Skills and competencies: Proven record of Leadership and Strategic capability in managing large and complex environments, innovation and project management capabilities, excellent communication and problem solving skills, project management skills, advanced technological skills (expert/competent on the use of Microsoft Applications), A clear understanding of the PFMA, Treasury Regulations, GRAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers' licence.

FOR SMS (SENIOR MANAGEMENT SERVICE) POSTS: Females will be given preference.

In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DEPUTY DIRECTOR: DEMAND MANAGEMENT

*Salary Notch: R733 257 per annum (Level 11)
(Ref. PT 04/10/20) Bhisho*

Purpose: To manage the provision of Demand Management Services with Supply Chain Management for the department

Minimum Requirements: National Senior Certificate, A Three Year Degree or Bachelor of Technology (NQF level 7 as recognised by SAQA) in Supply Chain Management / Procurement / Logistics / Accounting/Financial Management coupled with minimum 5 years' experience in Supply Chain Management/Procurement / Logistics of which 3 year should be at Middle Management Level (Assistant Director Level).

KPA's: Discharge strategic sourcing approach: Conduct Commodity, Industry, Market, Price, Research and Analysis. Manage the implementation of demand management policies and procedures in the department: Render guidance and advice to departmental end users demand management matters to promote correct implementation and sound demand management practices. Monitor the demand management activities. Monitor effectiveness of departmental policies with

regards to acquisition management. **Development of Annual Procurement Plan:** Review, analyse and monitor demand management plan. Manage the implementation of the demand management plan. Consolidate and monitor procurement plan for the department. Manage monthly and quarterly reporting of procurement plan. **Oversee the development of goods & services specifications:** Determine whether specifications should contain any special conditions. Include the latest industry trends. Compile tender / quotation specifications, request for proposal as required. Determine whether specification for the relevant commodity exists, if not collect information and compile specification / terms of reference. Ensure functioning of the Bid Specification, Quotations Committee and render a secretariat service to the relevant committees. Conduct briefing sessions attending to all enquiries. **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: Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBBEE, National Treasury Regulations, Supply Chain Management Practices and Policies, Risk Management Policies and Practices, Financial Accounting, Budget preparation, Bid Administration and Procurement. 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, Presentation, Report writing, Minute taking, Managing Interpersonal Conflict and Resolving.

DEPUTY DIRECTOR: BUDGET MANAGEMENT

*Salary package: R733 257 per annum (Level 11)
(PT. 05/10/2020) Bhisho*

Purpose: To manage optimal financial resource allocation, monitor and report on financial and non-financial performance.

Minimum Requirements: National Senior Certificate, A Three year Degree (NQF level 7 as recognised by SAQA) in Financial Management / Public Finance / Economics or relevant field in Finance plus Minimum 5 years' experience in Finance of which 3 years must have been at Assistant Director Level in a budget environment.

Skills: MS Word, MS Powerpoint, MS Excel, knowledge of BAS, Persal, Vulindlela, or any Enterprise Resource Planning system will be an added advantage. Verbal and written communication, able to work under pressure and long hours, analytical skills, professionalism, paying attention to detail.

KPA'S: Oversee the timely tabling of credible main budget: Review and improve on previous year's internal budget process with internal stakeholders. Provide inputs into the National Budget Benchmark exercise. Manage sectoral policy implementation and provide advice and technical assistance to departments to promote fiscal discipline. Facilitate and coordinate inputs into the preparation of the annual Treasury Guideline documents (Budget Preparation and Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue approved Guidelines to departments. Prepare for Budget achievability hearings through economic and statistical analysis to assess the department's capacity to spend its budget and whether actual expenditure matches policy priorities. Monitor expenditure reviews over MTEF (Medium Term Expenditure Framework) with external stakeholders in consultation with National Treasury. Manage reconciliation and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Advise departments on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Facilitate Budget guideline workshops with departments and entities. Provide assistance to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's input. Analyse and report on expenditure trends through statistical and economic analysis in preparation for pre- and main MTECs Plan and conduct pre- and main MTEC hearings and prepare a comprehensive departmental MTEC report to inform MTEF budget allocations. Coordinate the accuracy and credibility of MTEF database and EPRE. Evaluate Conditional grant business plans and ensure compliance to Division of Revenue Act (DORA) and Bill and also DORA framework. Provide support to departments and ensure that the Main budget is loaded on BAS (Basic Accounting Systems) and verify accuracy of loaded budget. Review the process of gazetting of transfers to Public Institutions and provide inputs to Appropriation Bill. Provide inputs for the Overview of Provincial Revenue and Expenditure OPRE, budget flyer and policy speech and MEC budget speech. Prepare closeout report on previous years financial and non-financial performance. **Coordinate the adjusted budget publications:** Consolidate a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO (Executive Council). Provide guidance to the department and evaluate requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Consolidate and submit inputs for Medium Term Budget Policy Statements. Provide support to department and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. **Provide oversight regarding the compliance of Departmental Strategic Plans (SP) AND Annual Performance Plans (APP) AND the alignment thereof**

to national and provincial policy priorities: Monitor and manage the provincial budget alignment with strategic plan, APPs and OPS. **Analyse monthly IYM on revenue and expenditure and ensure feedback is provided to department:** Engage with internal stakeholders and assign responsibilities in preparation for Budget achievability hearings. Establish and maintain appropriate controls and reporting systems in order to meet performance expectations and work with the department to solve problems and generate solutions that may impact on its performance. Review Section 40 cash flow projections and assess credibility of submissions for equitable share and conditional grant allocations. Review the weekly expenditure report that will inform the monthly IYM. Monitor and report on the IYM and evaluated submission for completeness and accuracy. Monitor the implementation of provincial budgets by assessing departmental expenditure. Monitor and report on utilisation of gazetted transfers. Provide monthly feedback to EXCO, Cabinet Budget Committee (CBC), Top management and department on IYM analysis. Provide inputs for the CFO's forum when required. Prepare Provincial Expenditure and Revenue (PEAR) document for National Treasury. **Analyse Quarterly Performance Reports (QPR) and provide feedback to department:** Review QPR model. Analyse and report on QPR submission and assess credibility of variance explanations. Integrate, analyse and report on non-financial and financial performance information focusing on policy priorities of the department. Prepare quarterly feedback letters to departments. Monitor timeous reporting of any emerging factors that could preclude the achievement of performance targets / outputs, including contingency measures to ensure the impact of such deviation is minimised. Conduct and report on site visits undertaken to inform budget and other policy decisions. Monitor and report on the evaluation of studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making. **Manage area of responsibility:** Ability to lead certain projects of the programme and actively participate. 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. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and conduct Performance Assessments of subordinates. Manage all aspects of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PT in realising its strategic objectives. Monitor expenditure and ensure it is within budget. Monitor

DEPUTY DIRECTOR: DATA WAREHOUSING

Salary Package: R733 257 per annum (Level 11)

(PT. 06 /10/2020) Bhisho

Purpose: To identify relevant financial information systems data and related data sources, to cleanse, import and store this data in a data warehouse, to analyse and monitor the integrity and credibility of this data using business intelligence tools and techniques and to report on findings.

Minimum Requirements: A Three year Degree / Advanced Diploma (NQF level 7 as recognised by SAQA) in Information Systems / Computer Science / Financial information Systems / Accounting / Auditing / Mathematics / Statistics or related field. Post Graduate Qualification in Information Systems / Data Analytics / Data Science or related field would be an added advantage. Minimum of 5 years' experience in formal data analysis / business intelligence / data warehousing / database management of which 3 years must be at middle managerial or equivalent level (Assistant Director level). Knowledge of the data structures of BAS, PERSAL and LOGIS would be an added advantage. Experience in Computer Aided Auditing Techniques (CAATS) would be an added advantage.

KPA's: IDENTIFICATION OF RELEVANT FINANCIAL INFORMATION SYSTEMS AND RELATED DATA SOURCES: Financial information systems (BAS, PERSAL and LOGIS) data downloads identified for import. Key related systems with a financial impact identified and related data sources identified. **CLEANSING AND IMPORTING OF DATA SOURCES INTO DATAWAREHOUSE** Develop and review risk management framework to ensure the security and veracity of financial information systems data in the data warehouse. Design data warehouse in accordance with best practice and implement an innovative process to ensure its ongoing improvement. Perform data cleansing, data importing and staging, data integration and data extraction. **ANALYSE DATA IN THE DATA WAREHOUSE AND RELATED SYSTEMS THROUGH THE APPLICATION OF BUSINESS INTELLIGENCE PRINCIPLES** Develop and implement big data analysis procedures incorporating business intelligence principles and the use of Computer Aided Auditing Techniques (CAATS), data modelling and data visualisation techniques. Develop Data Governance Procedure to govern access to and management of all data in the data warehouse. Perform data mining, identify trends, data quality / integrity challenges and potential irregularities. Automate related standardised reports and manage adhoc reporting requests. Produce formal technical written reports that concisely outline the findings of the business intelligence analysis and recommend corrective measures through consultation with financial information system and subject matter experts. Utilise data modelling and data visualisation techniques to enrich reporting. **SUPPORT THE AUTOMATION OF TRANSVERSAL BUSINESS PROCESSES** Identification of transversal business processes that require automation and alignment of these transversal business processes to the FIS, IFMS and related transversal financial information systems in order to ensure that key data is gathered for analysis purposes.

Skills and Competencies: Exceptional technical writing skills, Time Management skills, Emotional Intelligence, Analytical and problem-solving skills, Experience in the use of data management / CAATS tools / data visualisation tools (advanced MS Excel skills at a minimum), Advanced database management skills (MS SQL Skills or equivalent), Ability to

communicate complex data in a simple, actionable way, Excellent attention to detail, IT Risk and Governance, Information Systems, Project Appraisals and Configuration change management. Knowledge of Public sector financial management (PFMA, NTR, PTI's), SCM and HRM practices is required

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

Salary Package: R733 257 per annum (Level 11)

(Ref. PT 07 /10/2020) 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.

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

Salary Package: R733 257 per annum (Level 11)

(Ref. PT 08/10/2020) 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) or National Diploma 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 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.

ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION

Salary Notch: R376 596 per annum (Level 09)

(Ref. PT 09/10 /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) or National Diploma 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 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.

SENIOR STATE ACCOUNTANT: CREDITORS PAYMENT & RECONCILIATION

Salary Notch: R316 791 per annum (Level 8)

(Ref. PT 10 /10/2020 Bhisho

Purpose: To render effective creditors payments services.

Minimum Requirements: National Senior Certificate, A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Financial Accounting / Financial Management/ Public Finance or any related field coupled with Minimum 2 years' experience in Finance or Accounting environment. Extensive understanding of BAS and LOGIS.

KPA's: FACILITATE PROCESSING OF CREDITORS PAYMENTS: Check arithmetical accuracy of invoices and authenticity of supporting documents attached to the voucher to be paid. Process invoices and ensure that all invoices are paid within regulated timeframe. Record/ update manual registration of commitment orders. Record paid vouchers after the run date. Prepare and submit paid batches to bookkeeping. Respond to queries from service providers. **FACILITATE MONTHLY RECONCILIATION OF CREDITORS ACCOUNTS:** Prepare creditors reconciliation on a monthly basis. Follow up on all creditors queries arising from creditor reconciliation. Process clearance of outstanding items on creditor reconciliation and attend to supplier queries. **PREPARE AND SUBMIT REPORTS BEFORE DUE DATE:** Prepare and submit creditors reconciliation report for each service provider. Prepare and submit register of orders and invoices paid. Prepare and submit report for all outstanding invoices and orders report for preparation of accruals. **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. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely it or preparation of weekly and monthly cash-flows. Monitor confirmation of Exchequer releases. Reconcile revenue for the purposes of financial year end. Verify BAS, LOGIS integration reconciliation and petty cash. Render guidance on end of financial year procedures and advise on Financial Statements.

Skills and Competencies: Knowledge and application of the following Legislation: Public Finance Management Act. National Credit Act, National Treasury Regulations, Financial Management, Accounting systems.

HELP DESK OFFICER: SCM CLIENT SUPPORT

Salary Notch: R257 508 per annum (Level 7)

PT. 11/10/2020): Bhisho

Purpose: Provide first line support in attending and assisting in resolving issues relating to supplier complaints.

Minimum Requirements: National Senior Certificate, A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Management or related qualification coupled with Minimum of 2 years' experience in supply chain client support environment or any related field.

KPAS: RENDER SCM FIRST LINE HELP DESK: Interact by email and face to face with suppliers. Render first line support and resolve issues immediately, Escalate complex problems / issues to ASD.

Register Official complaints and/or refer to relevant subject matter experts and track progress. **RENDER SUPPLIER REGISTRATIONS SUPPORT:** Assist suppliers and stakeholders to register on the Central Supplier Database (CSD), and to update supplier information on existing profiles. Log issues on data tracking facility. Track all incoming work and ensure Service Levels are maintained and continuously improve turnaround times. Escalate issues to ASD. Provide CSD Training Support to Departments. Conduct Supplier Days/Supplier Development workshops. Extracting and generating of procurement spend reports (spend analysis).

Skills and Competencies: Knowledge of AM Legislation & Prescripts, Knowledge and application of PFMA and MFMA. Supply Chain Management policies and practices. Competency in advanced MS Excel.

DATA CAPTURER: SCM CLIENT SUPPORT

Salary Notch: R257 508 per annum (Level 07)

(Ref. PT 12 /10/2020) Bhisho

Purpose: To capture, register, maintain and provide administration support to departments and suppliers in relation to CSD and LOGIS systems.

Minimum Requirements: National Senior Certificate , A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Management or related qualification coupled with Minimum of 2 years' experience in supply chain client support environment or any related field.

KPAS: CAPTURE DATA ON LOGIS AND CSD SYSTEM: Make record of all new application received from suppliers. Sort and batch all received forms according to dates. Validate data received to ensure correctness, completeness and consistency. Assist suppliers and stakeholders to register on the Central Supplier Database (CSD), and to update supplier information on existing profiles. Log issues on data tracking facility. Track all incoming work and ensure Service Levels are maintained and continuously improve turnaround times. Escalate issues to ASD. Provide CSD Training Support to Departments. Conduct Supplier Days/Supplier Development workshops. Extracting and generating of procurement spend reports (spend analysis).

MAINTAIN LOGIS AND CSD DATABASE: Assist with updating supplier information with existing profiles. Make record of all new application received from suppliers. Retrieve supplier information as and when required. Continuously update supplier's information on both LOGIS and CSD system as and when required.

RENDER ADMINISTRATIVE SUPPORT SERVICES: Attend to incoming correspondence. Attend to CSD and LOGIS queries. Answer incoming calls. Perform adhoc duties as and when required.

Skills and Competencies: Knowledge of AM Legislation & Prescripts, Knowledge and application of PFMA and MFMA. Supply Chain Management policies and practices. Competency in advanced MS Excel.

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.

PLEASE FURTHER NOTE:

FOR SMS POSTS: Females will be given preference.

In terms of DPSA Directive for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

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.

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:** Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho.

Enquiries: Ms B. Ndayi 040 1010 072/071

CLOSING DATE: 30 OCTOBER 2020 @ 15h00