



EASTERN CAPE PROVINCIAL TREASURY

2xDIRECTORS: CFO SUPPORT: FIXED 12 MONTHS CONTRACT

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

(Ref: PT 01/09/2021)

Minimum Requirements: Three year 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, mSCOA & Local Government Framework for Infrastructure Delivery and Procurement Management.

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.

DEPUTY DIRECTOR: NORMS AND STANDARDS

Salary Notch: R733 257 (Level 11)

Ref. PT 02/09/2021): Bhisho

Purpose: To manage the implementation of Financial and Associated Governance Norms and Standards within Provincial Departments.

Minimum Requirements: National Certificate with A Three Year Degree (NQF level 7) in Financial Accounting/ Financial Management / Auditing or related field coupled with Minimum of 5 years' relevant experience of which 3 years should be at an Assistant Director level,

KPA's: PROVIDE SUPPORT AND BUILD CAPACITY TO ENHANCE PMFA COMPLIANCE: Support provincial departments through the implementation of Norms and Standards. Develop and facilitate the implementation of financial norms and standards by all provincial departments. Conduct workshops to provincial departments on the new Financial Management Prescripts Issued. Implement capacity building in the office of the CFO through the provision of advisory services. Support implementation of delegations in Provincial Departments. Develop policies and procedures to ensure compliance with national minimum requirements. **PROMOTE FINANCIAL MANAGEMENT ACCOUNTABILITY** coordinate submission of Financial Management Reports to MECs. Prepare reports on unauthorised expenditure to SCOPA. Prepare reports on irregular expenditure, fruitless and wasteful expenditure to EXCO. **DEVELOP AND ROLL OUT PROVINCIAL FINANCIAL MANAGEMENT PRESCRIPTS:** Coordinate issuing of Provincial Instruction Notes, Circulars and Guidelines. Facilitate preparation for the implementation of regulations as outlined in the Finance Bill and Provincial Gazettes in terms of DoRA in Provincial Departments. **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 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 management, maintenance and safekeeping of assets.

Skills and Competencies: Understanding of Legal prescripts and ability to interpret and apply them e.g. PFMA, MFMA, Treasury Regulations, Constitution, Companies act, BBBEE, Corporate Governance Principles, Labour Law. Drafting / designing Legal Frameworks. Understanding of Financial Management best practices. Risk Management, Public Sector Accounting and Budget. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness. Developing Others and Diversity Management, Impact and Influence.

DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING

Salary Notch: R733 257 (Level 11)

Ref. PT 03/09/2021): Bhisho

Purpose: To facilitate the implementation of the Accounting Standards and Services to Provincial Departments.

Minimum Requirements: A Three Year Degree (NQF level 7) in Financial Accounting or Finance related field majoring in Accounting coupled with Minimum of 5 years' relevant experience of which 3 years should be at an Assistant Director level,

KPA's: MONITOR AND REPORT ON THE PREPARATION OF AFS AND IMPLEMENTATION OF AIP: Provide support to Departments and ensure reporting is in accordance with relevant accounting standards (MCS GRAP), and legislative guidelines. Render support in reviewing and monitoring the reporting of milestones on AIP and AFS plan. Monitor the development and implementation of the Audit Improvement Plans (AIP). Manage the reviewal of Annual Financial Statements, Interim financial statements and provide feedback to departments. **PROVIDE TECHNICAL SUPPORT TO PROVINCIAL DEPARTMENTS AND PUBLIC ENTITES:** Conduct analysis and review of the departments' books of accounts and manage the implementation of suspense related Treasury Instructions to clear those accounts, report, and review accordingly. Monitor the adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Prepare and submit Consolidated Annual Financial Statements to Auditor General and respond to audit queries thereof. Identify inter-departmental balances, prepare and submit consolidated Annual Financial Statements to Auditor General. **MANAGE AREA OF RESPONSIBILITY:** Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery

improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the Unit's assets are managed, maintained and kept safe.

Skills and Competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP) and Modified Cash Standards (MCS). In depth understanding and application of Financial Management Policies and Regulations, BAS System, LOGIS system and PERSAL System. Problem solving skills. Computer Literate, Good Communication Skills (verbal and written). Leadership, Managing of Financial Resources, Interpersonal Skills, Change Management, Planning and Execution, People Management, Empowerment, Organizing and Planning, Report writing and Analytical.

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

Salary Notch: R733 257 per annum (Level 11)

(Ref. PT 04/09/21) Aliwal North

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: PERSAL MONITORING AND SUPPORT

Salary package: R733 257 per annum (Level 11)

(PT. 05/09/2020) Bhishe

Purpose: To manage salary and Financial Systems administration (PERSAL).

Minimum Requirements: National Senior Certificate and National Diploma (NQF Level 6) or B. Degree/ (NQF level 7 as recognized by (SAQA) in Human Resource Management/ Information Technology/ Financial Accounting / Financial Management / Information Systems or any related field plus Minimum of 5 years' experience in Human Resources Management/ Financial Accounting/ Financial Management/ Information

Systems and/ or related field of which 3 years' experience as a PERSAL system controller at an Assistant Director level.

KPA's: MONITORING AND CONTROL OF PERSAL SYSTEM: Manage user account reviews of the PERSAL system and ensure compliance to PERSAL policy and the user account management. Manage review of activities of PERSAL system controllers of all provincial departments. Review all user account review reports and systems controller reports and findings before they are released to departments. Manage relationship with systems controllers. Draft PERSAL notices and/or circulars/policies. Manage compliance reviews with regard to all PERSAL policies/ circulars. Manage quarterly spot checks through visits to client departments to test findings. Monitor & provide reports on CoE expenditure, access violations, user administration procedures. Prepare formal quarterly letter to client departments summarising system controller, user account review findings and compliance with applicable circulars/policies. Consolidate and recommend on user training requirements resulting from review process. **PROVIDE SUPPORT TO DEPARTMENTS:** Chair Monthly Provincial Persal Forums. Monitor and manage responses to all logged calls to ensure that responses are within the agreed timeframes as per the service charter. Provide guidance in the use of correct Transaction Processing Rules (TPR) . Review NMIR and Persal Clean up progress reports and provide advice and guidance to departments accordingly. Consolidate monthly review reports. **PROVIDE MANAGEMENT REPORTS:** Identify monthly, weekly and ad hoc business intelligence/financial reports that are required for decision-making. Review reports on findings. Provide advice to departments on flagged exceptions. Review corrective action taken. **MONITOR PERSAL SYSTEMS AVAILABILITY AND ACCESSIBILITY:** Attend to incidents logged with the service desk and adhoc calls. Liaison with Systems Controllers to review status of uptime at all sites. Determine root cause of system downtime. Assessment of WAN weekly performance report from SITA. Perform impact assessment of downtime of system and escalate to relevant department and where necessary OTP, SITA and NT. Compile assessments reports for poor performance per department. **MANAGE AREA OF RESPONSIBILITY:** Supervise and co-ordinate the effective and efficient running and management of the unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the units APP. Monitor and report on the implementation of the operations plan i.e. monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the unit within set timeframes. Ensure that vacancies are filled timeously and that the recruitment, selection and placement of staff is according to laid down policy and procedures.

Skills and Competencies: Workflow management, Group profile Management, User Profile Management, Excel, Ms Word. Microsoft Access/SQL

DEPUTY DIRECTOR: BUDGET MANAGEMENT

Salary package: R733 257 per annum (Level 11)

(PT. 06/09/2020) Bhisho

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

Minimum Requirements: National Senior Certificate and 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.

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 advise 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 budget submission inputs. 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. Assess departments' requests for funding. 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 System) 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.

3x DEPUTY DIRECTORS: CFO SUPPORT (1 YEAR CONTRACT)

Salary Package: R733 257 per annum (Level 11)

(Ref. PT07 /09/2021) Bhisho

NB: The officials will be deployed to any Municipalities for intervention when need arise

Minimum Requirements: A three-year 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 Assistant Director Level in a Local Government 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.

ASSISTANT DIRECTOR: SCM CLIENT SUPPORT

Salary Notch: R376 596 per annum (Level 09)

(Ref. PT 08 /09 /2021) Bhisho

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

Minimum Requirements: National Senior Certificate and B. Degree (NQF level 7 as recognized by SAQA) in Supply Chain / Commerce coupled with Minimum of 3 years' experience in Supply Chain Management Client Support, at Level of an officer (Level 7 or higher). Advanced Ms Office (Ms Word, Ms Excel, Powerpoint)

KPAS: RENDER HANDS-ON SUPPORT ON THE IMPLEMENTATION OF STRATEGIES FOR SCM CAPACITY IN THE PROVINCIAL DEPARTMENT: Coordinate and facilitate all the necessary logistics in respect of SCM training. **RENDER SCM ADMINISTRATIVE CLIENT SUPPORT IN PROVINCIAL DEPARTMENTS AND PUBLIC ENTITIES:** Analyse and provide feedback to departments on procurement plans. Monitor the implementation of the procurement plans through the tender bulletin, and bid award notices. Quality review bid notices received from Departments and ensure that these bid notices are advertised in the Provincial Tender Bulletin (PTB) and National Treasury E-tender publication portal. Analyse deviation requests from Departments. Analyse Conflict of Interest data from National Treasury. Assist in verifying compliance to the FMCMM. Assist in compliance assessments to SCM regulations. Prepare accurate and credible feedback/response letters to Departments on SCM related matters. Assist with the reconciliation of procurement spend. **RENDER ASSISTANCE TO SCM CLIENT SUPPORT TO EXTERNAL STAKEHOLDERS:** Review and provide departments feedback on their draft specifications. Provide assistance on the SCM Help Desk. Render support to the supplier registration process. **MANAGE AREA OF RESPONSIBILITY:** Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes, Develop and supervise the implementation of the Unit's Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes.

Skills and Competencies: Sound analytical skills. Knowledge of AM Legislation & Prescripts, Knowledge and app of PFMA and MFMA. Supply Chain Management policies and practices. Risk & Asset management policies and practices. Financial Accounting and Project Appraisals.

ASSISTANT DIRECTOR: SECURITY MANAGEMENT

Salary Notch: R376 596 per annum (Level 09)

(Ref. PT 09 /09 /2021) Bhisho

Purpose: To render assistance with the provision and monitoring of Security Management services in the Department.

Minimum Requirements: National Senior Certificate and B. Degree (NQF level 7 as recognized by SAQA)/ National Diploma (NQF Level 6) in Security Management or Security related qualification coupled with Minimum of 3 years' experience in Security Management at Supervisory Level (level 7 or higher) . Valid Driver's Licence (minimum code B/EB). Valid PSIRA Registration at Grade B or higher. Knowledge of relevant legislation including MISS & MPSS, contract management and electronic security systems.

KPAS: RENDER SUPPORT IN THE IMPLEMENTATION OF SECURITY MANAGEMENT POLICIES, SYSTEMS AND PROCEDURES: Monitor compliance of Security Policies and procedures. Attend security committee meetings & advise on physical and information security issues that are affecting the day-to-day running. Liaise with relevant security institutions about internal security audits, breaches of security and personnel security to achieve an effective security management unit.

ENSURE COMPLIANCE TO MINIMUM INFORMATION SECURITY STANDARDS (MISS) AND OTHER RELEVANT PRESCRIPTION: Facilitate the vetting process of officials in prioritized positions by ensuring completion of Security Clearance applications as per MISS. Conduct screening of shortlisted candidates. Ensure proper mandate of investigative interviews is followed and obtained by the Senior Provisioning Security Officer. Conduct information security awareness campaigns and ensure a proper planning is in place. Advise on threats and vulnerabilities with regards to information technology security.

SUPPORT MONITORING AND IMPLEMENTATION OF PHYSICAL SECURITY MEASURES BASED ON MINIMUM PHYSICAL SECURITY STANDARDS (MISS): Monitor access control by ensuring that the department the Department has all the necessary security resources and are effectively utilised by the security company. Give supervision to the controlling of departmental keys and the updating of key registers. Report service level agreement breaches to the Director and follow-up on any findings to the service provider. Perform inspection duties on security points during office and after hours.

ADMINISTER AND MONITOR THE IMPLEMENTATION OF OHS SAFETY MEASURES: Ensure department complies with OHS safety standards. Ensure relevant equipment is available in times of emergency disaster. Ensure full participation in Emergency Committee meetings. (Emergency preparedness eg. Emergency Evacuation exercise). .

MANAGE AREA OF RESPONSIBILITY: Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes, Develop and supervise the implementation of the Unit's Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes.

**PERSAL SUPPORT AND ADMINISTRATION:
(FIXED TERM CONTRACT OF 12 MONTHS)**

Salary Notch: R257 508 per annum (Level 7)

Ref. PT 10 /09 /2021) Bhisho

THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY

Purpose: Act as user type 2 for three centralised departments and support the user type1 in the carrying out of his duties.

Minimum Requirements: National Senior Certificate and B. degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Public Administration/Information Technology/ Financial Information Systems or relevant field. Knowledge of PERSAL system. Copy of PERSAL course(s) must be attached. At least 2 years' experience in a PERSAL environment). Knowledge of regulations related to Human Resource Management.

Skills and Competencies: Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

KPA's: Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCC's for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision-making.

PERSONNEL OFFICER: CONDITIONS OF SERVICES

Salary Notch: R173 703 per annum (Level 5)

PT. 11/09/2021): Bhisho

THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY

Purpose: To render support services in the implementation of Conditions of Service in the Department

Minimum Requirements: National Senior Certificate (Matric/ Grade 12) coupled with Minimum of 1-year experience in Conditions of services. Persal certificate is essential.

KPAS: PROCESS EMPLOYEES SERVICE BENEFITS: Capture records of all departmental employees who are the homeowners and those who are tenants, ensure that they are correctly captured and up to date on PERSAL. Process different types of service termination on PERSAL. Timeous capturing of Z102 for retired, deceased, dismissals and resigned officials on Pension Case Management. Verify pension application forms for resigned, retired and deceased officials. Approve conditions of service on PERSAL. Capture and release state guarantee on PERSAL. **PROCESS LEAVE MATTERS:** Capture leaves on PERSAL. Process leave gratuity. Conduct quarterly leave reconciliations and compile reports. Notify employees who about to exhaust their leave credits. Assist employees with regard to temporary Incapacity leave application. Prepare and submit correspondence to the Accounting Officer for approval of recommendations made by PILIR. **PROCESS LONG SERVICE AWARD:** Inform officials who are due to be paid long service award and obtain approval for payment from the Head of Department (HOD). Capture long service recognition awards for employees who reached 20, 30 and 40 years of service. File records of officials paid long service award. **ADMINISTER EMPLOYEE CLAIMS AND REPORTS:** Process Subsistence & Travel (S & T) claims for officials who attended interviews and quality check all documents. Process application for resettlement. Assist employees with regard to application for relocation. Capture claims for overtime on PERSAL. Process funeral claims for deceased official admitted to Pensions.

APPLICATION INSTRUCTIONS:

Applications must be submitted on **Z83 form (effective from 01 January 2021)**, obtainable at 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 and copies of qualifications. Such copies **need not** be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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: 15 OCTOBER 2021 @15h00

Enquiries: Ms B. Ndayi 060 573 5574/ 083 745 1855