

EASTERN CAPE PROVINCIAL TREASURY

DIRECTOR: MACRO ECONOMIC ANALYSIS

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

(Ref: PT 01/10/2022) Bhisho

Purpose: To manage, determine and evaluate economic parameters and socio-economic imperatives within a provincial and macro-economic context. Additionally, key to this position is to providing data for socioeconomic research to guide Budget decisions and advice to departments for planning and policy making.

Minimum Requirements: Three year Degree (NQF level 7 as recognised by SAQA) in Economics Sciences / Bcom majoring in Economics with Minimum of seven (7) years' experience in Economics environment with at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Honour's Degree in Economics/Development Economics Sciences will be an advantage.

Duties: Manage the unit and provide the following: Strategic and specialist inputs on the development of provincial Budget and research agenda and tools. Additionally, contribute to the Main and Adjusted Provincial Budgets; produce the Overview of Provincial Revenue and Expenditure (OPRE) and the Estimated of Provincial Revenue and Expenditure (EPRE). Collaborate to the advice and reports to the provincial Cabinet Committees, clusters and legislature including all government committees across spheres on matters related to the Provincial Treasury Mandate. Provide Fiscal Framework inputs and compile the Medium Term Budget Statement; Provide inputs into annual Budget Guidelines, Achievability and Medium Term Expenditure Committee (MTEC); Assessment of Financial and Fiscal Commission (FFC) submission and interact on FFC policy processes; Provide input into MEC and HOD (Lekgotla's, Provincial Top Management, etc) presentations. Draft Terms of Reference and manage research studies to be conducted by internal and external researchers/evaluators as would be guided by Office of the Premier.

Skills and Competencies: in-depth understanding of legislative framework that governs the Public Service; Knowledge & application of PFMA; Supply Chain Management policies and practices. Expertise in the management and analysis of large and multiple datasets, be able to summarize data for the production of tables, charts, and graphs. Have Project Management and knowledge of the tools of data management, such as modelling techniques, data mining etc. Must be able to utilise computer programs and other applications associated with computers (SPSS, STATA, Advanced Excel and MSOffice general etc.).

DEPUTY DIRECTOR: TRANSVERSAL INTERNAL AUDIT

Salary Package: R744 255 per annum (Level 11) all inclusive

(Ref: PT 02 /10/2022) Bhisho

Purpose: To promote and manage the implementation of Transversal Internal Audit Services in Provincial Departments and Public Entities.

Minimum Requirements: A Degree (NQF level 7 as recognized by SAQA) in Internal Auditing with a Minimum 5 years relevant work experience in Internal Auditing of which 3 years experience must have been at an Middle Management Level (Assistant Director level) in Internal Auditing environment. Valid Driver's licence is essential. Any of the following Certifications CIA, PIA, IAT, QAR will be added advantage.

KPA's: MONITOR COMPLIANCE WITH THE INTERNATIONAL STANDARDS FOR PROFESSIONAL PRACTICE OF INTERNAL AUDITING (ISPPF). Manage the review / development of a standard Internal Audit Charter. Provide guidance on how charters should be developed by internal audit units. Provide recommendations and guidance on how standards should be applied by the departments. Determine that all departments have standard documents for their day-to-day operations. i.e Charters, Internal Audit Manuals and Internal Audit Methodology. Conduct workshops for Provincial departments on Internal Audit methodology. Provide Guidance on development of departments 3 year and 1 year Internal Audit Plans.

Review provincial departments recommendations whether they are achievable and correct. Report quarterly on progress against operational plans for departments. **PROMOTE THE IMAGE OF INTERNAL AUDIT BOTH INTERNALLY AND EXTERNALLY;** Provide open understanding of sound internal audit and audit committees in the province. Engage Chief Audit Executives of departments and other relevant stakeholders of emerging issues which places a lot of lateral thinking and analytical abilities during (CAEF) Chief Audit Executive's Forum. Engage Audit Committee Chairpersons of all departments and other relevant stakeholders of emerging issues. Assess the performance of Audit Committees in the province. Monitor and report on the performance of all Internal Audit units and Audit Committees in the Province. Provide secretariat duties on the sittings of CAEF and ACCF meetings. **PERFORM SPECIALISED AUDITS;** Perform the Internal Quality Assurance Reviews for departments. Monitor advise and report on the implementation of Quality Assurance Improvement Plan. Coordinate the audit of External Quality Assurance Review. Ensure that Quality Assurance Reports are finalised and reported. Perform Information Communication Technology audits (ICT Audits) In-house. ICT Audits by service provider. Review inputs on terms of reference for procurement of ICT audits. Manage Procurement Contract of service providers. Ensure audit reports are completed and reported. Performance audit specialised. Review inputs on terms of reference for procurement of ICT audits. Manage procurement contract of service providers. Ensure audit reports are completed and reported. **MONITOR IMPLEMENTATION OF RECOMMENDATIONS;** Monitor department's Internal Audit Units to produce reliable, accurate and factual reports on internal controls provincially. Facilitate the development of best practice monitoring tools that are suitable for internal audit functions. Analyse and provide recommendations on how audit reports should be structured, presented and well populated. Draft report on the implementation of audit recommendations by departments. **PROVIDE TECHNICAL SUPPORT AND CAPACITY BUILDING IN PROVINCIAL DEPARTMENTS AND ENTITIES;** Identifying Internal Audit training in respect of Internal Audit matters. Coordinate training on internal audit matters, policies and procedures. Provide continuous development training throughout the province. Analyse and workshop departments on service delivery performance areas in the province. **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. 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. Ensures that assets are managed, maintained and kept safely.

Skills and Competencies: Sound Knowledge of the standards governing Risk Practitioners. Sound knowledge of current internal audit standards and methodology. Departmental Policies and Procedures. Budget Preparation, Monitoring and Reporting. Document Management. End user computing: MS Office 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.

DEPUTY DIRECTOR: SCM COMPLIANCE MONITORING & REPORTING

Salary Package: R744 255 per annum (Level 11) all inclusive

(Ref: PT 03/10/2022) Bhisho

Purpose: To manage, monitor, evaluate and report on the Supply Chain Management system and supplier performance.

Minimum Requirements: A Degree (NQF level 7 as recognized by SAQA) in Financial Management, Majoring in Supply Chain and Finance with a Minimum 5 years relevant work experience in Supply Chain Management environment of which 3 years experience must have been at an Middle Management Level (Assistant Director level). Valid driver's licence (Code B).

KPA's: MONITOR THE DEPARTMENTAL STRUCTURAL COMPLIANCE; Manage the compilation of the procurement plans, verify and ensure these are in line with the budget processes. Ensure onsite monitoring of procurement plans is conducted. Manage the quarterly reporting on adherence/non-adherence to procurement plans. **MONITOR AND REPORT ON THE IMPLEMENTATION OF SCM IN PROVINCIAL DEPARTMENTS;** Provide guidance on conducting analysis on audit intervention plans. Conduct analysis on the Financial Management Capability Maturity Model of Departments and advise on developing plans. Ensure the development of and reporting on departmental specific SCM compliance monitoring. **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. **MANAGE FINANCIAL RESOURCES;** Monitor expenditure and ensure it is within budget. Ensures that assets are managed, maintained and kept safely.

Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service and Public Sector Procurement. Knowledge and application of National and Provincial Treasury Instruction Notes, Practice Notes and Circular. SCM guide to accounting officer. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. 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. Computer Literate. Good Communication Skills (verbal and written).

DEPUTY DIRECTOR: ICT SECURITY (12 MONTHS CONTRACT)

Salary Package: R744 255 per annum (Level 11) all inclusive

(Ref: PT 04 /10/2022) Bhisho

Purpose: To provide Information Communication Technology (ICT) security services.

Minimum Requirements: Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Information Security or related ICT with a Minimum 5 years relevant work experience in ICT of which 3 years experience must have been at an Middle Management Level (Assistant Director level). CISSP or CISM or CASP+ certificates will be an added advantage.

KPA's: ESTABLISH, MANAGE AND MONITOR AN INFORMATION SECURITY PROGRAM; Implement, monitor and review the Information Security management program. Direct the design of relevant security solutions. Champion and educate the organization about the latest security strategies and technologies. Coordination and implementation of technical controls defined within the Information Security Management Framework or program. **MANAGE USER IDENTITY AND IT PHYSICAL ACCESS IN ACCORDANCE TO BUSINESS REQUIREMENTS;** Coordinate and manage endpoint security. Coordinate and manage network and connectivity security; protect against malware. Coordinate and manage user identity and logical access. Perform relevant ICT activities regarding ICT assets. Monitor the IT infrastructure for security related events. Implement and maintain preventative, detective and corrective measures to protect information systems from unauthorized access and malware. **EFFECTIVE MANAGEMENT OF ICT INTERNAL CONTROLS AND RISKS;** Facilitate the identification and mitigation of the IT security risks, and provide guidance and development to the team of managing the risks. Facilitate and implement the required and relevant penetration testing, vulnerability scanning of the network. Quantify the risks of different IT architectures, and communicate to the relevant stakeholders. Facilitate and coordinate periodic threat risk analysis and security assessments in order to identify areas of improvement. Facilitate the processes of audit log management. **INFORMATION SECURITY INCIDENT MANAGEMENT;** Coordinate Disaster Recovery processes and IT continuity plans. Guide and monitor the establishment and maintenance of required sufficient data recovery processes data recovery testing to prove data recoverability. Conduct thorough due diligence for departmental requirements of cloud services.

Skills and Competencies: ICT Systems and Network Management. Financial Management. Policy Development & Management. Project Management and Development. ICT Procurement. Programming understanding. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management. Knowledge Management, Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Technical knowledge and competencies: IT Security Policy Development and administration, Working knowledge and experience with ISO 27001, other related information security standards and frameworks, Good understanding of IT threats and vulnerabilities, Knowledge of Public Service Regulations, IT Governance, Information Security

Governance, Vulnerability Management, Information Security architecture capabilities, Broad IT understanding, Understanding of Information Security Technologies, Understand Risk Management, Information Security related regulations.

EXECUTIVE SUPPORT: FINANCIAL GOVERNANCE

*Salary Package: R744 255 per annum (Level 11) all inclusive
(Ref: PT 05 /10/2022) Bhisho*

Purpose: To provide executive support in the office of the DDG Financial Governance to ensure the effective management and smooth operation of the Branch.

Minimum Requirements: A Three year Degree (NQF level 7 as recognises by SAQA) in Financial / Public Admin plus 5 years' experience in an accounting or administration environment, of which a minimum of three (3) years must be in the immediate lower position i.e. (Assistant Director level management experience). Possession of a relevant postgraduate qualification and experience in the public sector financial or admin environment will be an added advantage.

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. Play an oversight role in the implementation of governance systems and take corrective action where necessary. Develop and have in place internal control systems, policies and procedures where required and ensure that these are communicated to all and adhered to once these have been approved by the DDG. 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. Sensitise and advise DDG and CD's of upcoming events and the preparations required for these. Recommend and set up of systems that will help support service delivery in the Unit so as to meet set programme objectives. **SUPPORT THE PROGRAMME BY PROVIDING STRATEGIC AND TECHNICAL LEADERSHIP IN ORDER TO ENSURE THE FULL EXECUTION OF DEPARTMENTAL PLANS AND PROGRAMMES;** Facilitate preparations for the development of the Annual Performance Plan and ensure that the APP is implemented once developed. Coordinate the development and implementation of communication and stakeholder protocols and ensure implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the preparation and implementation of the Annual Operational Plan and participate in its development. Ensure that all submissions are on time and meet the standards in terms of the quality and any guidelines that may have been given by the DDG. Coordinate Chief Director Meetings and ensure optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate, are distributed within 5 working days and that follow up on resolutions taken happens timeously. **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 that there is effective expenditure control, which is in line with the approved budget. Ensure effective controls in the management, safekeeping and maintenance of assets in the Programme. Ensure that full and proper records of the financial affairs of the Programme are maintained. 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. Ensure that the budget, preparation of recruitment and procurement plans is done within agreed protocols. Review IYM report to Financial Management and Quarterly report to OSM and ensure 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.

Skills and Competencies: Knowledge and application of Legislation, regulations and policies that governs the Public Service. Monitoring and evaluation. Budget submission. HR Management. Project appraisals. Corporate Communication. Project Management. Communication (verbal and written). Computer Literate. Change Management. Financial Management. Problem Solving. Decision Making. People Management.

DEPUTY DIRECTOR: CFO SUPPORT (1 YEAR CONTRACT)

Salary Package: R744 255 per annum (Level 11) all inclusive

(Ref. PT 06 /10/2022) 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: BUDGET MANAGEMENT

Salary Notch: R382 245 per Annum (Level 09)

(Ref: PT 07/10/2022) Bhisho

Purpose: To assist with overseeing the budget process within the inter-governmental relations framework and ensure the credibility of the budget.

Minimum Requirements: A Degree (NQF level 7 as recognised by SAQA) in Financial Management / Public Finance / Economics coupled with Minimum of 3 years' work experience a budget environment at an officer (Level 7 or higher).

KPA's: THE TABLING OF CREDIBLE MAIN BUDGET WITHIN THE LEGISLATED TIMEFRAMES AND ITS ALIGNMENT TO THE DEPARTMENTAL PLANS IN CONSIDERATION WITH POLICY PRIORITIES; Provide support in the reviewal and improvement on the previous year's internal budget process with internal stakeholders. Provide input for National Benchmark exercise for National Treasury. Providing technical assistance to departments on sectoral policies to promote fiscal discipline and with giving input into the preparation of the annual Treasury Guideline documents (Budget Preparation and Draft Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue Treasury Guidelines to department. Provide support in the preparation of Budget achievability hearings for the previous year outcomes and first quarter performance. Provide support in the expenditure review through the evaluation of departments protection policy priority areas over the MTEF. Assist with reconciling and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Provide assistance and advice to the department on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Assist departments and public entities in the preparation of Budget guideline (EPRE) workshops. Provide technical support and advice on request to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's input. Provide assistance in analysing and reporting on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECs. Assist in the preparation of reports and presentations for pre- and main MTEC hearings

to inform MTEF budget allocations. Assist the reviewal of the accuracy and credibility of MTEF database and EPRE. Assist with providing support to department and in ensuring that the Main budget is loaded on BAS and verify its accuracy. Assist with the preparation of the close out report of previous year's financial and non-financial performance. Assist departments with the crafting of Strategic Plans, APP's, Operational / Business Plans. Assist in the analysis of departmental SP, APPs and Ops plans and budgets as well as their alignment with mandated policy priorities and compliance with NT framework. **PROVIDE SUPPORT IN THE ADJUSTED BUDGET PUBLICATIONS ARE WITHIN LEGISLATED TIMEFRAMES AND ARE AT ACCEPTABLE QUALITY LEVELS;** Assist with the preparation of a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO. Assist with evaluating the 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. Review accuracy and credibility of Adjustment Estimates database. Provide support to departments and check whether the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. Assist with the support provided to departments and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. **CONDUCT QUALITATIVE AND QUANTITATIVE ASSESSMENT OF THE IN-YEAR-MONITORING (IYM) AND QUARTELY PERFORMANCE REPORTS (QPR) AND PROVIDE FEEDBACK TO STAKEHOLDERS;** Assist department with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections as well as assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will inform the monthly IYM. Provide assistance in analysing and checking the completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Assist with the preparing of the year-end close out report on both financial and non-financial performance. Compare year-end IYM with pre-audited and audited AFS. Assist with the analysis and report on QPR submission as well assessing the credibility of variance explanations. Assist with the analysis and report on non-financial and financial. Performance information. Assist with the analysis and preparation of quarterly management, feedback reports and letters to departments. Assist with site visits undertaken and the reports that will inform budget and other policy decisions.

Skills and Competencies: Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation. Budgeting preparation and analysis. Knowledge of BAS, PERSAL and Vulindlela. Project Appraisal. Knowledge & application of PFMA & DORA. Supply chain management policies and practices. Risk management policies and practices. Economic Analysis Problem solving skills. Presentation. Project Management. Statistical and data analysis. Policy analysis and research. Analytical Thinker. Report writing. Presentation. Computer Literacy.

SENIOR PROVISIONING SECURITY OFFICER: SECURITY MANAGEMENT

Salary Notch: R261 372per Annum (Level 07)

(Ref: PT 08/10/2022)Bhisho

Purpose: Facilitate implementation of Physical and Information Security Measures at Provincial Treasury in line with relevant legislation.

Minimum Requirements: National Senior certificate and Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Security Management or Security related qualification. Valid Grade B PSIRA Registration. Valid driver's licence, Code B. Coupled with Minimum of 2 years' experience in Security Management environment.

KPA's: **SUPERVISE PRIVATE SECURITY COMPANIES IN THE DEPARTMENT;** Perform inspection duties on security points during office and after hours. Ensure constant inspection of Security Registers by confirming availability of the registers and information is recorded as per the Service Level Agreement. Identification of Service Level Agreement breaches and report on any findings to the Assistant Director Security. Monitoring access control by ensuring that the Department has all the necessary security resources and are effectively utilised by the Security Company. Organise monthly meetings with the Security Service Providers. **MANAGE SAFE KEEPING AND ISSUING OF DEPARTMENTAL KEYS;** Issue departmental keys to officials. Ensure availability of duplication keys for all locks in Departmental Premises. Ensure key registers is maintained and regularly updated. **RENDER SUPERVISION OF HEALTH AND SAFETY OF THE ENVIRONMENT;** Ensure preparedness and relevant equipment is available in times of an emergency disaster. Participate in the Emergency Evacuation Exercises. **MAINTENANCE OF ELECTRONIC ACCESS CONTROL SYSTEMS:** Enrolment of employees on electronic access control systems. Ensure electronic systems are in working condition by attending to faults. **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. Ensure effective security administration by adhering to the required filing systems and attending to correspondence. Participate in security awareness campaigns.

Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Knowledge and application of the following prescripts: Minimum Information Security Standards, Minimum Physical Security Standards. Occupational Health and Safety Act. Protection of Information Act Promotion of Access to Information Act. National Strategic Intelligence Act. Protection of Personal Information Act. Interpretation and understanding of Service Level Agreements and Contracts. Project Management. Analytical thinking. Decision Making. Problem Solving. Computer Literate. Communication (verbal and Written). People Management

APPLICATION INSTRUCTIONS:

NOTE TO ALL APPLICANTS FOTHE TWO DEPTS. ABOVE: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. 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 (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

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: 11 November 2022

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