



EASTERN CAPE PROVINCIAL TREASURY

EXECUTIVE SUPPORT TO HEAD OF DEPARTMENT

Salary Package: R1057 326 Per Annum (Level 13) (all inclusive)

Ref. PT 01/07/2021): Bhisho

Purpose: To provide Executive Support Services to the HOD

Minimum Requirements: National Senior Certificate and B. Degree (NQF level 7 as recognised by SAQA) in Strategy / Public Management / Economics / Financial Management / Accounting or any other related field coupled with 7 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level).

Pre-entry Certificate into the Senior Management Service.

KPA's: 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. Overall management of projects for the Departments. 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. 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 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 management of Co-ordinated Strategy development, integrated implementation and project Governance within the Provincial Treasury and with Provincial Role-players. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility.

Skills and Competencies:

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). Strategic Capability and Leadership. Financial Management, Change Management, Knowledge Management, People Management, Client Orientation and Customer Focus. Project Management, Problem Solving and Analysis, Communication and Computer Literacy.

DEPUTY DIRECTOR: HUMAN RESOURCE SYSTEMS

Salary Notch: R733 257 (Level 11)

Ref. PT 02/07/2021): Bhisho

Purpose: To manage Human Resource Information Systems for the Department

Minimum Requirements: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Human Resource Management / Public Administration / Public Management or any related qualification 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. 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).

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 copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Such copies need not be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents. 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 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). Such copies need not be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents.
- 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.

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: 30 JULY 2021 @15h00

Enquiries: Ms B. Ndayi 040 1010 072/071