



Province of the
EASTERN CAPE
PROVINCIAL PLANNING AND TREASURY



DIRECTOR : DEVELOPMENT PLANNING-EASTERN CAPE PLANNING COMMISSION
TERM : 2 YEAR CONTRACT
REF : PPT 13/13

SALARY LEVEL 13 : An all-inclusive package of R771,306 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employment contract.

REQUIREMENTS: An appropriate post-graduate degree or equivalent tertiary qualification in development studies, social sciences, town and regional planning, economics or agricultural sciences with at least 10 years' experience in research and strategy development **PLUS** the following key competencies:

Knowledge: Project management. Development strategy and policy in the Eastern Cape and South Africa. Planning development and implementation. Strategic management and planning. Monitoring and evaluation

Skills: Proven management and organizational abilities. Computer literacy. Good interpersonal relations at all levels. Good governance and teamwork. Facilitation and implementation. Negotiation and consultation. Problem solving and analysis. Strategic capability and leadership. Conflict management. Advanced analytical abilities. Communication (verbal and written)

Creativity: Innovative. Ability to work under pressure. Diplomatic, accurate and a logical thinker.

KEY RESPONSIBILITIES: Conduct and manage research in the area of development planning, with a focus on regional and spatial planning as well as rural development. Drafting of reports, strategies and plan that will culminate in the Vision 2030 long term development for the Eastern Cape. Co-ordinate and facilitate stakeholder engagement in the field of regional and spatial development as well as rural development. Drive the development and implementation of the strategic and operational plan of the Planning Commission

4x DEPUTY DIRECTORS : BUDGET ANALYST (BUDGET MANAGEMENT)

SALARY : R495 603 ALL-INCLUSIVE SALARY PACKAGE PER ANNUM
REF : PPT 13/14

REQUIREMENTS: An appropriate tertiary qualification in any of the following fields of study: Economics, Public Finance, Accounting and Auditing. (A postgraduate qualification will be an added advantage) Extensive knowledge of policy analysis and research, especially in fiscal policy and socio economic issues 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 years) in a middle management position. Ability to interact at both strategic and operational level, promoting teamwork. Proven ability to work in a highly pressurized environment with attention to detail. Ability to keep abreast with developments in the sector, research, analyze and interpret data to influence decisions and opinions. Innovative, independent thinker with ability to work with minimum supervision.

KEY PERFORMANCE AREAS: Facilitate the MTEF and adjustments 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 MTEC hearings, bilateral meetings and other budget-related forums taking place in the Province Strengthen the Intergovernmental Fiscal System through effective participation in the sectorial policy debates and submission of reports to relevant stakeholders. Develop and implement policies for effective control and monitoring of the expenditure and own revenue. Ensure efficient, effective and economical implementation of departmental budgets to enhance value for money and improve service delivery. Enforce compliance with all relevant financial legislations and regulations to ensure sound financial management. Provide fair, reliable and relevant information on the budget execution and outcomes by facilitating the publications of government expenditure. Undertake Programme policy analysis and render technical assistance to departments to enhance fiscal discipline.

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, drivers license (where applicable) and Identity Document (with an original certification stamp, 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 Qualification Authority (SAQA).
- The Department of Provincial Planning and Treasury welcomes people with disabilities.
- Shortlisted candidates will be required to undergo competency assessments.
- 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 Director: Human Resources Services, Eastern Cape Provincial Planning and Treasury, Private Bag x0029, Bisho, 5605

Hand Delivery: Human Resources Section, Provincial Planning and 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.

Enquiries can be directed to Ms A. Guga at 040-609 5801/ 5320

Closing Date: 14 JUNE 2013

**Eastern Cape
Province**