

## **EASTERN CAPE PROVINCIAL TREASURY**

### **CHIEF DIRECTOR: STRATEGY & PLANNING**

*Salary Package R1 371 558 Per annum all inclusive (Level 14)*

*(PT.01/04/2024) Bhisho*

**Requirements:** A Three-year Degree (NQF level 7 as recognised by SAQA) in Commerce/ Business Management/ Public Administration/ Public Management or any other related qualification coupled with Minimum of 7-8 years of experience of which 5 years should be at Senior Management (Director level) in Strategic Management environment. Master's in Business Administration MBA / MPA will be an added advantage.

**Duties:** OVERSEE THE MANAGEMENT COORDINATION AND THE IMPLEMENTATION OF STRATEGIC MANAGEMENT SERVICES: Oversee the development, management and coordination of Strategic Planning, monitoring, evaluation & reporting and ensure the provision of policy coordination services for the department. OVERSEE THE MANAGEMENT, COORDINATION AND PROVISION OF LEGAL SERVICES: Ensure the provision of sound legal advice and litigation support to Provincial Treasury and External Departments. Oversee the management of risk and ensure compliance with the mandate of the department. Oversee the preparation and drafting of legal documents for the department. OVERSEE THE MANAGEMENT, FACILITATION AND THE PROVISION OF ICT MANAGEMENT SERVICES THAT WILL ENABLE THE DEPARTMENT TO ACHIEVE ITS STRATEGIC OBJECTIVES: Ensure the development, monitoring and implementation of ICT policies, processes and procedures. Oversee the provision and facilitation of ICT infrastructure and operational support services. Oversee the provision and maintenance of ICT systems and ensure data integrity. Advise department on ICT needs and requirements. Oversee the development and maintenance of the departmental website. MANAGE THE IMPLEMENTATION OF CHANGE PROCESSES THAT STRENGTHEN THE STRATEGIC, ORGANIZATIONAL, CULTURAL AND ENVIRONMENTAL DOMAINS OF THE DEPARTMENT: 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. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. MANAGE COORDINATION, MONITORING & REPORTING ON THE IMPLEMENTATION OF ORGANISATIONAL DEVELOPMENT & CHANGE MANAGEMENT PROGRAMMES: Ensure the management, development, facilitation and implementation of OD & Change Management Interventions. MONITOR AND IMPLEMENT RECORDS AND FACILITIES MANAGEMENT: Ensure development, monitor and implementation of departmental policies, procedures and processes with regards to the planning and provisioning of office support registry requirements. MANAGE AND COORDINATE THE IMPLEMENTATION OF TRANSFORMATION PROGRAMMES: Oversee coordination and provide guidance & support on the implementation of transformation programmes and activities. MANAGE AND COORDINATE THE IMPLEMENTATION OF DEPARTMENTAL SPECIAL PROGRAMMES: ensure monitoring and reporting on attainment programmes objectives on respect of special programmes. MANAGE THE PROVISION OF COMMUNICATION AND EVENTS MANAGEMENT SERVICES: Oversee process of publication, photo journalism, multi media services, marketing and branding services. ENSURE THE IMPLEMENTATION AND MANAGEMENT OF RISK, FINANCE & SUPPLY CHAIN MANAGEMENT PROTOCOLS AND PRESCRIPTS IN AREA OF RESPONSIBILITY: Identify and manage risks in area responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning take place, that specification are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are manage, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow. MANAGE AREA OF RESPONSIBILITY: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity 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) 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 manage,

maintained and kept safely by subordinates. Monitor and report on departmental programmes and activities against government programme of action (POA).

**EE Target: Coloured / Black Female**

## **DEPUTY DIRECTOR: MUNICIPAL SCM AND ASSET MANAGEMENT**

*Salary Package: R849 702 per annum (Level 11) all inclusive*

*(PT.02/04/2024) Bhisho*

**Purpose:** To enhance, monitor and enforce transparent and effective Municipal Supply Chain Management and Asset Management.

**Requirements:** A Three-year Degree (NQF level 7 as recognised by SAQA) in SCM/ Commerce/ Financial Management, coupled with a minimum 5 years' experience in Supply Chain Management/Asset Management of which 3 years must have been at Assistant Director Level. Previous experience in monitoring or working in municipal environment is essential. Driver's license is essential.

**Duties:** MONITOR, EVALUATE AND REPORT ON COMPLIANCE WITH SUPPLY CHAIN MANAGEMENT AND ASSET MANAGEMENT REGULATORY FRAMEWORK: Review Municipal Supply Chain Management and Asset Management policies and report on compliance to regulations. Ensure compliance with the, MFMA and all related SCM frameworks by municipalities. Monitor and evaluate supply management and asset management processes and report on compliance with the supply chain management and asset management guidelines, framework, and accounting standards. Provide support and advice on supply chain management and asset management processes, policies and compliance to regulations. Review and Report on Contract Management; Long and Short term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations and Contract Extensions. Support, review and Monitor SCM Procurement plans. Monitor; Review Reports on functionality and quality SCM systems and Processes. PROVIDE ADVICE, GUIDANCE, AND REMEDIAL ACTIONS ON SCM AND ASSET MANAGEMENT ISSUES AND MONITOR REMEDIAL ACTIONS: Review, provide advice and guidance on the Structuring and functionality of SCM committees. Implement Supply chain management reforms in all the delegated municipalities and to play an oversight role in local government. Set complimentary standards within the parameters as set by National/ Provincial Treasury and the relevant SCM and Asset Management frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to SCM and Asset Management in all delegated municipalities. Provide assistance and advice on improving the supply chain management and asset management function within municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management and asset management. Provide inputs and advice into other reports related to supply chain management and asset management. Oversee the implementation and maintenance of all transversal SCM and Asset Management policies and procedure manuals in all Municipalities. Participate in the development of all transversal SCM and Asset Management policies, procedure manuals and guidelines. ENSURE COMPLIANCE WITH THE MFMA AND ALL RELATED SCM AND ASSET MANAGEMENT FRAMEWORKS BY MUNICIPALITIES: Ensure the implementation and compliance with the operational plan. Ensure the undertaking of site visits in order to assess compliance with SCM Regulations, Policies, etc. Conduct assessment of contractor/supplier performance. Conduct investigation on complaints received from relevant stakeholders. Follow-up on complaints relating to non-compliance and implementation of recommendations arising from assessment report. PROVIDE TECHNICAL ASSISTANCE AND TRAINING WITH REGARD TO SCM AND ASSET MANAGEMENT IN ALL DELEGATED MUNICIPALITIES: Report non-compliance with relevant legislations, regulations and other initiatives by designated municipalities to the relevant supervisor. Develop an implementation plan for transversal SCM and Asset Management policies, procedure manuals and guidelines to be implemented at various institutions. Provide advice and guidance regarding the implementation and maintenance of transversal SCM and Asset Management policies, procedure manuals and guidelines. Ensure that transversal SCM and Asset Management Queries or enquiries (ad hoc) are dealt with timeously. MANAGE AREA OF RESPONSIBILITY: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions. Monitor & Support municipalities on the FCM & mSCOA implementation.

**Skills and Competencies :** In-depth understanding of legislative framework that governs the Public Service. Risk Management policies and practices. Supply chain management policies and practices. Asset Management policies and practices. Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Budget submission. Accounting Principles. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Planning and organising, technical report writing, Negotiation and facilitation. Numeracy. Change Management. Knowledge Management. Information Management. Service Delivery Innovation, Creative thinking. Problem Solving and Analysis. Interpretation of legislation. Project planning and management. Financial Management, Policy analysis and development. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning.

**EE Target: White Female**

## **ASSISTANT DIRECTOR: MUNICIPAL BUDGET: CHRIS HANI DISTRICT**

*Salary Notch: R444 036 per annum (Level 09)*

*(PT.03/04/2024) Queenstown*

**Purpose:** To ensure optimal and sustainable budget management

**Requirements:** Degree (NQF level 7 as recognized by SAQA) in Financial Management / Financial Accounting / Management Accounting Coupled with a minimum of 3 years' in accounting environment experience at an officer level (level 7 or higher). Previous experience in monitoring or working in municipal environment is essential.

**Duties:** PROVIDE ASSISTANCE IN MONITORING THE IMPLEMENTATION OF THE BUDGETING FRAMEWORK BY MUNICIPALITIES AND PROVIDE TECHNICAL SUPPORT TO DELEGATED MUNICIPALITIES: Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process). Coordinate the Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. PROVIDE ASSISTANCE AND SUPPORT ON THE PROVISION OF GUIDANCE ON BUDGET PLANNING: Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice/written comments to the municipality. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Provide assistance in the budget verification process to validate budgets on the NT database. Provide assistance in monitor the submission and publication (municipal web-site) of municipalities' budget and other relevant documents. PROVIDE ASSISTANCE AND SUPPORT IN MONITORING, EVALUATING & REPORTING ON IN-YEAR BUDGET PERFORMANCE: Provide assistance to monitor and ensure the submission MFMA returns and mSCOA data-strings to National Treasury (report from NT confirming the receipt of all returns and data-strings). Provide assistance in the analysis of the monthly outcome of municipalities' budgets and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Provide assistance in the analysis the quarterly outcome of municipalities' budgets and financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Assist with the monitoring of grants spending of designated municipalities and submit report to the relevant supervisor. Provide assistance in the preparation of ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. PROVIDE ASSISTANCE AND SUPPORT IN MONITORING COMPLIANCE BY DELEGATED MUNICIPALITIES WITH RESPECT TO MFMA, DORA AND OTHER APPLICABLE LEGISLATIONS AND REGULATIONS: Coordinate reports on non-compliance with relevant legislations, regulations, and other initiatives by designated municipalities to the relevant supervisor. Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/report to the relevant supervisor on steps taken by the municipality to address non-compliance. MANAGE AREA OF RESPONSIBILITY: Prepare progress reports on compliance matters and submit to PT. Delegate functions to subordinate, provide the necessary guidance and support. Manage employee performance daily and ensure timely submission of performance assessments. Manage the budget, financial resources and physical assets.

**Skills and Competencies:** In-depth understanding of legislative framework that governs the Public Service. Risk Management policies and practices. Asset Management policies and practices. Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Accounting Principles. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Planning and organising. Technical report writing. Negotiation and facilitation. Numeracy, 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. Extensive strategic planning.

**EE Target: African Male**

## **ASSISTANT DIRECTOR: NETWORK CONTROLLER**

*Salary Notch: R444 036 per annum (Level 09)*

*(PT.04/04/2024) Bhisno*

**Requirements:** Degree (NQF level 7 as recognized by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Computer Science/ Information Technology/ Information Systems coupled with Minimum of 3 years of experience in Network Administration at an officer level (Level 7 or higher). N+ or CCNA or Microsoft Azure certificates will be an added advantage.

**Duties:** PROVIDE SUPPORT ON ICT INFRASTRUCTURE TO ALL NETWORK ON LOCAL AREA NETWORK AND ATTACHED USER DEVICES: Provide support in design, installation and maintenance of network infrastructure equipment and software. Assist in the analysis of technical problems for established networks. Test network, file server and workstation hardware and software. Regulate test backup generator. Coordinate day to day activities and operations of the Local Area Network. Document network infrastructure and critical component information. Install, configure and assist in the maintain of network components. Install, configure network printing, directory structures, user access, security, software and file services. Install and configure CISCO phones, ATA's and faxes. Liaise with SITA and other departments to solve network problems. Provide initial training in existing and new technologies. Perform onsite & desktop support. Facilitate the development of topology & network standards. Diagnose software related problems. Troubleshoot network system when necessary. FACILITATE THE DEVELOPMENT OF NETWORK BUSINESS & ICT STRATEGIC ALIGNMENT: Assist in the development ICT Network Plan (ICT Strategic Plan< Master systems Plan and Information Systems Plan). Provide assistance in the review of departmental ICT Network Security. Provide input in the development of other ICT Policies. Implementation of ICT operational plan. COORDINATE USER INFORMATION AND USER ACCOUNT MANAGEMENT ON DEPARTMENTAL SERVICES: Assist in the establishment of user profiles, user environments, directories and security for networks and networks being installed. Provide support to users on network operation. Record and attend all network related queried. Continuously update departmental systems. Create and reset user profiles on CISCO Call-Manager of registration forms. Perform and restore users data. Configuration of backup jobs. Daily monitoring of backup jobs (onsite and offsite). Test disaster recovery plan. PROVIDE SUPPORT TO SLA, EA, LAR & contracts: Provide input to Terms of references for contracts/ tenders to be advertised. Attend service meetings with network service providers to monitor SLA and contracts breaches. Monitor the activities of the Service Provider to ensure that they comply with the SLA. Log and follow up calls with Service providers. 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 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.

**EE Target: Coloured Male**

### **ASSISTANT DIRECTOR: FISCAL POLICY**

*Salary Notch: R444 036 per annum (Level 09)*

*(PT.05/04/2024) Bhishe*

**Requirements:** A Degree (NQF level 7 as recognized by SAQA) in Economics/ Financial Accounting coupled with 3 years' experience in Economics field at an officer level (level 7 or higher).

**Duties:** RENDER ASSISTANCE IN ENSURING SUSTAINABLE FISCAL POLICY FRAMEWORK IN THE PROVINCE: Render support in the implementation of Fiscal Framework inputs into Medium Term Budget Statement. Assist in Revenue situational analysis inputs into OPRE, EPRE and Adjusted budget. Provide revenue inputs into BGW, Achievability and MTEC. Collate information regarding the FFC submission and interact on FFC policy processes. Interact at revenue forums on Fiscal Framework related matters. Provide input into MEC and HOD ( Lekgotla's, PTM etc) presentation. Provide input to Cabinet Committees and Cabinet Clusters. RENDER ASSISTANCE IN THE IMPLEMENTATION OF REVENUE ENHANCEMENT STRATEGY: Coordinate information on efficient development and expansion of Eastern Cape's provincial own revenue base in line with the National Road Traffic Act, EC Gambling Act, EC Liquor Act and new Provincial Tax Regulation Process Act. Collate information on research and assist in conducting analysis of variables informing the determination of nationally raised revenue (i.e equitable share and conditional grants). Monitor revenue mobilisation for the province including providing inputs towards the division of nationally raised revenue with intergovernmental Fiscal System and related regulatory framework. Assess and ease the risk of loss of revenue with particular emphasis on spending trends for conditional grants. Manage and ensure that advice and assistance is provided to ensure implementation and review of revenue enhancement strategy / revenue study. Conduct monthly meetings with departments on new revenue sources and provide minutes with attendance registers of revenue improvement. RENDER ASSISTANCE ON EFFECTIVE REVENUE MANAGEMENT: Input on a sustainable fiscal policy framework in the province. Render support and input on effective revenue management. Input and coordinate information regarding own revenue estimates for the MTEF. Provide assistance in ensuring an effective implementation and review of revenue enhancement strategy. Monitor revenue performance in the IYM to ensure revenue performance in respect of the departments' monthly submission of own revenue.

**EE Target: African Male**

## **SENIOR STATE ACCOUNTANT: SALARIES ADMINISTRATION**

*Salary Notch: R376 413 per annum (Level 08)*

*(PT.07/04/2024) Bhisho*

### **THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY**

**Requirements:** Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) recognised by SAQA) in Financial Accounting / Financial Management/ Public Finance coupled with Minimum of 2 years' experience in Salary Administration environment at the minimum of salary level 6 or higher. Extensive understanding with Certificates of BAS and PERSAL systems.

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

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

**EE Target: Coloured / Black Female**

## **ADMIN OFFICER: BUDGET MANAGEMENT, PLANNING, MONITORING & PUBLIC FINANCE**

*Salary Notch: R308 154 per annum (Level 07)*

*(PT 07/04/2024) Bhisho*

### **THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY**

**Requirements:** A Three-Year Degree (NQF level 7) National Diploma (NQF Level 6 as recognised by SAQA) in Office Administration coupled with Minimum of 2 years' experience in Administration under Budget environment.

**Duties:** PROVIDE SECRETARIAL / RECEPTIONIST SUPPORT SERVICE TO THE DIRECTORATE; Render secretarial services and management of diary for the Chief Directorate Perform advanced typing. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements. Compile Schedules of all appointments. COORDINATE AND RENDER ADMINISTRATIVE SUPPORT SERVICES TO THE DIRECTORATE: Ensure effective flow of information and documents from and to the Directorate. Ensure safe keeping of all documentation within the Chief Directorate. Scrutinise routine submissions / reports and make notes. Respond to enquiries received internal and from external stakeholders. Draft document as and when required. File documents for the Chief Directorate as and when required. Collets, analyse and collates information when required. Clarifies instructions and notes on behalf of the Chief Directorate. Coordinate travel arrangements. Prioritise issues of the Chief Directorate. Manage leave register and telephone Accounts. Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents items like procurement and monthly salary reports. PROVIDE SUPPORT TO THE DIRECTOR REGARDING MEETINGS AND DIRECTORATE MEETINGS: Scrutinise documents to determine actions / information/ other documents required for the meeting. Draft agenda for meetings. Collects and compiles necessary documents as when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes as and when required. Coordinates logistical arrangement for the meetings when required. RENDER SUPPORT IN THE ADMINISTRATION OF THE DIRECTORATE'S BUDGET: Collects and coordinate all documents related to the Chief Directorate budget - Assist in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and indicate if there are possible over and under spending Check against BAS reports to ensure that expenditure is allocated correctly. Identify and consult of possible need to move funds between items, and draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose. COORDINATE REPORTS WITHIN THE DIRECTORATE: Compile progress, monthly and management reports. Consolidate the submission of Annual Performance

Agreements and Performance Assessments for the Chief Directorate - Make follow ups on outstanding reports and prepare report for submission. Coordinate inputs and compile integrated performance reports, - Compile integrated IYM reports - Compile and integrate the budget - Validate the PMDS Submissions for the Chief Directorate - The Chief Director may direct you to coordinate the work of the directorate/s.

**EE Target: White Female**

**APPLICATION INSTRUCTIONS:** Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to.

**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.thensq.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](http://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](mailto:Theliswa.nkonyile@ectreasury.gov.za) / [Olwethu.mjali@ectreasury.gov.za](mailto:Olwethu.mjali@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](mailto: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: 13 MAY 2024**

**Enquiries: Ms Theliswa Nkonyile 083 875 5707 /Ms B Ndayi 060 5735 574 / Ms Olwethu Mjali 060 5808 917**

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