

EASTERN CAPE PROVINCIAL TREASURY

DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE: ALFRED NZO

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

(PT 01/08/2022) Mount Ayliff

Purpose: To monitor the implementation of the budgeting frameworks, compliance with financial assets and liabilities management, and coordinate and report on MFMA implementation.

Minimum Requirements: Three year Degree (NQF level 7 as recognised by SAQA) in Financial Management/ Local Government Finance with Accounting as a major or any other financial related field, coupled with 7 years' experience in Financial Management environment at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Previous experience in monitoring or working in municipal environment is essential.

KPA's: PROVIDE GUIDANCE ON BUDGET PLANNING, MONITOR, EVALUATE AND REPORT ON BUDGET IMPLEMENTATION; Train municipal staff on the implementation of the Municipal Budget and Reporting Regulations. Review assessments of tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework, and provide comment and feedback to municipalities. Compile a district consolidated tabled budget assessment report. Facilitate the incorporation of recommendations on assessed tabled budgets into the budgets prior to adoption. Act on findings of non-compliance by municipalities in terms of the tabled and adopted budgets. Undertake all required PT reporting to NT on tabled and adopted budgets by municipalities. Undertake municipal benchmarking exercise on all tabled and adopted budgets. Review the completeness and accuracy of financial information provided in section 71 reports and provide feedback to municipalities. Compile monthly and quarterly consolidated district reports on section 71 of MFMA (In-Year Monitoring), provide feedback to municipalities, and address corrective measures. Each quarter develop consolidated action plan on municipal financial problems requiring attention & support municipalities to resolve issues. Compile analysis reports on mid-year budget and performance assessment (section 72) for each municipality, conduct mid-term engagements and address corrective measures. Co-ordinate the assessments and reporting on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Coordinate district inputs on proposed and existing circulars, regulations and legislation on budgeting and fiscal management and give feedback to the Provincial Treasury. **MONITOR MFMA GOVERNANCE AND COMPLIANCE TO IMPROVE MUNICIPAL FINANCIAL MANAGEMENT SYSTEMS AND PROCESSES;** Coordinate the compilation of MFMA implementation reports and submit to the Provincial Treasury. Monitor, evaluate and report on Risk Management and Internal Audit compliance and corrective measures provided on a quarterly basis. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Consolidate assessment reports on governance and compliance structures to facilitate the implementation of recommendations. Co-ordinate regular reviews of Municipal Budget and Treasury Office Structures, monitor and report on vacancies in financial management activities. Coordinate institutional development and capacity building programs in municipalities in conjunction with COGTA EC based on identified gaps in financial management performance. Provide guidance to municipalities on designing and drafting of financial policies. Provide guidance on the monitoring of the implementation of approved financial recovery plans for municipalities where necessary. Monitor and provide guidance to municipalities on system of delegations as it relates to the MFMA. **MONITOR COMPLIANCE WITH FINANCIAL ASSETS AND LIABILITIES AND REVENUE MANAGEMENT;** Monitor, evaluate and report on financial asset management. Monitor, evaluate and report on liability management. Monitor, evaluate and report on revenue management. Coordinate implementation of recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. **MANAGE AREA OF RESPONSIBILITY;** Supervise and co-ordinate the effective and

efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate's Annual Operational Plans Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate 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 that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Participate in IGR Fora (e.g. CFO Forum, DIMAFO). **ENSURE THE IMPLEMENTATION AND MANAGEMENT OF 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 directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

Skills and Competencies: Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Computer skills.

**2x DIRECTORS: PROJECT MANAGEMENT IN THE TECHNICAL SUPPORT UNIT (TSU)
FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING
MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENT OF HEALTH: FIXED TERM 12
MONTHS CONTRACTS.**

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

(PT.02/08/2022) Bhisho

Minimum Requirements: Three year Degree (NQF level 7) in Commerce, majoring in Accounting or Auditing, coupled with Minimum 7 years' work experience in financial management or any other financial related field, of which 5 years should be middle management (Deputy Director) level. A certification in project management and experience in managing financial management related projects will be an added advantage.

KPA's: Support the Programme Manager in leading the execution of turnaround plans by ensuring that project timeframes and objectives are met. Support the oversight and accountability in the management of resources allocated to the programme (Technical Support Unit). Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders. Oversee, support and manage the projects as determined from time to time. Support, digitalization, change management and business re-engineering strategies. Ensure integration of support initiatives with conventional programmes by engaging relevant sponsors for on-going improvement towards the desired impact. Ensure accurate management information to support decision making. Preparation of reports to facilitate governance and accountability as well as effective stakeholder management.

Skills and Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Understanding of legislative framework that governs the Public Financial Management Systems, applications of project management tools and methodologies in financial management related area, etc.

DIRECTOR: INFORMATION TECHNOLOGY EXPERT: IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENT OF HEALTH: FIXED TERM 12 MONTHS CONTRACTS.

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

(PT.03 /08/2022) Bhisho

Minimum Requirements: A Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 8 years' work experience in IT environment, of which 5 years should be middle management (Deputy Director) level. An exposure of at least 2 years' experience in application/system development/life cycle will be an added advantage.

KPA's: Working with Programme Manager Management, lead the development and execution of the IT strategy in support of business optimization, including Business Process Re-engineering and Change Management. Ensure data availability and its integrity for informed decision making; including performing data cleansing of the existing data within the Case Management IT system that is currently used by Health to eliminate duplicates and identify the missing information for each case or event. Support the Department of Health in the litigation strategy by overseeing the automation/digitalisation and management of patient records as well as court/case records. Manage the development, review and implementation of ICT Policies and processes where necessary. Support the project stakeholders' communication and information sharing needs through the use of ICT. Participate in meetings with DOH, OTP and PT Task Team members. Preparation of reports to facilitate governance and accountability as well as effective stakeholder management.

Skills and Competencies: Expert in IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Project Management Skills, Researching Skills, Understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.

CHANGE MANAGEMENT SPECIALIST: DIRECTOR LEVEL (12 MONTHS CONTRACT)

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

(PT.04 /08/2022) Bhisho

REQUIREMENTS: A Bachelor's Degree (NQF level 7 as recognised by SAQA) in Human Resource Management, Industrial Psychology (NQF 7) coupled with minimum of 7 years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management environment.

KPA's FACILITATE CHANGES IN TECHNOLOGY, HUMAN BEHAVIOUR AND PROCESSES WITH MINIMAL COST AND DISRUPTION TO THE DEPARTMENT, IN A MANNER THAT ENHANCES AND ENSURES ACHIEVEMENT AND DELIVERY OF DEPARTMENTAL OBJECTIVES: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage the implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Training specifically on PROSCI change methodology to be facilitated. **SYSTEMATICALLY ANALYSE DEPARTMENTAL ACTIVITIES OR PROCESSES WITH A VIEW TO IMPROVING THE DEPARTMENT'S ALIGNMENT WITH THE STRATEGIC GOALS AND OR ITS EFFECTIVENESS AND EFFICIENCY:** Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change

DEPUTY DIRECTOR: ICT BUSINESS ANALYST: IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENT OF HEALTH: FIXED TERM 12 MONTHS CONTRACTS.

*Salary Package: R744 255 per annum (Level 11) all inclusive
(Ref. PT 05/08 /2022) Bhisho*

Minimum Requirements: A Three-year Degree (NQF level 7 as recognised by SAQA) in Business Process Re-engineering, Industrial Engineering, Computer Science / Information Technology/ Software Development, coupled with Minimum 5 years' work experience of which 3 years should be middle management (Assistant Director) level. A certificate in Business Processes or ICT Governance will be an added advantage.

An exposure of at least 2 years' experience working in process and/or quality improvement programme will be an added advantage.

Skills and Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.

KPA's Working with IT Expert (Director), support the development and execution of the IT strategy for business process optimization, including Business Process Re-engineering and Change Management. Overseeing data collection and capturing (setting up data management capacity) to support Data integrity as well completeness, validity and accuracy of the E- Liability register, including sub registers (e.g. profile of cases paid to date, cases on the court roll, etc). Support contract management of private practitioners by ensuring continual update of the case development, verify billing and update payments of the private practitioners. Ensure accurate information to support the audit outcomes (disclosure of contingent liabilities), support litigation strategy by enhancing opportunities in presenting acceptable evidence in court (digitalisation/automation of patient records) as well as facilitate reporting to the Standing Committee On Public Accounts (SCOPA) report. Support the preparation of reports to facilitate governance and accountability as well as effective stakeholder management.

DEPUTY DIRECTOR: CFO SUPPORT (1 YEAR CONTRACT)

*Salary Package: R744 255 per annum (Level 11) all inclusive
(Ref. PT 06 /08/2022) Bhisho*

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

Minimum Requirements: A three-year Degree (NQF level 7 as recognised by SAQA) 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.

ASSISTANT DIRECTOR: DISPOSAL MANAGEMENT

Salary Notch: R382 245 per Annum (Level 09)

(Ref: PT 07/08 /2022)

Purpose: Tender disposal and asset management services in the department

Minimum Requirements: Degree (NQF Level 7 as recognised by SAQA) in Logistics Management / B.Com in Accounting / Cost Management in Accounting/ Financial Management coupled with a Minimum 3 years' experience in Supply Chain Management / Procurement / Logistics at an officer (Level 7 or higher). Knowledge of BAS and LOGIS systems. Valid driver's licence. Ability to work under pressure.

KPA's: **RENDER SUPPORT IN THE DEVELOPMENT AND IMPLEMENTATION OF ASSET MANAGEMENT POLICIES, PROCEDURES & STRATEGY;** Review Asset and Fleet Management Policies. Conduct research on best practice with regard to Asset and Fleet Management Policies. Draft recommendations of improvements and submit for approval. Consult reviews policy to stakeholders. Facilitate workshop on approved policies. Serve as a secretariat to the asset disposal committee and fleet management committee. **MAINTAIN ASSET REGISTER, INCLUDING; ACQUISITIONS, MAINTANANCE MANAGEMENT, TRANSFERS AND VALUATIONS;** Complete Asset, Finance Lease Registers are effectively maintained in compliance with legislative requirements and accounting standards. Conduct Asset verification. Investigate and report on variances, make necessary recommendations to resolve discrepancies. Conduct monthly reconciliation with supporting schedules of the assets register to the relevant accounting records is prepared and resolve uncleared items. Monitor the implementation of the asset acquisition, maintenance and disposal plans. **CONDUCT ASSET NEEDS ASSESSMENT, ACQUISITION MANAGEMENT, OPERATIONAL AND DISPOSAL PLANS;** Facilitate the success of asset needs assessment, acquisition management, operational and disposal plans are developed in alignment with the budget and in compliance with departmental policies and procedures. Implement asset annual acquisition, operation and maintenance plan in line with the approved budget. **RENDER SUPPORT IN THE DEVELOPMENT PF DISPOSAL POLICY AND STRATEGY:** Review disposal policies, strategy and procedure for the department. Research best practice with regard to disposal policies. Draft recommendations of improvements. Circulate disposal strategy to internal stakeholders for input. Facilitate implementation of disposal policy. **DEVELOP AND MAINTAIN ACCURATE REDUNDANT MATERIAL DATABASE.** Collate and verify list of redundant material to ensure accuracy. Monitor and update the database on a monthly basis. Report on redundant material and the value of the redundant material. **FACILITATE EXECUTION OF THE DISPOSAL PROCESS:** Identify assets that are due for disposal / donation. Request approval for the disposal / donation of assets. Facilitate implementation of disposal process / donate assets.

Skills and Competencies: Public finance Management Act. Asset Management Policies including disposal thereof. Treasury regulation. Asset Management Regulatory Framework in the Public Services. Standard Chard of Accounts. Principles and practices of accounting and disposing of Assets. Asset management, of movable asset management. Techniques and practices of asset verification. LOGIS & BAS Financial Systems. Decision Making. Analytical Thinking. Project Management. Organising and Planning. Communication Skills (verbal & written). Computer Literate. People Management.

SENIOR STATE ACCOUNTANT: CREDITORS PAYMENTS & RECONCILIATION

Salary Notch: R321 543 per annum (Level 8)

PT.08 /08 /2022): Bhisho

Purpose: To render effective creditors payments services.

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 creditors payments & reconciliation environment. Extensive understanding/knowledge of BAS and LOGIS. (Certificates must be attached.)

KPAS: FACILITATE PROCESSING OF CREDITORS PAYMENTS: Check arithmetical accuracy of invoice and authenticity of supporting documents attached to the voucher to be paid. Process invoice and ensure that all invoice are paid within regulated timeframe. Record/update manual registration of commitment orders. Record paid vouchers after the run date. Prepare and submit paid batches to bookkeeping. Respond to queries from service providers. **FACILITATE MONTHLY RECONCILIATION OF CREDITORS ACCOUNTS:** Prepare creditors reconciliation on a monthly basis. Follow up on creditors queries arising from creditor's reconciliation. Process clearance of outstanding items on creditor reconciliation and attend to supplier queries. **PREPARE AND SUBMIT REPORTS BEFORE DUE DATE:** Prepare and submit creditor's reconciliation report for each service provider. Prepare and submit register of orders and invoices paid. Prepare and submit report for all outstanding invoices and orders report for preparation of accruals. **MANAGE AREA OF RESPONSIBILITY:** Maintain high standard 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 manager. Delegate function 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 ensure timely Performance Assessments of all subordinates. Ensure that assets are managed, maintained and kept safely.

Skills and Competencies: Knowledge and application of the following Legislation: Public finance Management Act. National Credit Act. National Treasury Regulation. Financial Management. Accounting systems. Extensive understanding of BAS and LOGIS. Project Management. Interpersonal Relations .Planning and Execution. Communication. Computer Literacy.

PLEASE NOTE: Kindly note that the post of **Executive Support to DDG: Provincial SCM Movable & Immovable Asset Management** (1 year Contract) that was advertised in Public Service Vacancy Circular 20 dated 03 June 2022 is withdrawn.

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: 22 AUGUST 2022

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