



PROVINCIAL TREASURY

Provincial Treasury is charged with championing Financial Management reforms in the Local Government sector, with particular focus on progressive implementation of the Municipal Finance Management Act (MFMA), including the following: Driving reporting in terms of the Inter-Governmental Fiscal System and the MFMA. Assisting with capacity building and development of systems and procedures for municipalities. Assisting with continuous drive for general Financial Management improvement indicated by positive audit outcomes, effective internal controls and governance systems, functioning Supply Chain Management, Asset Management, etc. Excellent opportunities exist for individuals with the appropriate skills who are enthusiastic, output-orientated and self-driven, to forward applications to be part of a winning team.

CFO SUPPORT: DIRECTORS (8 POSITIONS)

(2-year contract)

• **OR Tambo District • Amathole District • Chris Hani District • Joe Gqabi District • Head Office**
Salary: R719 613 all-inclusive salary package per annum. Senior Management Service (SMS) packages per annum are including basic salary (60% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs
(Ref. PT 12/32)

Requirements: • Tertiary qualification in Financial Management, Public Finance or Local Government Finance with Accounting as a major • Postgraduate qualification and completion of SAICA training programme would be advantageous • Extensive knowledge of public sector finance and related reforms in the areas of budgeting, financial management and reporting, supply chain management, asset and liability management and financial governance • 5 years' experience in a financial management environment, including at least 3 years' experience in a middle management position.

Key performance areas: • Lead and champion financial management reforms towards best practice in Local Government Finance as encapsulated in the Municipal Finance Management Act (MFMA), and other Municipal Acts • Provide dynamic leadership to a team of financial management specialists in a district and effective hands-on support to local municipalities in areas of budget preparation and implementation, financial management and reporting, optimal revenue and debt management, efficient expenditure management, risk management, cost-effective procurement systems, effective asset and liability management and the promotion of transparency through the publication of Local Government revenue and expenditure • Expand networks and collaborative effort with other role-players in the district towards promoting intergovernmental relations for effective planning and implementation of financial management that translates into service delivery in municipalities • Provide project management support to a team of financial management specialists, including human resource management, planning, risk management and reporting.

Personal attributes: • Self-driven, confident and innovative, with an output or results orientation • Ability to interact at both a strategic and operational level, with the ability to build teams and inspire positive action • Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail • Highly computer literate with a proven knowledge of advanced Microsoft Office applications • Coaching, skills development and mentoring skills • Good understanding of Local Government budgeting and reporting systems.

CFO SUPPORT: DEPUTY DIRECTORS (6 POSITIONS)

(2-year contract)

• **Amathole District • Chris Hani District • Joe Gqabi District • Head Office**
Salary: R464 919 all-inclusive salary package per annum (Ref. PT 12/33)

Requirements: • 3-year National Diploma/degree in Financial Management or related field with Accounting as a major, alternatively majors in Supply Chain Management and/or Asset Management will also be considered, coupled with 3 years' managerial experience in a municipal or financial management environment • Ability to write reports, analyse financial statements, compile multi-year budgets, annual financial statements and cash flows • Computer literacy • Good communication skills (written and spoken) • Interpersonal skills • Client orientation and customer focus.

Key performance areas: Reporting to the CFO Support, the incumbent will: • Analyse and provide advice on municipal budgets, revenue and expenditure management to inform appropriate corrective action by all relevant stakeholders • Develop sustainable revenue enhancement strategies and turnaround plans for needy municipalities • Establish supply chain management best practices within municipalities • Facilitate the development and implementation of policies for effective asset management in municipalities • Provide guidelines and hands-on support to municipalities on key processes, such as budget, overall financial management, audit issues and Annual Financial Statement preparation, noting the reporting requirements and best practices on Local Government finance • Report on Local Government performance to inform decision-making by all relevant stakeholders.

For the above positions, candidates must be willing to be placed at any Municipality within the districts, as directed by Provincial Treasury.

NB: The candidates who have applied within the previous year for CFO Support positions and were unsuccessful, need not re-apply.

DEPUTY DIRECTOR: BUDGET PLANNING

Salary: R464 919 all-inclusive salary package per annum (Ref. PT 12/34)

Requirements: • Appropriate tertiary qualification in any of the following fields of study: Economics, Public Finance, Accounting and Auditing (a postgraduate qualification in any of these areas of study will be an added advantage) • Extensive knowledge of policy analysis and research, especially in fiscal policy • Experience in data collection, analysis and interpretation thereof to inform appropriate decision making • Highly computer literate and proven knowledge of advanced Microsoft Office applications • Prior exposure to preparation of reports and presentation thereof to a variety of stakeholders on a regular basis • Knowledge of public sector budgeting, budget performance evaluation systems, financial management and intergovernmental fiscal relations systems, including relevant legislation • Appropriate management experience (at least 2 year) in a middle management position • Prior experience in the public sector will be a strong recommendation.

Key performance areas: • Facilitate the MTEF and adjustment budget process by coordinating and integrating planning amongst the spheres of Government and within departments • Analyse policies and programmes to inform credible and appropriate budget for provincial priorities • Provide technical support and advice on budget reforms, strategic and annual Performance Plans formulation, including compliance with relevant legislation to relevant stakeholders • Ensure alignment of budgets with Government policy priorities • Ensure that the new policy proposals are costed, evaluated, prioritised and funded • Coordinate MTEF hearings, bilateral meetings and other budget-related forums taking place in the Province • Strengthen the Intergovernmental Fiscal System through effective participation in the sectoral policy debates and submission of reports to relevant stakeholders.

ASSISTANT DIRECTOR: ASSET MANAGEMENT

Salary notch: R236 532 per annum (Ref. PT 12/35)

Requirements: • Appropriate tertiary qualification in any of the following fields of study: Commerce/Financial Management/Auditing/Accounting with 2 years' relevant experience in Asset Management • Advanced computer skills with Excel package • Broad understanding of the PFMA, Treasury Regulations, the Government Immovable Asset Management Act (GIAMA), the Asset Management Framework, National Inventory Management Framework and related asset management accounting practices • Proven analysis, project management and report-writing skills • Excellent interpersonal skills, with the ability to interact and work with all relevant stakeholders • Ability to interpret financial statements, as well as prepare reports and proposals, related to asset management • Knowledge of and practical experience in Inventory Management would be an added advantage.

Key performance areas: • Ensure the monitoring, development, implementation and maintenance of asset management strategy, policies and procedures in the Province • Ensure effective integration and working procedures between the Asset Management function and Supply Chain Management within the Department • Adhere to regular asset management reporting requirements by preparing, analysing and submitting asset management reports and utilising the appropriate system for the Eastern Cape Province • Ensure that officials within the Asset Management function in departments are sufficiently trained and understand Asset Management requirements in the Province • Promote and obtain buy-in from all stakeholders regarding the Asset Management Reform process • Assist with the development of project plans for the Asset Management teams and oversee the implementation and monitoring thereof • Resolve problems with regard to Asset Management Reforms at departmental level.

ASSISTANT DIRECTOR:

SCM POLICY FORMULATION & IMPLEMENTATION

Salary notch: R236 532 per annum (Ref. PT 12/36)

Requirements: • 3-year National Diploma/Bachelor's degree in Commerce, Business Administration, Public Administration, Supply Chain Management or Law • 3 years' relevant experience in Supply Chain Management/procurement and/or policy formulation • In-depth knowledge and understanding of public sector supply chain management and all relevant legislation, policy and other National Treasury directives • Good computer literacy in Microsoft Office suite • Valid Code EB (08) driver's licence • Excellent verbal and written communication skills and interpersonal relations • Analytical and innovative skills.

Key performance areas: • Report to the Manager: Policy Formulation and Implementation • Travel from time to time to conduct SCM workshops and road shows across the Province and attend meetings and workshops in and out of the Province • Review, formulate and implement provincial SCM policies, practice notes, guidelines and procedures in line with the National Treasury SCM Framework and applicable legislation • Conduct appropriate research in support of policy formulation • Consider grievances received from the public, conduct enquiries and make recommendations on remedial action regarding alleged irregularities in respect of provincial SCM.

The Eastern Cape Provincial Administration is an equal opportunity affirmative action employer.

Application Instructions

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 certified copies of qualifications, driver's licence (where applicable) and Identity Document (with an original certification stamp. The Z83 form must be signed by an original signature).

It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA).

The Department of Provincial Treasury welcomes people with disabilities.

For SMS positions, short-listed candidates will be required to undergo competency assessments.

For SMS positions, females and people with disabilities are encouraged to apply.

All short-listed candidates will be required to undergo security clearance.

All the appointments are subject to State Security Agency (SSA) security screening.

Applications can be forwarded through one of the following options:

• **Post:** The Senior Manager: Human Resources Management, Eastern Cape Provincial Treasury, Private Bag X0029, Bisho 5605

• **Hand Delivery:** Human Resources Section, Provincial Treasury, Room No: 3052, 3rd Floor, Tyamzashe Building, Bisho

Failure to submit a comprehensive CV, qualifications and the signed Z83 form will result in the disqualification of the application from the process.

No faxed applications will be accepted.

Enquiries can be directed to Ms A Guga at (040) 609-5521/5801

Closing date: 21 September 2012

**EASTERN CAPE
PROVINCE**