Province of the
EASTERN CAPE
REPUBLIC OF SOUTH AFRICA

EASTERN CAPE PROVINCIAL TREASURY

DEPUTY DIRECTOR GENERAL: MUNICIPAL FINANCIAL GOVERNANCE

Salary Package: R1544 415 per annum (Level 15) (all inclusive)

(Ref: PT 01 /06/2022) Bhisho

Purpose: To ensure effective and efficient management in municipalities & coordinate the provisioning of capacity building

Minimum Requirements: Honours Degree or Master's Degree (NQF level 8 as recognised by SAQA) in Financial Management / Accounting with a Minimum of 12 years of experience in budget or accounting, 8-10 years must be at senior management level (SMS) of which 5 years' experience at Chief Director Level. Knowledge and understanding of government supply chain management prescripts and financial information systems will be an added advantage. Previous experience in monitoring or working in municipal environment is essential.

KPA's: **PROVIDE STRATEGIC LEADERSHIP TO ENSURE FULL EXECUTION OF DEPARTMENTAL PROGRAMMES;** Develop and implement programme plan and strategy to contribute to the realization of the objectives of the department, Develop and periodically review the Service Delivery Model Develop and implement a communication and stakeholder management protocol. Systems put in place and work processes improved to ensure the achievement of programme objectives. Create an environment that enables and sustains mutually beneficial relationships in the provincial departments. Resource Management Plan and Strategy developed and implemented to ensure the programme's contribution in realizing the department's objectives. Annual Operational Plan developed and implemented and systems put in place to ensure delivery on programme objectives. Develop and implement the Delegations Framework. **ENSURE OPTIMAL AND SUSTAINABLE BUDGET MANAGEMENT AND COORDINATION, MONITORING AND REPORTING ON MFMA IMPLEMENTATION;** Provide guidance on budget planning, monitoring, evaluation and report on budget implementation Support institutional development and capacity building programmes in conjunction with COGTA. Provide advice and guidance in the development of financial policies Monitor MFMA governance and compliance to improve municipal financial management systems and processes. Monitor evaluation and report on Risk Management and Internal Audit Compliance. **MONITOR COMPLIANCE WITH FINANCIAL MANAGEMENT AND ANNUAL REPORTING FRAMEWORK, EFFECTIVE;** Ensure the promotion, understanding and implementation of accounting standards and monitor compliance with reporting requirements. Provide guidance on the implementation of accounting services and support. Provide guidance on reviewing and reporting on the quality of annual financial statements and Asset management .Monitor remedial action and report on the implementation thereof. Provide guidance and support on SCM and Asset Management issues. **MANAGE AREA OF RESPONSIBILITY;** Oversee the Programme's operations and enhance internal processes to help the department grow and fulfill its mission. Ensure that systems perform at an optimal level and meet service delivery obligations while maintaining or decreasing costs. Develop Integrated Strategic Plans & policies, solicit input from management within the programme and ensure these are communicated to and understood by staff. Promote a culture of high performance and continuous improvement that values learning and a commitment to quality and ensure that corrective and performance reinforcement measures are taken where required. Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities and conduct half yearly perfomance reviews. Ensure that units are adhering to the strategic plan, delivering status reports monthly, quaterly and as and when required.Supervise / coordinate effective and efficient management of the unit . Develop and supervise implementation of the Unit's Annual Operational Plan. Mentor and develop staff using a supportive and collaborative approach, assign accountabilities; set objectives; establish priorities and monitor results. **ENSURE THE IMPLEMENTATION AND MANAGEMENT OF RISK, FINANCE AND SUPPLY-CHAIN MANAGEMENT PROTOCOLS AND PRESCRIPTS IN AREA OF RESPONSIBILITY;** Plan, coordinate, and execute the annual budget process. Ensure that risk management of the Unit's resources takes place, a Risk register is developed and that appropriate measures are in place to mitigate identified risks Ensure timely budgeting, monitoring, variance analysis and reporting.Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with Supply Chain Prescripts. Ensure the Unit's assets are managed, maintained and kept safely and that a proper asset register is kept.

Skills and Competencies: Strategic Capability and Leadership, Programme and Project Management Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis .People Management and Empowerment. Client Orientation and Customer Focus. Communication, Honesty and Integrity.

DIRECTOR: TRANSVERSAL RISK MANAGEMENT

Salary Package: R1073 187 Per Annum (Level 13) (all inclusive)
(Ref: PT 02/06/2022)

Purpose: To promote and ensure implementation of Risk Management Services in Provincial Departments and Public Entities.

Minimum Requirements: Degree (NQF Level 7) as recognised by SAQA with Auditing/Internal Auditing /Accounting/ Financial Accounting, coupled with a minimum of 7 (seven) years' relevant experience, of which 5 (five) years at middle level experience (Deputy Director level), in Risk Management/ Internal Auditing. A recognised professional accreditation in Risk Management or Auditing, like CRM Prac or CRM Prof or CRM or CCSA or CIA or PIA or CA(SA), and a membership (in good standing) with a recognised risk management or audit professional body, like SAICA, IRMSA or IIA (SA). A postgraduate qualification in Risk Management/ Auditing/ Internal Auditing /Accounting/ Financial Accounting will be an added advantage.

KPA's: In addition to sub-programme responsibilities of managing and reporting on resources, including managing the related risks, the incumbent will oversee the provincial Risk Management Function in line with Risk Management Framework and other risk management protocols; Promote awareness and sharing of risk management best practices across the departments and provincial entities. Ensure that risk mitigation strategies are sound and relevant for effective contribution of Risk Management Function to the provincial development objectives; Provide support towards capacitation and resourcing of the provincial Risk Management Function; Promote provincial awareness and support to the provincial Risk Manage Function; Promote the continuing Professional Education for Risk Management practitioners; Continuous pursuit of way in which the provincial risk management can be optimised, including the regular updates of risk management guidelines and procedures; Manage the provision of support and capacity building for risk management in provincial departments and public entities; Ensure provision of technical support on risk management to provincial departments and public entities. Ensure the training of officials in risk management. Manage area of responsibility by providing leadership to the Transversal Risk Management Unit for a highly motivated and agile team; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness; Mobilise resources for the Unit and ensure compliance with all the standards in financial management, human resource management and governance; Ensure effective implementation and management of Risk, Finance, and Supply Chain Management protocols and prescripts in area of responsibility; Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.
Skills and Competencies: Sound Knowledge of the standards governing Risk Management-, Internal Auditors- IIA standards and methodology. All relevant regulatory frameworks and policies. Practice of Risk Management, Internal Auditing, Strategic Capability and Leadership. Programme and 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. Communication (verbal & written). Computer Literacy.

DIRECTOR: FORENSIC AUDIT COORDINATION

Salary Package: R1073 187 Per Annum (Level 13) (all inclusive)
(Ref: PT 03/06/2022)

Purpose: To promote and ensure coordination of Forensic Audits Services in Provincial Departments and Public Entities.

Minimum Requirements: Bachelor Degree (NQF level 7) in Commerce/Financial Accounting/Financial Management or Auditing or Criminal Law, coupled with a minimum of 7 (seven) years' relevant experience, of which 5 (five) years at middle level experience (Deputy Director Level), in Audit/Forensic/Anti-corruption experience. A recognised professional qualification in fraud or forensics, like CFE or CFP, and a membership (in good standing) with a recognised fraud or forensics professional body, like ACFE or ICFP. A postgraduate qualification in Auditing/ Internal Auditing/Accounting/ Finance will be an added advantage.

KPA's: In addition to sub-programme responsibilities of managing and reporting on resources, including managing the related risks, the incumbent will co-ordinate forensic investigations up to prosecution stage, report on fraud incidents and recommend appropriate actions to strengthen fraud prevention controls, ensure advocacy in ethical management systems as a way of preventing and detecting fraud, including strengthening provincial efforts in eliminating fraud and corruption; Establishing, maintaining and collaborating with law enforcement agencies; Providing support and capacity building initiatives to anti-corruption units of Departments, public entities and municipalities; Preparing of affidavits, and evidence files and testify in criminal and civil proceedings; Manage area of responsibility by providing leadership to the Transversal Forensic Audit Services Unit for a highly motivated and agile team; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness; Mobilise resources for the Unit and ensure compliance with all the standards in financial management, human resource management and governance; Ensure effective implementation and management of Risk, Finance, and Supply Chain Management protocols and prescripts in area of responsibility; Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

Skills and Competencies: A proven record of having forensic assignments in the public sector environment, with advanced project management, technological skills (expert on the use of Microsoft Applications), highly effective communication skills, innovation capabilities and excellent problem solving skills. A clear understanding of the public sector legislative environment (PFMA and related Regulations, MFMA and related regulations, PSA and related regulations, GRAP, GAAP), complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers licence

DEPUTY DIRECTOR: MACRO ECONOMIC ANALYSIS

Salary Notch: R744 255 per annum (Level 11)
(Ref. ***PT 04/ /06 /2022) Bhisho***

Purpose: To manage and monitor economic parameters and socio- economic imperative within provincial departments.

Minimum Requirements: A Degree (NQF level 7 as recognized by SAQA) in Economics/ Financial Accounting or related field coupled with Minimum of 5 years' experience in Economics of which of 3 years should be at an Assistant Director level in Economics environment.

KPAS: **MANAGE THE DIRECTORATE RESPONSIBLE FOR DEVELOPING A REALISTIC AND SUSTAINABLE FISCAL FRAMEWORK FOR THE PROVINCE**: Conduct analysis on the key economic variables, their inter relation and relevance for the budget. Conduct analysis on the potential and constraints for a growth and development and their interaction with governmental spending and revenue patterns/trends. Recommend alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Monitor the impact of previous fiscal policy objectives on selected economics variables. Monitor and manage institutional coordination and sector integration. **PROVIDE STRATEGIC LEADERSHIP IN THE PLANNING AND IMPLEMENTATION OF A CREDIBLE AND SOUND REVENUE BUDGET:** Facilitate and coordinate the medium term revenue planning process. Coordinate the inputs for the provincial revenue strategy**.** Provide support and coordinate the effective and efficient development of provincial revenue. Conduct analysis to assess revenue trends; and compile revenue reports. **PROVIDE TECHNICAL ASSISTANCE AND TRAINING IN THE APPLICATION OF ECONOMIC ANALYSIS IN THE**

PROVINCE: Monitor capacity in the area of macro-economic analysis**. RENDER SUPPORT IN THE EQUITABLE SHARES AND CONDITIONAL GRANTS APPLICATIONS:** Assist in the determination of finance envelop for the MTEF.

Skills and Competencies: In depth understanding of legislative frameworks that govern in the Public Service, Knowledge and application of PFMA, Risk management policies and practices, Supply chain management policies and practices and Project Appraisals. Data analysis and research. Knowledge of the principles of economics, including econometrics and forecasting. Knowledge of micro and macro-economic theory.

ASSISTANT DIRECTOR: PROVINCIAL MOVABLE & IMMOVABLE ASSET MANAGEMENT

Salary Package: R382 245 Per Annum (Level 09) (all inclusive)
(Ref: PT 05/06/2022)

Purpose: To render transparent and effective management of movable & immovable assets

Minimum Requirements: Degree (NQF level 7 as recognised by SAQA) in Financial Accounting/Financial Management/Public Management coupled with Minimum of 3 years' experience in Asset environment an officer (Level 7 or higher).

KPA's: 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 policy. 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 DRPW. Assist in the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DRPW**. 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. **RENDER SUPPORT AND IMPLEMENT RISK, FINANCE AND SUPPLY-CHAIN MANAGEMENT PROTOCOLS AND PRESCRIPTS IN THE AREA OF RESPONSIBILITY;** Identify and manage risks in area of responsibility. Manage the Unit's procurement planning and ensure specifications are developed timeously in compliance with Supply Chain Management prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Provide inputs on financial implications of propositions and align expenditure to cash flow projections.

Skills and Competencies: Knowledge of AM Legislation & Prescripts. Knowledge and application of FMA. Project Appraisals. 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). Computer Literacy. Extensive strategic planning, Programme management. Financial management skills. Audit Skills

ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT

Salary Package: R382 245 Per Annum (Level 09) (all inclusive)
(Ref: PT 06/06/2022)

Purpose:. To assist, prepare and provide information on the planning and monitoring of Infrastructure Performance by Municipalities.

Minimum Requirements: Degree (NQF level 7 as recognised by SAQA in Financial Management / Financial Accounting or relevant field coupled with a Minimum 3 years in Infrastructure environment at an officer level (Level 7 or higher)

KPA's: **COLLECT AND PREPARE INFORMATION REGARDING INFRASTRUCTURE FUNDING FRAMEWORKS AND LONG TERM PLANNING FOR MUNICIPALITIES**; Maintain process in ensuring that infrastructure funding framework and long term planning for Municipalities is achieved. Assist in the facilitation and coordination of stakeholder relationship. Assist in the facilitate the implementation of the IDM Risk Management System in Provincial Departments, Provincial Public Entities and Municipalities. Collect and prepare all challenges pertaining to infrastructure funding to HODs, CEOs, MECs, Premiers. Assist in the facilitation process of developing, improving, tailoring, reviewing and updating the IDMS Framework in the Province in collaboration with Provincial Departments, Municipalities and Provincial Public Entities. Implement strategies for the roll-out of the IDMS in Provincial Departments, Provincial Public Entities and Municipalities. Maintain the implementation of Standard Operating Procedural [SOPs] manuals and/or Codes of Practice [COPs] to determine standard procedures in the planning, procurement, implementation, use and maintenance of immovable assets. Provide and maintain inputs to the updating of the Infrastructure Delivery Management [IDM] Toolkit. Assist in the facilitation of and the implementation of Provincial Treasury Instructions and/or Best Practice Notes in terms of the implementation of the Provincial Infrastructure Delivery Framework in the Province. Facilitate the implementation of the Provincial Infrastructure Delivery Framework in the Province and review/update as and when required. **UNDERTAKE AND MAINTAIN RELEVANT MINICIPALITY INFRASTRUCTURE PLANS AND BUDGETS;** Facilitate the engagement with all three spheres of Government and Public Entities to determine and align longer term budget requirements with the longer term provincial infrastructure plan**. COLLECT AND MAINTAIN INFRASTRUCTURE INPUTS AT RELEVANT FORUMS PERTAINING TO MUNICIPALITIES;** Maintain an annually and on a five year basis participate in the review and updating of the long term infrastructure strategy and plan and funding implications. **PROVIDE AND ASSIST IN FACILITATING TRANSPARENCY AND EFFECTIVE DELIVERY OF INFRASTRUCTURE;** Prepare report on recommendations regarding the infrastructure funding options and frameworks including cases suitable for public private partnerships. **MAINTAIN SYSTEM FOR FINANCIAL AND PERFORMANCE INDICATORS RELATED TO MUNICIPAL INFRASTRUCTURE;** Collect and assist in research and analyses to determine the financial and economic objectives and imperatives for infrastructure development in the Province in collaboration with Provincial and Municipal stakeholders. **PROVIDE AND MAINTAIN REPORT ON OVER/UNDER SPENDING FOR INFRASTRUCTURE PROJECTS IMPLEMENTED BY MUNICIPALITIES;** Validate the funding of contracts that exceed three years and that have a future budgetary implication as being proposed by Provincial Departments and / or Municipalities and make final budget recommendations.

Skills and Competencies: In depth understanding of legislative framework that governs the Public Service. Knowledge & application of PFMA & DoRA. Knowledge of Risk management policies and practices. Extensive knowledge of financial norms and standards. Understanding of Accounting and prescribed Financial Reporting Frameworks (GRAP), International Public Sector Accounting Standards (IPSAS). Financial Systems used by municipalities in the Province. Problem solving skills. Presentation. Project Management. Statistical and data analysis. Policy analysis and research. Analytical Thinker. Report writing. Presentation. Computer Literacy.

4X ADMIN OFFICERS: FIXED TERM OF 12 MONTHS CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS

Salary Notch: R261 372 per annum (Level 7)
Ref: PT 07/06/2022)

THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY

Purpose: To support the management of the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA.

Minimum Requirements: National Senior certificate and A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in B Comm/ Internal Audit/ Financial Management coupled with Minimum of 2 years' experience in administration.

Competency Levels: Excellent self-driven; innovative and well organised individuals; ability to work with little supervision; ability to succeed working under pressure and with large volume of data; high-end communication skills; proficiency in Microsoft Applications (EXCELL, Word, PowerPoint, Outlook); ability to create/design spreadsheets, ability to capture data with high degree of speed and accuracy, ability to review information as well analytical capability to translate data into management information.

KPA's: Support on the digitalization of records efforts by capturing and reviewing patient files, court files, etc; update and maintain electronic registers for both the court on patient records; ensure accurate information to support data integrity towards positive audit outcomes (disclosure of contingent liabilities) and enhanced opportunities in collating court evidence. Execute audits in accordance with the audit projects. Report progress on audit projects. Source documents to update patient and court files.

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.

Applications received after closing date will not be considered.

ADDITIONAL NOTE: Applicants are encouraged to apply using e-Recruitment system which is available on https://erecruitment.ecotp.gov.za/. The system is available 24/7 and closes at 23:59 on the closing date.

To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: Theliswa.nkonyile@ectreasury.gov.za (**NB: FOR TECHNICAL GLITCHES ONLY – NO CVs**). eMail with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: Theliswa.nkonyile@ectreasury.gov.za and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.

CLOSING DATE: 15 JULY 2022

Enquiries: Ms Theliswa Nkonyile 083 875 5707 /Ms B Ndayi 060 5735 574