

EASTERN CAPE PROVINCIAL TREASURY

DIRECTOR: HUMAN RESOURCE UTILISATION AND DEVELOPMENT

Salary Package: R1 073 187 per annum (Level 13) (all inclusive)

(Ref: PT 01/03/2022)

Purpose: To manage the coordination of HR utilisation Development Programmes

Minimum Requirements: Three year Degree (NQF level 7) in Public Administration / Industrial Psychology / Social Science or any other related qualification coupled with 7-8 years' experience in Human Resource Management, of which five (5) years' experience in a middle management position (Deputy Director Level).

KPA's: MANAGE SKILLS DEVELOPMENT, EMPLOYEE PERFORMANCE AND TALENT MANAGEMENT PROGRAMMES AND STRATEGIES:

Ensure development, reviewal, monitoring and the implementation of the skills development policies and strategies. Ensure implementation of training and development processes and programmes. Oversee the implementation of learnership, internship and induction programmes in the department. Ensure development and implementation of talent management strategies. Ensure the development, reviewal and implementation of PMDS policy. Ensure complete and accurate PMDS database. Identify PMDS training and development requirements. Ensure effective implementation of PMDS performance incentive scheme is in accordance with departmental policies, procedures and ensure implementation is in accordance to applicable legislative requirements.

MANAGE AND FACILITATE THE PROVISIONING OF EMPLOYEE WELLNESS PROGRAMMES: Ensure the development, reviewal and implementation of employee health and wellness strategies and programmes. Oversee the implementation of HIV/AIDS & TB management. Ensure promotion and implementation of (SHERQ) health and safety programmes. Ensure sound management of health and productivity management (HPM) services in the department. Manage wellness management programmes.

MANAGE AND FACILITATE THE PROVISIONING OF LABOUR RELATION SERVICES IN THE DEPARTMENT: Ensure the development of departmental labour relations policies and guidelines. Ensure sound management of collective bargaining and dispute resolution processes. Ensure sound management of disciplinary processes. Oversee management, consultation and negotiation processes. Ensure implementation of arbitration and collective agreements.

MANAGE AREA OF RESPONSIBILITY: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinate

IMPLEMENT AND MANAGE RISK, FINANCE AND SUPPLY-CHAIN MANAGEMENT PROTOCOLS AND PRESCRIPTS IN AREA OF RESPONSIBILITY: Identify and manage risks in area of responsibility. 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. Weigh up financial implications of propositions and align expenditure to cash flow projections.

Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service, In-depth understanding of DPSA Employee Health and Wellness Strategic Framework, In-depth understanding and application of Labour Relations Act, In-depth understanding and interpretation of PSCBC and GPSSBC Resolutions, Change Management, Diversity Management, Organisational Behaviour, Conflict resolution capabilities, Managing Coaching and Mentoring. Managing Performance Management system and Managing Labour Relations.

FIXED TERM CONTRACTS IN THE TECHNICAL SUPPORT UNIT (TSU) OF EASTERN CAPE PROVINCIAL TREASURY TO SUPPORT VARIOUS INTERVENTIONS, INCLUDING THE MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND GENERAL SUPPORT IN TERMS OF 18 OF THE PUBLIC FINANCE MANAGEMENT ACT (PFMA).

2x DIRECTORS: PROJECT MANAGEMENT IN THE TECHNICAL SUPPORT UNIT FOR THE MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER SUPPORT INTERVENTIONS: FIXED TERM 12 MONTHS CONTRACTS.

Salary Package R1 073 187 Per annum all inclusive (Level 13)

(PT.02/03/2022) Bhisho

REQUIREMENTS: A Three-year Degree (NQF level 7) in Commerce / Financial Management / Finance Accounting / Public Finance and/ or related qualification coupled with Minimum 5 years' work experience at Middle Management level (Deputy Director Level) in financial management and with at least 2 years' experience as a project manager of a large scale project. NQF Level 8 in Public Administration, certification in Project Management and high end ICT Skills will be an added advantage.

KPAS: TO OVERSEE, SUPPORT AND MANAGE THE PROJECTS AS DETERMINED FROM TIME TO TIME: To provide strategic and project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18 intervention in the DOH. Develop the concept and approach for monitoring the progress and successful completion of the project deliverables. Ensure that project status, issues and successes are communicated to project team, stakeholders, and all levels of management and documented appropriately. Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders. Coordinate meetings with DOH, OTP and PT Task Team members. Ensure monthly and quarterly progress reports are made to all relevant stakeholders, including EXCO. Provide recommendations and advice on project milestones to be implemented by DOH, OTP and PT as part of the deliverables of the project. Serve as a central point of contact between the PT and the various internal and external stakeholders of the project. **OVERSEE AND MANAGE THE RESOURCES TO BE DEPLOYED IN IMPLEMENTING S18:** Manage the human resources that have been deployed in the Management of Medico Legal Claims Project. Ensure that the deployed human resources are aware of their roles and responsibilities within the project, the milestones, expected deliverables and timeframes. Manage the performance of the deployed human resources. **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 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 all 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.

1X DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT): FIXED TERM OF 12 MONTHS CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS

Salary Package R R1 073 187 per annum all inclusive (Level 13)

(PT.03 /03/2022) Bhisho

Purpose: To manage and facilitate the provision of ICT Management services for the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA.

Minimum Requirements: A Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 5 years' work experience at middle management level (Deputy Director Level) in IT and with at least 2 years' experience with ICT Systems/ Network Management/ Web design / Programming.

KPAS: RENDER ADVISORY SERVICES ON PROJECT ICT NEEDS AND REQUIREMENTS: To provide ICT project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18 intervention in the DOH. Manage and review existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or events. Ensure the establishing of a detailed program specification through engagements with users. Manage applications deployment for the Project. Perform data cleansing of the existing data within the Case Management IT system to eliminate duplicates and identify the missing information within each case or event. Ensure data integrity of the cases or events that have been captured onto the Case Management IT system. Manage the development, review and implementation of ICT Policies and processes where necessary. Support the project stakeholders' communication and information sharing through the use of ICT. Participate in meetings with DOH, OTP and PT Task Team members. Ensure ICT 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 all 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.

DEPUTY DIRECTOR: MOVABLE AND IMMOVABLE ASSET MANAGEMENT

Salary Package: R744 255 per annum (Level 11)

(PT.04 /03/2022) Bhiho

Purpose: To manage, monitor and enforce transparent and effective management of movable & immovable assets.

Minimum Requirements: National Senior Certificate and a Degree (NQF level 7 as recognized by SAQA) in Financial Accounting or B.com or Finance related field majoring in Accounting coupled with Minimum of 5 years' experience in an Asset management environment of which of 3 years should be at an Assistant Director level.

KPAS: MANAGE 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 the development and implementation of appropriate asset management policy. Manage the treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines. Manage 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. Manage the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DRPW. **PROVIDE SUPPORT TO PROVINCIAL DEPARTMENTS ON ASSET MANAGEMENT CAPACITY BUILDING:** Conduct 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. Conduct 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. **MANAGE 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. **MANAGE AREA OF RESPONSIBILITY:** Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timelines. Resolve problems of motivation and control with minimum guidance from management. Delegate functions to staff based on individual potential and provide necessary guidance and support. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates.

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.

DEPUTY DIRECTOR: BUDGET MANAGEMENT

Salary Notch: R744 255per annum (Level 11)
(Ref. PT 05/03 /2022) 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 / Accounting / Cost and Management Accounting or relevant field in Finance plus Minimum 5 years' experience in Finance of which 3 years must have been at Assistant Director Level in 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 advice 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.

**FIXED TERM CONTRACTS IN THE TECHNICAL SUPPORT UNIT (TSU) OF EASTERN CAPE
PROVINCIAL TREASURY TO SUPPORT VARIOUS INTERVENTIONS, INCLUDING THE
MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND GENERAL SUPPORT IN TERMS
OF 18 OF THE PUBLIC FINANCE MANAGEMENT ACT (PFMA).**

**DEPUTY DIRECTOR: FINANCIAL MANAGEMENT EXPERT: FIXED TERM OF 12 MONTHS
CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER
INTERVENTIONS**

*Salary Notch: R744 255per annum (Level 11)
(Ref. PT 06/03 /2022) Bhisho*

Purpose: To support financial management interventions in province for institutions managed under the Public Finance Management Act and Municipal Finance Management Act, with immediate priority given to departments of Health and Education.

Minimum Requirements: A Three-year Degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum of 5 years' work experience in financial management of which 3 years should be and Assistant Director level .

KPAS: To assist in providing effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Assist in ensuring implementation of approved and signed Delegations of Authority. Assist in the verification and validation of 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. Assist in the verification of the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Assist in supporting the project stakeholders' communication and information sharing through the use of financial management information. Assist in ensuring financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO

DEPUTY DIRECTOR: ICT BUSINESS ANALYST: FIXED TERM OF 12 MONTHS CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS

*Salary Notch: R744 255 per annum (Level 11)
(Ref. PT 07/03 /2022) Bhisho*

Purpose: To assist in the management and facilitation on the provisioning of ICT Management services for the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA.

Minimum Requirements: A Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 5 years' work experience in IT and with at least 3 years working in ICT systems/ Network Management/Web design/ Programming. Extensive public sector financial management experience will be an added advantage.

KPAS: Implementation of IT and related functions of Medico legal including overseeing personnel responsible for data collection and capturing (setting up data management capacity). Data integrity and completeness, validity and accuracy of the E- Liability register and register of cases paid to date. Accurate information for case management and contract management of the private practitioners. Accurate information to prepare the SCOPA report. Accurate information to support the audit outcomes (disclosure of contingent liabilities) Better opportunities in presenting evidence in court (pilot on patient records).

SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION

*Salary Notch: R321 543 per annum (Level 8)
PT.08 /03 /2022): Bhisho*

THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY

Purpose: To render sound and effective salary administration and payroll management

Minimum Requirements: National Senior certificate and A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Financial Accounting / Financial Management/ Public Finance coupled with Minimum of 2 years' experience in Salary Administration environment at the minimum of salary level 5 or higher. Extensive understanding of BAS and PERSAL systems with Certificates. (certificates must be attached)

KPAS: FACILITATE PAYMENT OF SALARIES AND DEDUCTIONS OF PAYMENTS TO THIRD PARTIES: Recall salaries to avoid salary overpayment and to avoid unnecessary debt. Ensure that bond instalments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Attend to queries or complaints and ensure queries are rectified within the next open month. Investigate unidentified debt deductions. **FACILITATE CLEARANCE AND RECONCILIATION OF SUSPENSE ACCOUNTS:** Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled and the balances are monitored to ensure that they become zero at month end and year-end. File records of signed suspense accounts. Perform tax reconciliation returns. **FACILITATE COMPILATION OF JOURNALS, PREPARING BAS PAYMENT ADVICE JOURNALS AND PAYMENT OF TRAVEL ALLOWANCE:** Check documents before payments. Ensure that form is compiled for payment and journal in accordance to departmental standards / legislative requirements. Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance of the legislative requirements or departmental standards . Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials banking details.

Skills and Competencies: Knowledge of government prescripts and financial administration process. Knowledge and understanding legislative framework eg DORA, PFMA. Project Management, Interpersonal Relations, Planning and Execution, Decision Making, Analytical Thinking, People Management, Communication (verbal & written)

2X 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)

PT.09/ 03 /2022): Bhisho

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 Public Administration or any other related qualification, coupled with Minimum of 2 years' experience in administration. Advanced ICT skills and exposure in auditing and financial administration will be an added advantage.

KPA's: Support on the digitalization of records, patient files and to maintain electronic registers for both the court on patient records. Accurate information to support audit outcomes (disclosure of contingent liabilities). Better opportunities in presenting in court (pilot on patient records).

ADMIN OFFICER : PROVINCIAL SCM MOVABLE & IMMOVABLE ASSET MANAGEMENT

Salary Notch: R261 372 per annum (Level 7)

PT.10 /03 /2022): Bhisho

THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY

Purpose: To render administrative and office support services to the Chief Directorate: Provincial Supply Chain Management, Movable & Immovable Asset Management.

Minimum Requirements: National Senior certificate and a Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration, Financial Management or any other related qualification coupled with Minimum of 2 years working administration experience in Supply Chain Management environment.

KPA's: RENDER ADMINISTRATIVE SUPPORT SERVICES TO THE CHIEF DIRECTORATE/DIRECTORATE Ensure effective flow of information and documents to and from the office of the Chief Director/Director including records management. Co-ordinate Chief Directorate/Directorate reports: Progress Reports, Monthly Reports, Management Reports. Scrutinise routine submissions / reports and make notes for the Chief Director/Director. Respond to enquiries received internal and from external stakeholders. Draft documents as required, Collect, analyse and collate information as requested. Coordinate travel arrangements for the Chief Directorate/Directorate. Manage leave register for the Chief Directorate/Directorate. Administer procurement of standard items (stationery & refreshments) for the Chief Directorate. Obtain necessary signatures on documents pertaining to the Chief Directorate/Directorate. **PROVIDE SECRETARIAT SUPPORT SERVICES TO THE CHIEF DIRECTORATE/DIRECTORATE:** Collect and compile necessary documents for the Chief Directorate/Directorate meetings. Record minutes and circulate to all relevant role players, and make follow-up on progress made. Prepare briefings notes for the Chief Director/Director as required. Coordinates logistical arrangements for the Chief Directorate/Directorate meetings. **PROVIDE FINANCIAL ADMINISTRATION SUPPORT SERVICES FOR THE CHIEF DIRECTORATE/DIRECTORATE:** Collect and coordinate all documents related to the Chief Directorates budget. Assist the Chief Directorate/Directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alert the Chief Director of possible over – and under spending. Check and collate BAS reports, and ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the Chief Director/Director and compile memoranda for this purpose. Manage record keeping, archiving and disposal of records for the Chief Directorate/Directorate.

Skills and Competencies: Understanding of legislative framework that governs the Public Service, Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budgeting. Basic

Knowledge of Financial Administration. Asset Management Policies & Practices. Financial Management, Computer Literacy (Excel, Word and Power Point)- Knowledge of BAS, LOGIS & PERSAL will be an added advantage, Good Telephone Etiquette, Report Writing,

ADMIN OFFICER : PROVINCIAL SCM POLICY, NORMS & COMPLIANCE

Salary Notch: R261 372 per annum (Level 7)

PT.11 /03 /2022): Bhisho

THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY

Purpose: To render administrative and office support services to the Chief Directorate: Provincial Supply Chain Management, Movable & Immovable Asset Management.

Minimum Requirements: National Senior certificate and a Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration, Financial Management or any other related qualification coupled with Minimum of 2 years working administration experience in Supply Chain Management environment.

KPA's: RENDER ADMINISTRATIVE SUPPORT SERVICES TO THE CHIEF DIRECTORATE/DIRECTORATE

Ensure effective flow of information and documents to and from the office of the Chief Director/Director including records management. Co-ordinate Chief Directorate/Directorate reports: Progress Reports, Monthly Reports, Management Reports. Scrutinise routine submissions / reports and make notes for the Chief Director/Director. Respond to enquiries received internal and from external stakeholders. Draft documents as required, Collect, analyse and collate information as requested. Coordinate travel arrangements for the Chief Directorate/Directorate. Manage leave register for the Chief Directorate/Directorate. Administer procurement of standard items (stationery & refreshments) for the Chief Directorate. Obtain necessary signatures on documents pertaining to the Chief Directorate/Directorate. **PROVIDE SECRETARIAT SUPPORT SERVICES TO THE CHIEF DIRECTORATE/DIRECTORATE:** Collect and compile necessary documents for the Chief Directorate/Directorate meetings. Record minutes and circulate to all relevant role players, and make follow-up on progress made. Prepare briefings notes for the Chief Director/Director as required. Coordinates logistical arrangements for the Chief Directorate/Directorate meetings. **PROVIDE FINANCIAL ADMINISTRATION SUPPORT SERVICES FOR THE CHIEF DIRECTORATE/DIRECTORATE:** Collect and coordinate all documents related to the Chief Directorates budget. Assist the Chief Directorate/Directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alert the Chief Director of possible over – and under spending. Check and collate BAS reports, and ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the Chief Director/Director and compile memoranda for this purpose. Manage record keeping, archiving and disposal of records for the Chief Directorate/Directorate.

Skills and Competencies: Understanding of legislative framework that governs the Public Service, Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budgeting. Basic Knowledge of Financial Administration. Asset Management Policies & Practices. Financial Management, Computer Literacy (Excel, Word and Power Point)- Knowledge of BAS, LOGIS & PERSAL will be an added advantage, Good Telephone Etiquette, Report Writing,

PERSONAL ASSISTANT TO DDG: PROVINCIAL SCM MOVABLE & IMMOVABLE ASSET MANAGEMENT (ONE YEAR CONTRACT)

Salary Notch: R261 372 per annum (Level 7)

PT.12 /03/2022): Bhisho

THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY

Purpose: To Render Secretarial, Clerical, Administrative and Recordkeeping Support Services to the Deputy Director General: Transversal Supply Chain & Asset Management.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration any other related qualification coupled with a Minimum of two years' administration experience in Supply Chain Management/ Asset Management environment.

KPAS: Provide secretarial / receptionist support service to the DDG P3: Receive telephone calls .Perform advanced typing for the Deputy Director General. Operate and ensure that office equipment is in good working order. Record engagements for the Deputy Director General .Coordinate and sensitize / advises Deputy Director General regarding engagements. Compile Schedules of all appointments. **Render administrative support services to the Deputy Director General:** Ensure effective flow of information and documents from and to the office of the DDG. Ensure safe keeping of all documentation in the office of the DDG in line with relevant legislation and policies. Obtain inputs and compile Programme 3 Reports. Progress Reports: Monthly Reports, Management Reports. Scrutinise routine submissions / reports and make notes for the DDG. Respond to enquiries received internal and from external stakeholders. Draft document as required. File documents for the DDG and the Programme where required. Collects, analyse and collates information requested by the DDG. Clarifies instructions and notes on behalf of the DDG. Coordinate travel arrangements on behalf of the DDG. Prioritise issues in the office of the DDG. Management leave register and telephone Accounts for the Unit. Administer procurement of standard items (stationery & refreshments) for the Office of the DDG. Obtain necessary signatures on documents items like procurement and monthly salary reports. **Provide support to the DDG regarding meetings and Chief Directorate meetings** Scrutinize documents to determine actions / information/ other documents required for the meeting. Collects and compiles necessary documents for the DDG to inform him / her on the contents. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes for the DDG as required. Coordinates logistical arrangement for the meetings when required. **Support Deputy Director General with the administration of Programme 3 budget:** Collects and coordinate all documents related to the Programme 3 budget. Assist DDG in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alerts DDG of possible over and under spending. Check collates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the DDG and compiles draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose.

ICT HELPDESK OFFICER: FIXED TERM OF 12 MONTHS CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS

*Salary Notch: R176 310 per annum (Level 5)
PT. 13/03 /2022): Bhisho*

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 (Grade 12) coupled with 1-year experience in ICT work environment. A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in ICT qualification will be an added advantage.

KPAS: Data integrity and completeness, validity and accuracy of E liability and register of cases paid to date. Accurate information for case management and contract management of the private practitioners. Accurate information to prepare the SCOPA. Accurate information to support audit outcomes (disclosure of contingent liabilities). Better opportunities in presenting in court (pilot on patient records).

Duties performed on the helpdesk are as follows: Serves as the first point of contact for customers over the phone or email. Provide first line resolution/assistance over the phone.Call coordinator that routes calls to the relevant 2nd and 3rd line support group. Performs incident logging through the ICT Helpdesk System and manages/prioritizes workload. Attends to incidents received for service within defined Service Level Agreement. Customer Service - Ensures excellent customer service through prompt service delivery and constant interaction with the client. Filling and administrative duties. Prepare service desk management reports as required. Perform any other related ad hoc tasks as requested or instructed by supervisor (management) from time to time.

APPLICATION INSTRUCTIONS:

Applications must be submitted with a Z83 (effective from 01 January 2021) Application Form, obtainable from any Public Service department and/or on internet at Z83 (81/971431 (dpsa.gov.za). Z83 must be signed by an original signature. An unsigned Z83 form will disqualify an application but you will not be disqualified if you apply via the e-recruitment system as the Z83 in there is currently unsingable. 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/>

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: nolungalungisa.nelani@ecotp.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: nolungalungisa.nelani@ecotp.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: 28 March 2022

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

