

EASTERN CAPE PROVINCIAL TREASURY

DIRECTOR: INTERNAL AUDIT

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

(Ref: PT 01/05/ 2022)

Minimum Requirements: B Com Degree or B Tech in Internal Auditing or Auditing or related qualification (NQF LEVEL 7) with Internal Auditing or Auditing and Accounting as major subjects coupled with a minimum of 7 years relevant experience of which 5 years must have been at middle / senior management level plus articles (Deputy Director level or above) in Internal Auditing. Certifications i.e. CIA, PIA, IAT, CFE, CCSA, QAR will be added advantage. Have a valid Driver's Licence.

KPA's: MANAGE THE PROVISION OF INTERNAL AUDIT SERVICES IN THE DEPARTMENT; Develop the 3 year rolling audit plan, Ensure availability of appropriate resources completion of the audit plan, Institute Audits as requested or as deemed appropriate, Ensure the development / refinement and approval of audit programmes, Monitor progress and completion of the audit plan, Ensure provision of reports to relevant Management , Follow-up to ensure that appropriate action is taken by relevant Departmental Managers. Develop and maintain a Quality Assurance and Improvement Programme for the Internal Audit unit. **MANAGE THE PROVISION OF ADMINISTRATIVE AND TECHNICAL SUPPORT TO AUDIT COMMITTEE;** Execute CAE responsibilities and report to the Audit Committee *Functionally* as per the IIA Standards; Ensure annual approval of the Internal Audit Plans & Charters by the Audit Committee; Plan and execute the annual Audit Committee meetings' plan/ schedule in consultation with the Audit Committee and Management. Ensure the secretariat duties is performed for the Audit Committee sittings, Ensure Technical support assistance to the Audit Committee is provided, Assist Audit Committee to develop Audit Committee reports annually **MANAGE AREA OF RESPONSIBILITY;** Supervise and co-ordinate the effective and efficient running and management of the Unit, Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's. Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. **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 understanding of legislative framework that governs the Public Service; Sound knowledge and application of standards governing Internal Auditors – IIA standards and methodology; Internal Audit regulatory frameworks and policies; Practice of Internal Auditing; Risk Management Strategy, Combined Assurance Frameworks and Plans, Enterprise Risk Management (ERM) Concepts, framework and methodologies. 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, presentation skills.

Personal attributes: Confidentiality. Ability to work under pressure. Impact and Influence, Managing Interpersonal Conflict and Resolving Problems.

DEPUTY DIRECTOR: LABOUR RELATIONS

Salary Notch: R744 255 per annum (Level 11)

(Ref: PT 02/05/2022) Bhisho

Purpose: To manage and facilitate the provision of Employee Relations Services in the Department

Minimum Requirements: National Senior Certificate plus National Diploma (NQF level 6) or Degree in Human Resource Management (NQF level 7 as recognized by SAQA) or any other relevant qualification with a Minimum 5 years relevant work experience of which 3 years experience must have been at Assistant Director level in Labour Relations environment.

KPAS: MANAGE THE DEVELOPMENT OF DEPARTMENTAL LABOUR RELATIONS POLICIES AND GUIDELINES; Annually review and quality assure labour relations policies and procedures. Research best practice with regard to labour relations policies and procedures. Draft recommendations of improvements and submit to the Director. Conduct workshops in respect of changes. Attend Labour Law updates to keep abreast of changes in legislation and practices, Conduct workshops on Sexual Harassment policy, Conduct workshops on Employment Equity Policy. **MANAGE COLLECTIVE BARGAINING AND DISPUTE RESOLUTION PROCESSES;** Receive changes to conditions of employment from organised labour, receive all dispute referrals, Check dispute referrals for jurisdiction, Report monthly on number of reasons for and resolution of disputes. Represent employer in conciliation/arbitration. **MANAGE DISCIPLINARY PROCESSES;** Advise management in respect of progressive disciplinary processes, Draft precautionary suspension letters, Conduct disciplinary investigations in conjunction with the relevant manager regarding serious allegations, Make recommendations with regard to allegations/charges, Report monthly on number of disciplinary hearings and outcomes, Establish trends relating to disciplinary action, Facilitate the submission of grievance to the authority is aware of the timeframe, Ensure that relevant authority is aware of the timeframe. **MANAGE CONSULTATION AND NEGOTIATION PROCESSES;** Manage meetings with organised labour to determine concerns, Represent the department at conciliation or arbitration processes, Represent the department in the provincial and sector chamber, Provide advisory service to employees in respect of grievances and poor performance. **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 subordinates.

Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others, Diversity Management, Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management, Team Leadership, Good Communication Skills (verbal & written) and Computer Literate.

EXECUTIVE SUPPORT TO DDG: PROVINCIAL SCM MOVABLE & IMMOVABLE ASSET MANAGEMENT (1 YEAR CONTRACT)

Salary Package: R744 255 per annum (Level 11)

(Ref: PT 03/05/ 2022) Bhisho

Purpose: To provide executive support in the office of the DDG: Provincial SCM Movable & Immovable Asset Management and ensure the effective management and smooth operation of the Branch.

Minimum Requirements: National Senior Certificate plus B. Degree (NQF level 7 as recognized by SAQA) in Public Administration / Finance / Accounting plus Minimum of 5 years' experience in a relevant field (specifically

program / project management) of which 3 years must have been at Assistant Director Level. A Postgraduate qualification in the above areas will be an added advantage.

Skills and Competencies: Knowledge and application of Legislation, regulations and policies that governs the Public Service (PFMA, Treasury Regulations, PSR,). Good project management skills, financial management acumen, people management skills. Excellent communication skills (verbal and written), computer literacy, problem solving and decision making abilities as well as customer orientation and focus.

KPA's: PROVIDE DIRECTION AND GUIDANCE ON THE EFFECTIVE MANAGEMENT OF THE OFFICE OF THE DDG: Ensure staff adhere to relevant protocols in the day-to-day running of the DDG office. Provide an oversight role in the implementation of governance systems and take corrective action where necessary. Develop internal control systems, policies and procedures. Ensure that internal control systems, policies and procedures are adhered to at all time. Prepare and distribute Annual Planner for the Programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Advise and sensitise the DDG and CD's of upcoming events and the preparations required for these events. Recommend systems that will help support service delivery in the unit to DDG so as to achieve Programme objectives. **SUPPORT THE PROGRAMME BY PROVIDING STRATEGIC AND TECHNICAL LEADERSHIP IN ORDER TO ENSURE THE FULL EXECUTION OF DEPARTMENTAL PLANS AND PROGRAMMES:** Facilitate the preparations for the development of the Annual Performance Plan (APP) and monitor its implementation in the Programme. Coordinate the development of stakeholder protocols and monitor the implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the development of the Annual Operational Plan and monitor its implementation. Coordinate and consolidate all Programme reports and other required submissions timeously within the stipulated timeframes and submit them to the DDG. Coordinate Chief Directorate meetings and ensure that optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate and distributed within 5 working days. Make follow up on resolutions taken during the meetings. **PROVIDE SUPPORT TOWARDS ENSURING APPROPRIATE AND SOUND FINANCE, HUMAN RESOURCE MANAGEMENT:** Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure effective expenditure control which is in line with the approved budget for the Programme. Ensure the management, safekeeping and maintenance of assets in the DDG office. Maintain proper financial records in the office of the DDG. Analyse monthly, quarterly and any other ad hoc reports so as to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Facilitate the budget preparations, recruitment and procurement plans within the stipulated timeframes. Review IYM report to Financial Management and quarterly report to OSM and ensure that the information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance Report, and follow up on deviations.

ASSISTANT DIRECTOR: RISK AND SUPPLY CHAIN MANAGEMENT PERFORMANCE

***Salary Package: R382 245 Per Annum (Level 09) (all inclusive)
(Ref: PT 04/05 /2022)***

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

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

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

KPA's: RENDER SUPPORT IN ENSURING OPTIMUM COMPLIANCE WITHIN THE SCM UNIT: Assist in monitoring compliance with SCM policies and procedures within the department. Assist in monitoring and evaluation supplier performance in relation to contractual obligation. Assist in monitoring and evaluating SCM performance in respect of compliance to all SCM elements. Assist in monitoring the adherence to the prescribed

code of conduct by the SCM practitioner and report any contraventions. **RENDER SUPPORT IN ENSURING COMPLIANCE ASSESSMENT REPORT WRITING:** Ensure accuracy of information on the Compliance Assessment Report. Submit a detailed report to the Deputy Director for review. **FACILITATE IMPLEMENTATION OF RISK MANAGEMENT INTERVENTIONS OF SCM UNIT:** Identify and evaluate risks within SCM unit. Assist with audit coordination for SCMU during Internal audits and external audits (AG). **RECORD ALL SCMU RELATED COMPLAINTS ON THE COMPLAINTS REGISTER.** Investigate complaints and report to complainant. Assist with the monitoring and evaluation of bid processes within the department.

**ASSISTANT DIRECTOR: SCM STRATEGIC PROCUREMENT AND TRANSVERSAL
CONTRACT MANAGEMENT**

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

Purpose: To render SCM transversal contract management and strategic procurement mechanism and provide contract management support to Provincial Departments and Public Entities.

Minimum Requirements: National Senior Certificate and Degree (NQF level 7 as recognized by SAQA) in Financial Management, Majoring in Supply Chain and finance or related field plus Minimum of 3 years' relevant experience at an officer level (level 7 or higher) In Supply Chain Management preferable in Contract Management environment.

KPA's: **ARRANGE AND MANAGE TRANSVERSAL CONTRACTS, RENDER SECRETARIAT SERVICES TO THE INTERIM BID ADVISORY COMMITTEE (IBAC) TO SUPPORT COMPLIANT AND ACCURATE CONTRACT AWARDS;** Coordinate the review process for development of business cases and conduct research on opportunities for transversal contracts. Facilitate the arrangement of transversal contracts by ensuring that the correct processes of awarding contracts have been followed. Coordinate the review of Bids received from Departments by ensuring that the correct processes of evaluating tenders have been followed. Handle any anomalies detected in the review of submission process thereof. Review Specifications received from Departments to ensure compliance to the LEDPF and Treasury Regulations. Render all secretariat services of the convening committees. **RENDER THE IMPLEMENTATION AND INSTITUTIONALISATION OF CONTRACT MANAGEMENT;** Coordinate the development of questionnaires and conduct onsite visits to Provincial Departments to ensure compliance to contract management practices. Review the status of contract management to ensure compliance to the Contract Management Framework. Render the monitoring of the contract management plan and analyse responses from stakeholders to ensure update on status of Gap analysis report. Render support to departments on contract management disputes. Render the arrangement of contract management workshops and rollout best practises to Institutionalise contact management in the Provincial Departments. **PROMOTE CONTRACT MANAGEMENT STRATEGIC PROCUREMENT;** Conduct and train Departments on Spend analysis for all procurement in a financial year. Identify procurement needs for all Departments. Monitor implementation of Strategic Procurement Framework on set commodities. **MANAGE AREA OF RESPONSIBILITY;** Maintain high standards by ensuring that the team 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 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 subordinates.

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: 20 June 2022

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