

EASTERN CAPE PROVINCIAL TREASURY

2X DIRECTORS: FINANCIAL MANAGEMENT: FIXED TERM OF 12 MONTHS CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT

*Salary Package R1057 326 (Level 13) (all inclusive)
(PT.01 /05/2021) 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 manage and facilitate the provision of financial administration and payment services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).

Minimum Requirements: National Senior Certificate and B. degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum of 5 years' work experience at middle management level (Deputy Director Level) in financial management. A minimum of 2 years' experience working with BAS /LOGIS will be and added advantage.

KPAS: Manage The Provisioning of Financial Administration and Payment Services for the project: To provide financial management support for the effective and efficient management of assigned duties stemming from the PFMA Section intervention in the DOH. To provide effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Ensure implementation of approved and signed Delegations of Authority. Ensure monitoring of operations on accounting systems, controls and procedures in order to ensure the integrity of financial information. Ensure accuracy, completeness and validity of financial reporting on the project milestones and deliverables. Verify and validate the accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Verify and authorise the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Support the project stakeholders' communication and information sharing through the use of financial management information. Participate in meetings with DOH, OTP and PT Task Team members. Ensure financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO. **Manage area of responsibility:** Manage the performance of the deployed human resources. 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 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.

DIRECTOR: CFO SUPPORT: FIXED 12 MONTHS CONTRACT

*Salary Package: R1057 326 Per Annum (Level 13) (all inclusive)
(Ref: PT 02/05/2021)*

NB: The official will be deployed to any Municipalities

Minimum Requirements: National Senior Certificate and 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 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.

CHANGE MANAGEMENT SPECIALIST: DIRECTOR LEVEL (12 MONTHS CONTRACT)

Salary Package: R1057 326 per annum (Level 13) (all inclusive)

(Ref: PT 03/05/2021) Bhisho

REQUIREMENTS: National Senior Certificate and a Bachelor's Degree (NQF level 7 as recognised BY SAQA) in Human Resource Management (NQF 7) coupled with minimum of 7 years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management environment.

DUTIES: FACILITATE CHANGES IN TECHNOLOGY, HUMAN BEHAVIOUR AND PROCESSES WITH MINIMAL COST AND DISRUPTION TO THE DEPARTMENT, IN A MANNER THAT ENHANCES AND ENSURES ACHIEVEMENT AND DELIVERY OF DEPARTMENTAL OBJECTIVES: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage the implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Training specifically on PROSCI change methodology to be facilitated. **SYSTEMATICALLY ANALYSE DEPARTMENTAL ACTIVITIES OR PROCESSES WITH A VIEW TO IMPROVING THE DEPARTMENT'S ALIGNMENT WITH THE STRATEGIC GOALS AND OR ITS EFFECTIVENESS AND EFFICIENCY:** Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change

DEPUTY DIRECTOR: HUMAN RESOURCE SYSTEMS

Salary Notch: R733 257 (Level 11)

Ref. PT 04/05/2021)

Purpose: To manage Human Resource Information Systems for the Department

Minimum Requirements: National Senior Certificate and a Degree (NQF level 7) or National Diploma (NQF Level 6) in Human Resource Management / Public Administration / Public Management/ Information Systems coupled with Minimum 5 years' relevant experience of which 3 years must have been at an

Assistant Director Level in Human Resource Systems (PERSAL) environment. PERSAL Certificate as a System Controller.

KPA's: MAINTAIN PERSONNEL INFORMATION SYSTEM: Draw and oversee amendment of PERSAL information. Register users on PERSAL. Authorise work done by PERSAL users (Personnel & Salary controller) in the department. Request & analyze PERSAL reports and ensure PERSAL is updated. Update HR information to metrics. Ensure sound and effective personnel & salary management. Implement measures to ensure a comprehensive & updated primary information source. Monitor Information on PERSAL (Incl. employments out of adjustment). **MONITOR AND PROVIDE REPORTS ON HR INFORMATION:** Ensure that profiles are in sync with the segregation of duties. Provide advice to management regarding PERSAL information. Review and submit PERSAL reports to management. Compile HR Financial statements and liaise to Financial Management office. Oversee the implementation of audit & control measures. Ensure that all profile changes are recorded, audited & filled. Provide advice to management regarding PERSAL information. **ENSURE MAINTAINANCE OF ESTABLISHMENT CONTROL:** Manage the creation and abolishment of posts, appointment of personnel, absorptions, transfers and component changes. Ensure employees are on correct paypoints. Load & link structure on PERSAL. Establish comprehensive guidelines & processes in line with Human Resources & Finance Policies (Including maintenance of the Establishment on PERSAL, HR Utilization, LR, Service Benefits, Budgets, Estimates & Departmental Liabilities). **MANAGE AREA OF RESPONSIBILITY:** Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Knowledge of Human Resource Systems and procedures. In-depth knowledge of PERSAL Systems. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management. Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Planning and Organising, Problem Solving and Decision Making. Project Management, Team Leadership, Computer literate, Good Communication Skills (verbal and written).

DEPUTY DIRECTOR: SECURITY MANAGEMENT OFFICE SUPPORT& AUXILLARY

Salary Notch: R733 257 per annum (Level 11)

(Ref. PT 05/05/21) Bhisho

Purpose: To manage the provision of Security Management Services in the Department

Minimum Requirements: National Senior Certificate and a Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6) in Security Management or any other related field coupled with minimum of 5 years' experience in Securities Management environment of which 3 years should be at a level of Assistant Director. It is required that Security Managers must pitch up at Grade Level "A" with the PSIRA Registration.

KPAS: DEVELOP AND IMPLEMENT SECURITY MANAGEMENT POLICIES, SYSTEMS AND PROCEDURES: Develop and review Security Management policies, procedures, Systems and Standards. Monitor the implementation of Security Management policies, procedures, Systems and Standards. Manage Security Management awareness sessions. **MONITOR THE ADHERENCE TO THE IMPLEMENTATION OF INFORMATION SECURITY POLICIES BASED ON MISS:** Manage the development of Information security. Conduct Information security assessments. Conduct Technical security counter measures (TSCM). Monitor compliance with information security. Conduct Information security appraisals. Conduct physical security assessments and ensure proper implementation of recommendations to ensure effective security. **MANAGE THE IMPLEMENTATION OF SECURITY MEASURES INCLUDING ACCESS CONTROL AS PER MPSS:** Manage and monitor security services in the department. Access control to premises conducted. Investigate security breaches and violations. Manage the development and implementation of evacuation plans. **PROVIDE STAFF VETTING SERVICES:** Ensure candidates and service providers are screened. Ensure employees in prioritised positions

are vetted. Facilitate vetting and screening awareness campaigns. Prepare PSC reports and submit to Human Resource Services **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.

DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: OR TAMBO DISTRICT

Salary Notch: R733 257 per annum (Level 11)

(Ref. PT 06/05/21) Mthatha

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 and 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.

DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: JOE GQABI DISTRICT

Salary Notch: R733 257 per annum (Level 11)

(Ref. PT 07/05/21) Aliwal North

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

Minimum Requirements: National Senior Certificate and 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: 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

DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: CHRIS HANI DISTRICT

Salary Notch: R733 257 per annum (Level 11)

(Ref. PT 08/05/21) Queenstown

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 and 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. 09/05/2021) 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 and 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 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.

ASSISANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: JOE GQABI

DISTRICT

Salary Notch: R376 596 (Level 09)

(PT.10/05/2021) Aliwal North

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

Minimum Requirements: National Senior Certificate and a 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: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: SARAH
BAARTMAN DISTRICT**

Salary Notch: R376 596 (Level 09)

(PT.11/05/2021) Port Elizabeth

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

Minimum Requirements: National Senior Certificate and a 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: MUNICIPAL BUDGET & INSTITUTIONAL
GOVERNANCE: AMATHOLE DISTRICT**

Salary Notch: R376 596 (Level 09)

(PT.12/05/2021) East London

Purpose: To provide hands-on support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance and report on MFMA implementation.

Minimum Requirements: National Senior Certificate and a Degree (NQF level 7) in Financial Management/Financial Accounting or related field coupled with Minimum of 3 years' experience in Finance or related field as an officer Level 7 or higher. Previous experience in monitoring or working in Municipal environment is essential in the field of the Municipal Budget environment.

Skills and Competencies: In-depth understanding of legislative framework that governs the Municipal Finance and Management Act, Municipal Budget and reporting Regulations. An understanding of the Municipal Standard Chart of Accounts (mSCoA). Departmental policies and procedures. Supply Chain Management policies and practices. Risk Management policies and practices. Investment and cash management. Project Management, Budget and Financial Management, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus. Timeous reporting and communication (verbal & written). Computer Literacy and Team work.

KPAS: ASSIST IN THE TECHNICAL HANDS-ON SUPPORT ON BUDGET PLANNING AND IMPLEMENTATION:

Assist in the training of municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations and Municipal Standard Chart of Accounts. Assist in the assessment of tabled and adopted budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework, and provide comment and feedback to municipalities. Assist in the compilation of a tabled budget assessment report for each municipality. Assist municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Assist in the provision of all required reporting to NT on tabled and adopted budgets by municipalities. Provide hands-on support to municipalities to address non-compliance in terms of the tabled and adopted budgets. Assist in engaging municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Assist in analysing monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Assist in identifying municipal financial problems requiring attention and support municipalities to resolve issues. **ASSIST MUNICIPALITIES ON GOVERNANCE AND INSTITUTIONAL MANAGEMENT, IN LINE WITH MFMA REQUIREMENTS:** Assist in the assessment of MFMA implementation, compile reports and submit to the Supervisor. Assist in the reporting on Risk Management and Internal Audit compliance and corrective measures implemented on a quarterly basis. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Assist in the compilation of assessment reports on governance and compliance structures and to implement recommendations. Assist in the assessment of Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Assist in the preparation of Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. **ASSIST IN MONITORING COMPLIANCE WITH FINANCIAL ASSETS AND LIABILITIES AND REVENUE MANAGEMENT:** Assist in reporting on financial asset management. Assist in reporting on liability management. Assist in reporting on revenue management. Provide hands-on support to municipalities to implement recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Provide hands-on support to municipalities to explore policies and practices with the aim of improving liquidity of municipalities to deliver services. **MANAGE AREA OF RESPONSIBILITY:** Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

ASSISANT DIRECTOR: PROGRAMMER: ICT MANAGEMENT

Salary Notch: R376 596 (Level 09)

(PT.13/05/2021) Bhisho

Purpose: To facilitate the provision of programming support services to Information Communications Technology in terms of development of programmes, reports, documentation and instructions for computer operation.

Minimum Requirements: National Senior Certificate and a Degree (NQF level 7 as recognized by SAQA) or National Diploma (NQF Level 6) in Information Systems / Computer Science / Information Technology or and / or related field coupled with Minimum of 3 years relevant work experience (Level 7 or higher) using MS Visual Studio, ASP.net, C# with at least one year in Developing Database Systems using MS SQL. Good communication (verbal and written), problem solving, analytical, reporting and presentation skills. Computer literate (MS Word, Excel and Power Point).

KPAS: DESIGN AND DEVELOP PROGRAMMES: Perform system analysis and program development on assigned projects. Determine data needs, appropriate hardware and software, and operating instruction procedure. Assist in performing cost analysis of system changes and feasibility studies. Compile documentation of program development and

revisions. **FACILITATE SETTING - UP OF DATABASE:** Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Advises standards pertaining to the Data Base and Data Base Control and Recovery Concepts. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. **PROVIDE USER SUPPORT SERVICES:** Consult with and provide assistance, information, and training for system users and other staff. Provision of reports as per user requirements. Documentation of instructions for computer operation. **RENDER SUPPORT IN THE DEVELOPMENT OF DEPARTMENTAL WEBSITE:** Create, design, develop, streamline and maintain web pages using MS Visual Studio, ASP.net, C#, HTML, CSS, Java Script and other similar programming languages. Utilize applications to ensure technical performance of web site and assess new technologies for applicability to the department's needs. Train Divisional personnel in use of MS Visual Studio, ASP.net, C#, HTML, CSS, Java Script and other similar programming language and web page design and maintenance.

Skills and Competencies: Programming procedures, Data processing requirements, MS Visual Studio, ASP.net, C#, HTML, CSS, Java, SQL Server Integration Services(SSIS), MS Excel, MS SQL server or other database software, Computer systems, operations equipment, programming languages, programming system analysis and design

ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT: FIXED TERM OF 12 MONTHS CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT

Salary Notch: R376 596 (Level 09)

Ref. PT 14/05/2021): Bhisho

Purpose: To assist in the management and facilitation of the provisioning of financial administration and payment services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).

Minimum Requirements: National Senior Certificate and a Degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum 3 years' work experience at the level of an Officer (Level 7 or 8) in financial management and with at least 2 years' experience working with BAS/LOGIS.

KPAS: Assist in the managing the provisioning of Financial Administration and Payment Services for the project: To assist in providing effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Assist in ensuring implementation of approved and signed Delegations of Authority. Assist in the verification and validation of accruals that arose as a result of paying medico-legal claims. Differentiate from current through an age analysis, utilising the set process flow for the project. Assist in the verification of the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project and/or design a standard operating procedure for all financial transactions related to Medico – Legal claims. Assist in supporting the project stakeholders' communication and information sharing through the use of financial management information. Assist in ensuring financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO. Provide secretariat support services to the Project.

SENIOR STATE ACCOUNTANT: INTERNAL CONTROL UNIT

Salary Notch: R316 791 per annum (Level 8)

(Ref. PT 15 /05 /2021) Bhisho

Purpose: To provide internal control, pre audit and fraud prevention services in the department.

Minimum Requirements: National Senior Certificate and a B. degree (NQF level 7) or National Diploma (NQF Level 6) in Commerce or Accounting or Auditing coupled with Minimum 2 years' experience in Finance / Auditing. Knowledge of Public Finance Management Act, Treasury Regulations and other relevant governing prescripts.

KPA's: RENDER SUPPORT SERVICES IN THE ESTABLISHMENT AND IMPLEMENTATION OF GOVERNANCE SYSTEMS: Assist in the development / reviewal and implementation of departmental internal control policies, procedures and processes. Conduct pre-audit on procurement processes, orders and payment vouchers prior to processing to obviate fraud and errors. Perform administrative duties for the unit. **PROVIDE SUPPORT IN THE IMPLEMENTATION OF EFFECTIVE FINANCIAL MANAGEMENT; INTERNAL CONTROL MEASURES WITHIN THE DEPARTMENT:** Perform pre-audit on the authenticity of payment vouchers. Analyse, review and correct internal controls. Safeguard assets including financial information, Check compliance and completeness of S&T claims processed. Checking allocation codes on LOGIS after an order is generated. Check if all required documents are attached in the payments vouchers and S&T

claims are accurate, valid and correct. **FOLLOW UP ON AUDITOR GENERAL AND INTERNAL AUDIT RECOMMENDATIONS:** Assist in the development of system description and attend to audit queries. Assist in the development of the audit intervention or action plan based on Auditor General final management report. Assist in verification of the Auditor General and Internal Auditor recommendations or agreed action plans are implemented

Skills and Competencies: Auditing, Accounting, Ethics and Corruption Prevention, PERSAL, BAS and LOGIS, Computer Literacy.

ADMIN OFFICER: HUMAN RESOURCES & FACILITIES

Salary Notch: R257 508 per annum (Level 7)

PT. 16/05/2021): Bhisho

Purpose: To render an effective and efficient administrative services to the Chief Directorate

Minimum Requirements: National Senior Certificate and a Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or any other related qualification coupled with a Minimum of two years' administration experience environment.

KPAS: PROVIDE ADMINISTRATIVE SUPPORT SERVICE TO THE CHIEF DIRECTORATE: Render admin services and management of diary for the Chief Directorate. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements. Compile Schedules of all appointments. **COORDINATE AND RENDER ADMINISTRATIVE SUPPORT SERVICES TO THE CHIEF DIRECTORATE:** Ensure effective flow of information and documents from and to the Chief Directorate. Ensure safe keeping of all documentation within the Chief Directorate. Scrutinise routine submissions / reports and make notes. Respond to enquiries received internal and from external stakeholders. Draft documents as and when required. File documents for the Chief Directorate as and when required. Collate, analyse and collates information when required. Clarifies instructions and notes on behalf of the Chief Directorate. Coordinate travel arrangements. Prioritise issues of the Chief Directorate and manage leave for Chief Director's direct reports. Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents items like procurement services.

PROVIDE SUPPORT TO THE CHIEF DIRECTOR REGARDING MEETINGS AND CHIEF DIRECTORATE MEETINGS: Scrutinise documents to determine actions / information/ other documents required for the meeting. Draft agenda for meetings. Collects and compiles necessary documents as when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes as and when required. **COORDINATE REPORTS WITHIN THE CHIEF DIRECTORATE:** Compile progress, monthly and management reports. Consolidate the submission of Quarterly & Annual Reports, Annual Performance Agreements and Performance Assessments for the Chief Directorate. Make follow ups on outstanding reports and prepare report for submission. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Chief Directorate. The Chief Director may direct you to coordinate the work of the directorate/s. **Provide financial administration support services for the directorate:** Collects and coordinate all documents related to the Directorates budget. Assist the Directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alert Director of possible over – and under spending. Check and collates BAS reports, and ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the Director and compile draft memo for this purpose.

PROVISIONING ADMIN CLERK: ACQUISITION MANAGEMENT

Salary Notch: R173 703 per annum (Level 5)

PT. 17/05/2021): Bhisho

Purpose: To provide clerical and administrative support in Acquisition Management processes in the department.

Minimum Requirements: National Senior certificate (Matric/Grade 12) couple with 1 year experience in SCM environment.

KPAS: RENDER AQUISITION CLERICAL SUPPORT: Request quotations, draft internal memorandum, capture requisitions on LOGIS, Administer filing, photocopying and faxing and email Orders to Service Providers. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Place and deliver orders to payment Sections. **PROVIDE ADMINISTRATIVE**

SUPPORT IN BID PROCESSES: Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Assist in the compilation of bid documents. Assist in opening bid documents. **PROVIDE SUPPLY CHAIN CLERICAL SUPPORT SERVICES WITHIN THE COMPONENT:** Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Capture specification on the electronic purchasing system. **PROVIDE PERSONNEL ADMINISTRATION CLERICAL SUPPORT SERVICES WITHIN THE COMPONENT:** Maintain incoming and outgoing requisitions,

Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain Management Act, Risk Management Policies and Practices and Financial Accounting

APPLICATION INSTRUCTIONS:

Applications must be submitted on a New 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.
- For entry level positions i.e. SL 1-8 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.

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/>

Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za/vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered.

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: 28 May 2021 @ 16h00

Enquiries: Ms B. Ndayi 040 1010 072/071