

EASTERN CAPE PROVINCIAL TREASURY

1X DIRECTOR: FINANCIAL MANAGEMENT: FIXED TERM OF 12 MONTHS CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT

*Salary Package R1057 326 (Level 13) (all inclusive)
(PT.01 /03/2021) 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, 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: INFRASTRUCTURE PROCUREMENT (FIXED 12 MONTHS CONTRACT)

*Salary Package: R1057 326 per annum (Level 13) (all inclusive)
(Ref. PT 02/03/2021)*

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).

Minimum Requirements: National Senior Certificate, B. degree (NQF Level 7) or Bachelor of Technology degree in the built environment disciplines of Quantity Surveying, Project / Building / Construction Management or Civil / Structural Engineering. Minimum of 7 years' relevant experience in management of infrastructure delivery programmes.

KPA's: To institutionalise infrastructure procurement planning, policy, norms and standards. To facilitate the institutionalisation of the Infrastructure Delivery Management System (IDMS) within procurement processes and related forward and backward linkages. To facilitate the institutionalisation of the Framework for Infrastructure Delivery &

Procurement Management (FIDPM) within IDMS procurement processes. To develop infrastructure procurement strategies that address the socio-economic developmental targets in the Province. To manage monitoring and evaluation systems related to IDMS compliance in terms of the FIDPM stage gate approvals. To provide guidance for innovative procurement strategies (panel of service providers, period contracts, framework contracts, etc.). To review procurement strategies per programme / project with respect to delivery targets, project integration and efficiencies of scale. To manage the co-ordinated and co-opted SCM processes, including: tender adverts, quality review of proceedings from tender committees; tender awards; procurement timeframes; and, provide guidance to mitigate procurement delays. Ensure infrastructure procurement plans are credible. Monitor, evaluate and report on infrastructure procurement and major capital projects. Maintain a database of contract awards and blacklistings, and conduct continuous risk assessment of workload and performance from service providers. Provide contract management support to departments (variation orders, deviations, dispute resolution and contract execution). Support compliance with the CIDB standard for uniformity, LEDPF and SMME development. Manage relations with clients and provide project leadership. Develop, establish and manage procurement information systems. Contribute to team and own performance, as well as, knowledge sharing and quality circles.

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

Salary Notch: R257 508 per annum (Level 7)
(Ref. PT 03 /03 /2021) Bhisho

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

Minimum Requirements: National Senior Certificate, 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.

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.
- 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: 19 MARCH 2021 @ 16h00

Enquiries: Ms B. Ndayi 040 1010 072/071