



EASTERN CAPE PROVINCIAL TREASURY

DIRECTOR: CFO SUPPORT: FIXED 12 MONTHS CONTRACT

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

(Ref: PT 01/02/2022)

Minimum Requirements: Three year Degree (NQF level 7) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate qualification and completion of SAICA training programmes will be an added advantage. Previous experience in monitoring or working in municipal environment is essential.

Skills and Competencies: Extensive knowledge of local government sector, finance and related reforms in the areas of Budgeting, Financial Management and Reporting, Supply Chain Management, Asset and Liability Management, Internal Audit, Audit Committee and Risk Management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards, mSCOA & Local Government Framework for Infrastructure Delivery and Procurement Management.

KPA's: Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at head office, in districts and effective hands on support to municipalities in the following areas: budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team, including human resource management, planning, risk management and reporting.

Personal attributes: Self-driven, confident and innovative, with an output to result orientation. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail. High computer literate with a proven knowledge of advanced Microsoft office applications. Coaching, skills development and mentoring skills. Good understanding of local government prescripts.

2X DEPUTY DIRECTOR: CFO SUPPORT (1 YEAR CONTRACT)

Salary Package: R744 255 per annum (Level 11)

(Ref. PT 02 /02/2022) Bhisho

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

Minimum Requirements: A three-year Degree (NQF level 7) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential.

Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA.

KPA's: Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Develop sustainable revenue enhancement strategies and turnaround plans for municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, both internal and external audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholders.

LEGAL SUPPORT: OSD (1 YEAR CONTRACT)

Salary Notch: R378 990 – R541 779 per annum (Level 09)

(Ref. PT 03/02 /2022) Bhisho

Minimum Requirements : An LLB or appropriate equivalent undergraduate recognized legal qualification NQF 7; At least 5 years' appropriate post qualification experience in litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation.

KPAS: Manage and coordinate medico-legal. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Legal research and drafting, render support to the Legal Services Unit by conducting research, and research new case law which impacts on medico-legal litigation. Research relevant legal prescriptions and case law in order to provide sound opinions. Monitor and report on compliance with court orders

Skills and Competencies: A valid driver's license. Interpersonal relations; Computer literacy; Communication (written and verbal) skills; Innovative and analytical thinking.

ASSISTANT DIRECTOR: BUDGET MANAGEMENT

Salary Notch: R382 545 per annum (Level 09)

(Ref. PT 04/02 /2022) Bhisho

Purpose: To facilitate provisioning of departmental budget processes and cash flow allocation adjustments.

Minimum Requirements: National Senior Certificate and B. Degree (NQF level 7 as recognized by SAQA) in Management Accounting / Financial Management coupled with Minimum 3 years relevant experience in Finance at a level of an Officer (Level 7 or higher).

KPAS: **MANTAIN DEPARTMENTAL BUDGET PROCESS;** Analyse and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. **PREPARE REPORT REQUIRED FOR MONITORING OF THE DEPARTMENTAL BUDGET;** Analyse and consolidate departmental annual cash flow projections. Analyse and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. **PROVIDE BUDGETARY SUPPORT SERVICE TO THE DEPARTMENT;** Provide departmental budgetary support, analysis, advice and guidance. Analyse and respond to budget related enquiries. Facilitate IYM meetings and training on budget related issues.

Skills and Competencies: Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Public Service Regulations, Annual Financial Statement Guidelines, National Treasury, Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies, Microsoft Excel, Word and PowerPoint, Financial management accounting.

ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING

Salary Notch: R382 545 per annum (Level 09)

(Ref. PT 05/02 /2022) Bhisho

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

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

Skills and Competencies: In depth understanding and application of Financial Management Policies and Regulations, BAS System, LOGIS system and PERSAL System.

KPAS: **SUPPORT THE MONITORING AND REPORTING ON THE PREPARATION OF THE AFS AND AIP CO-ORDINATION PLAN;** Provide support to Departments and report in accordance with relevant accounting policies and guidelines, render support in reviewing the reporting of milestones on AIP and AFS plan, Review Annual and interim financial statements and provide feedback to departments. **ASSIST WITH THE PROVISION OF TECHNICAL SUPPORT TO PROVINCIAL DEPARTMENTS AND PUBLIC ENTITIES;** Assist with the analysis and review of the departments' books of accounts. Support the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Support adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Assist with the preparation and submission of consolidated afs to ag and respond to audit queries thereof. Assist with identification of inter-departmental balances, reconcile the AFS to clear exceptions. **ASSIST WITH THE ANALYSIS OF FINANCIAL MANAGEMENT CAPABILITY MODEL (FMCMM);** Analyse and review FCMM reports. Support the interaction with transversal units on findings, Assist with preparation / review of progress reports.

ASSISTANT DIRECTOR: NORMS AND STANDARDS

Salary Notch: R382 545 per annum (Level 09)

(Ref. PT 06/02 /2022) Bhisho

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

Minimum Requirements: National Senior Certificate and Degree (NQF level 7 as recognized by SAQA) in Financial Accounting / Financial Management / Auditing or related field plus Minimum of 3 years' relevant experience at an officer level (level 7 or higher).

KPAS: ASSIST WITH THE PROVISION OF SUPPORT AND CAPACITY BUILDING TO ENHANCE PMFA COMPLIANCE; Render advice on financial norms and standards to Provincial Departments such that Level 3 FMCMM can be attained, Conduct research and identify areas in Departments in need of workshops on new financial management prescripts issued, Support capacity building in the office of the CFO through assistance in the provision of advisory services, Support adherence to delegations in Provincial Departments. **SUPPORT THE PROMOTION OF FINANCIAL MANAGEMENT ACCOUNTABILITY;** Coordinate information in compilation financial management reports for submission to MECs, -Provide support in the preparation of reports on unauthorised expenditure for submission to SCOPA, Provide support in the preparation of reports on irregular and fruitless and wasteful expenditure for submission to EXCO. **FACILITATE THE DEVELOPMENT AND ROLL OUT OF PROVINCIAL FINANCIAL MANAGEMENT PRESCRIPTS;** Provide research material in issuing of provincial instruction notes, circulars and guidelines, Research and analyse information towards preparation of Finance Bill and Provincial Gazettes in terms of DoRA.

Skills and Competencies: Understanding of Legal prescripts and ability to interpret and apply them e.g. PFMA, MFMA, Treasury Regulations, Constitution, Companies act, BBBEE, Corporate Governance Principles, Labour Law. Drafting / designing Legal Frameworks, Understanding of Financial Management best practices, Public Sector Accounting, Auditing Financial Accounting and Risk Management.

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

Salary Notch: R257 508 per annum (Level 7)

Ref. PT 07/02 /2022) Bhisho

THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY

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

Minimum Requirements: National Senior Certificate and B. degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Public Administration/Information Technology/ Financial Information Systems or relevant field. Knowledge of PERSAL system. Copy of PERSAL course(s) must be attached. At least 2 years' experience in a PERSAL environment preferably in the monitoring and support area. 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 **Z83 form (effective from 01 January 2021)**, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV and copies of qualifications. Such copies **need not** be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months.

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature). Such copies need not be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents.
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job
- Applicants must quote the relevant reference number.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- The Department of Provincial Treasury welcomes people with disabilities.
- For SMS post: Females and people with disabilities are encouraged to apply and will be given preference.
- All short listed candidates will be required to undergo pre-employment screening.
- All the appointments are subject to security vetting results.

PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.

FOR SMS (SENIOR MANAGEMENT SERVICE) POSTS: Females will be given preference.

In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za-vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered.

Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered.

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: 18 MARCH 2022

Enquiries: Ms B. Ndayi /060 5735 574