



PROVINCIAL TREASURY

All these positions are based in Bhisho

GENERAL MANAGER: TRANSVERSAL INTERNAL AUDIT SERVICES

Salary: R867 876 all-inclusive salary package per annum (including basic salary - 60% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and flexible portion. The flexible portion can be structured according to the individual's needs (Ref. PT 12/06)

This position will provide overall strategic leadership and direction in the delivery of an effective risk-based IA service in the Eastern Cape Province inclusive of the control, risk and governance assurance mandate of the function and to support departments in the achievement of such.

Requirements: • A Certified Internal Auditor (CIA) with an appropriate and recognised postgraduate qualification with majors in Auditing or Internal Auditing • A minimum of 10 years' experience in an internal auditing environment of which 3 years should have been at Senior Management level • Must be a member of the professional body and comply with International Standards for the Professional Practice of Internal Auditing • Sound understanding of King Code of Corporate Governance and Risk Management is essential • A valid driver's licence, as travelling is required • Computer literacy (CAATS) • Good communication (verbal and written) skills • Applied policy development, implementation, monitoring and evaluation skills • Resource management skills • Conflict resolution skills • Project management and presentation skills.

Key performance areas: *Programme generic managerial functions:* • Develop a strategy and operational plan for Transversal Internal Audit Services and ensure delivery against such targets • Provide research on Internal Audit issues pertinent to the public sector and develop solutions that will add value in departments • Facilitate the co-ordination and oversight of IA services in the Eastern Cape Province • Provide technical support, capacity building, governance and oversight to provincial internal audit units • Develop provincial policies, procedures and methodologies for internal audits and ensure qualitative consistency and standardisation of such • Provide technical guidance and support to Eastern Cape internal audit units and audit committees • Build and manage relationships with departments and stakeholders to ensure co-operation that meets needs and expectations • Develop the required proficiency levels within Transversal Internal Audit Services and internal audit in departments • Provide oversight to ensure the independence and objectivity of all provincial internal audit and governance processes in departments • Facilitate and support the internal and external quality assurance reviews and training of provincial internal audit units • Oversee the provision of specialised internal audit services provincially ie IT audits. *Forensic investigations and performance audits:* Provide support to and oversee all departmental audit committees.

MANAGER: BUDGET PLANNING (2 POSTS)

Salary notch: R434 505 per annum (Ref. PT 12/07)

Requirements: • An appropriate tertiary qualification in any of the following fields of study: Economics, Public Finance, Accounting, Auditing and any other relevant qualification (a postgraduate qualification 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 1 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 MANAGER: FINANCIAL RISK MANAGEMENT

Salary notch: R221 058 per annum (Ref. PT 12/08)

Requirements: • A B degree/ND in Accounting/Financial Management/Economics/Public Finance • 3 years' relevant experience in financial or risk management • Advanced computer skills, eg Word, Excel, etc • Good written and verbal communication, report-writing and presentation skills • Knowledge and understanding of the regulatory framework for the Public Service, eg PFMA and Treasury Regulations • Must have completed articles.

Key performance areas: • Assist in managing the financial risk of the Revenue Fund of the Eastern Cape Province • Maintain effective and efficient communication with the Finance division of each provincial department • Assist in forecasting the cash flow of the Province, comparing it to past trends, highlighting major deviations from the budgeted cash flow in order that they may be investigated • Assist in consolidating the cash flow of the Eastern Cape Provincial Departments and Revenue Fund • Monitor risk parameters (credit and financial instruments limit, as well as interest rate risk) on a daily basis • Comply with the provisions of the PFMA Act, 1 of 1999 (as amended), Treasury Regulations and other relevant legal prescripts • Liaise constantly with provincial bankers • Prepare reports on the status of provincial finance on a daily basis • Review the weekly cash flow requisitions from departments for reasonableness • Ensure that all excess cash is invested • Maintain and manage conditional grants with provincial departments, especially with respect to the inflows and outflows from the Revenue Fund • Perform any other responsibilities assigned by the manager from time to time.

ASSISTANT MANAGERS: TRANSVERSAL INTERNAL AUDIT SERVICES (2 POSTS)

Salary notch: R221 058 per annum (Ref. PT 12/09)

Requirements: • An appropriate BCom degree with Auditing or Accounting as major subjects or a 3-year National Diploma in Auditing or equivalent qualification • Appropriate experience (2 years) in an Internal Auditing environment • A relevant postgraduate qualification and CIA or study towards this will be an added advantage • Demonstrable sound knowledge, understanding and application of current internal audit standards and methodology • Sound knowledge of Team-Mate and ACL would be an added advantage • Preference will be given to candidates with proven analytical, lateral and innovative thinking, problem-solving and good communication skills • A driver's licence and preparedness to travel throughout the province.

Key performance areas: • Train and develop internal audit staff in departments • Research and remain up to date with internal audit best practice • Assist in the development of manuals and methodologies to guide internal audit in the province • Monitor compliance of internal audits within the Department to internal auditing standards • Perform specialised internal audits in departments to internal auditing standards • Monitor implementation of internal audit recommendations by departments.

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 2 contactable referees, and certified copies of qualifications, driver's licence (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 Qualifications Authority (SAQA).

The Department of Provincial Treasury welcomes people with disabilities.

Applicants are requested to apply for each post separately. Short-listed candidates will be required to undergo competency assessments.

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

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, Bhisho 5605

• **Hand-delivery:** Human Resources Section, Provincial Treasury, Room No 3052, 3rd Floor, Tyamzashe Building, Bhisho

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 Mr P Feni at (040) 609-5801/5986.

Closing date: 6 March 2012

**EASTERN CAPE
PROVINCE**