Province of the
EASTERN CAPE
REPUBLIC OF SOUTH AFRICA

EASTERN CAPE PROVINCIAL TREASURY

CHIEF DIRECTOR: FINANCIAL INFORMATION SYSTEMS

Salary Package R1 251 183 per annum (Level 14) (all inclusive)
(PT.18 /05/2021) Bhisho

SALARY: R1251 183 per annum all-inclusive salary package (including basic salary = 70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual's needs).

Purpose: To provide oversight and management of existing Financial Systems

Minimum Requirements: National Senior Certificate and B. degree (NQF level 7 as recognised by SAQA) in Financial Information Systems and/or Finance/Auditing, coupled with Minimum of 7 years work experience of which of 5 years should be in Financial Information Systems/ ICT/Finance environment at Senior management level (Director Level). A Postgraduate qualification in the above areas and diversified exposure in ICT and Finance environments will be an added advantage.

KPAS: PROVIDE EFFICIENT AND EFFECTIVE TRANSVERSAL SYSTEMS MONITORING, OVERSIGHT & SUPPORT (FUNCTIONAL AND TECHNICAL): Ensure optimum availability and secure environment of the Transversal Systems; Provide on-going support to all systems users in the province; Standardise Procedures and Practices in the management of the Transversal Systems; Follow up exceptions in the management of Transversal Systems, Administer the Centralisation of Authorisation Functions, Support provincial initiatives on the optimal use of ICT to support business processes; Enforce Compliance in the management of Transversal Systems, Deploying appropriate mitigation measures to control related risks, Ongoing review of technologies to ensure that system administration complies with Governance Standards. **ENSURE THAT SYSTEMS TO ANALYSE AND MONITOR DATA ON THE FINANCIAL INFORMATION SYSTEMS ARE IMPLEMENTED:** Oversee the development of management information systems (MIS) requirements for strategic decision making, planning and control; Ensure the implementation and maintenance of data-warehouse and Business Intelligence to produce / extract timely information for decision making, planning and control; Support provincial initiatives on Data Integrity; **ENSURE ONGOING CAPACITY BULIDING IN THE USE OF FINANCIAL SYSTEMS FOR THE Eastern Cape DEPARTMENTS:** Develop and Manage the Transversal Systems Training and Capacity Building Programmes to ensure optimum system utilisation; Provide Strategic Input and manage stakeholders in the systems development **MANAGE AREA OF RESPONSIBILITY:** Oversee the Chief Directorate for effective performance towards its objectives; ongoing pursuit for excellence in delivering to clients and stakeholders, ongoing pursuit of efficiencies in the management of resources, facilitate accountability and transparency by reporting regularly and taking remedial actions where there are departures from standards; Ensure Chief Directorate compliance with transformational goals; Ensure the Implementation and Management of Risk, Finance and Supply - Chain Management Protocols and Prescripts.

Skills and Competencies: IT Risk and Governance, Knowledge and application of PFMA, Risk Management Policies and Practices, Information Technology Systems & Support. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written) and Computer Literacy.

ASSISTANT DIRECTOR: PROVINCIAL MOVABLE AND IMMOVABLE ASSETS

Salary Notch: R376 596 (Level 09)

(PT.19/05/2021) Bhisho

Purpose To render transparent and effective management of Movable & Immovable Assets.

Minimum Requirements: National Senior Certificate and a Degree (NQF level 7) as recognized by SAQA) in Commerce/Financial Management/Public Finance/ SCM or related field with Accounting as major coupled with Minimum of 3 years' experience in an Asset management environment at an officer level (Level 7 or higher).

KPAS: RENDER AND IMPLEMENT MOVABLE AND IMMOVABLE ASSET MANAGEMENT POLICY, NORMS AND STANDARDS: Coordinate the assessments on the extent to which asset management related controls are implemented within departments. Facilitate and implement strategies to address gaps identified by assessment results. Coordinate and evaluate the implementation of these corrective strategies and provide senior management with periodic reports. Facilitate and coordinate in the development and implementation of appropriate asset management policies. Assist in the management, treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines. Facilitate and coordinate the preparation of financial disclosure annexures and notes relating to expenditure on movable and immovable assets. Issue annual circular communicating the submission dates for the U-AMPs and C-AMPs in terms of Section 9 of GIAMA. Facilitate and provide support in the review and implementation of annual provincial GIAMA implementation plan by DPWI. Assist in the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DPWI. **PROVIDE SUPPORT IN PROVINCIAL DEPARTMENTS WITH ASSET MANAGEMENT CAPACITY BUILDING:** Assist in preparation of annual assessments of provincial asset management structures for adequacy and relevance to perform asset management function. Support the identification of training needs and planning for relevant training. Prepare all the necessary documentation for workshops and forums aimed at roll-out of asset management related reforms from National Treasury as well as enhancing provincial best practices sharing amongst practitioners.

Skills and Competencies: Knowledge of AM Legislation & Prescripts, Knowledge and application of PFMA, Project Appraisals. Knowledge of BAS and LOGIS as well as proficiency in MS Word, Excel and Powerpoint.

ASSISTANT DIRECTOR: RISK AND SUPPLY CHAIN MANAGEMENT PERFORMANCE

Ref. PT 20/05/2021): Bhisho

Purpose: To render Risk and Supply Chain Performance Management Services in the department

Minimum Requirements: National Senior Certificate and a Degree (NQF level 7 as recognised by SAQA) in Supply Chain Management / Internal Auditing / Accounting qualification coupled with Minimum of 3 years' work experience in Supply Chain Management environment, Internal Auditing and Contract and compliance Risk and Supply Chain Performance Management environment at an officer (Level 7 or higher) .

KPAS: Render support in ensuring optimum compliance within the SCM unit: Assist in monitoring compliance with SCM policies and procedures within the department. Assist in monitoring and evaluation supplier performance in relation to contractual obligation. Assist in monitoring and evaluating SCM performance in respect of compliance to all SCM elements. Assist in monitoring the adherence to the prescribed code of conduct by the SCM practitioner and report any contraventions. **Render support in ensuring compliance assessment report writing:** Ensure accuracy of information on the Compliance Assessment Report. Submit a detailed report to the Deputy Director for review. **Facilitate implementation of risk management interventions of SCM unit:** Identify and evaluate risks within SCM unit. Record all SCMU related complaints on the complaints register. Investigate complaints and report back to complainant. Assist with the monitoring and evaluation of bid processes in the department.

Applicants must possess the following competencies: In-depth knowledge of legislative framework that governs the Public Service. Knowledge and understanding of the following prescripts: Public Finance Management Act, Risk Management and Policies. Supply Chain Management Policies, Report writing, Financial Accounting and Budget preparation.

PRINCIPAL PERSONNEL OFFICER: RECRUITMENT AND SELECTION

Salary Notch: R257 508 per annum (Level 7)
PT. 21/05/2021): Bhisho

THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY

Purpose: To facilitate the implementation of Recruitment, Selection & Appointment Process in the Department

Minimum Requirements: National Senior Certificate and a Degree (NQF level 7) or National Diploma (NQF Level 6) in Human Resource Management / Public Admin / Public Management coupled with a Minimum of two years' experience in Human Resource environment . Persal Certificate is essential.

KPAS: ASSIST IN THE ADVERTISMENT OF POSTS: Ensure that all approved ARP posts are advertised. Liaise with OD regarding Job Descriptions for posts to be advertised. Liaise with line managers with job specification of the post to be advertised t. Liase with OTP with for placement of an advertisement on newspapers. **ASSIST IN THE SELECTION PROCESS:** Compile the masterlist and ensure that the recruitment requisition forms are approved Prepare the plan for filling of advertise position. Advise selection committee members during the selection process. Conduct reference checks for interviewed candidates. Submit SSA documents for interviewed candidates to Security and Facilities Management Unit. Process memorandum of recommendations for approval. Issue appointment letters to successful candidates. Prepare regret & issue regret letters to unsuccessful candidates. Appoint new official on PERSAL. Ensure files of new appointments are complete. **FACILITATE THE IMPLEMENTATION OF TRANSFERS, RELOCATIONS AND SECONDMENTS:** Process transfers from & to the department. Process acting appointments. Informing HOD / MEC of the transfers in the department.

PROCUREMENT ADMIN CLERK: PROVINCIAL SUPPLY CHAIN MANAGEMENT

Salary Notch: R173 703 per annum (Level 5)
PT. 22/05/2021): Bhisho

THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY

Purpose: To render assistance in the efficient administration of the unit by ensuring that Provincial Tender Bulletin is in compliance with the required standard and content requirements.

Minimum Requirements: National Senior Certificate (Matric/ Grade 12) coupled with Minimum of 1 year experience in Supply Chain Management environment. Advanced Computer literate (MS Package)

KPAS: Render assistance in the compilation and distribution of provincial tender bulletin: Sort and classify all Bid notices. Deliver bid notices to respective Departmental clusters for review and compliance check. Check advertisement to verify that content complies with the minimum requirements & Report Non-compliance on advertising. Compare to procurement plan of relevant department and verify procurement plan number. Assist in the Compilation of Bid notices on tender bulletin and E-Tender Publication Portal and advertise weekly. Check daily newspaper tender adverts to verify that tender adverts were published in the bulletin and E-Tender Publication Portal prior to newspapers. Provide administrative assistance in advertising all erratum to already advertised tenders. Coordinate all administration related issues regarding special tender bulletin. Ensure that the bulletin is on Provincial Treasury website. Assist with the reconciliation of the procurement spend. Assist with supplier registration on Central Supplier Database (CSD) and LOGIS.

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 1-7 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: 04 JUNE @ 16h00
Enquiries: Ms B. Ndayi 040 1010 072/071