



Province of the
EASTERN CAPE
PROVINCIAL TREASURY

ASSISTANT MANAGER: NORMS & STANDARDS UNIT
SALARY NOTCH: R221, 058 PER ANNUM
CENTRE: BHISHO (Ref: PT 12/10)

REQUIREMENTS

BCom degree or National Diploma in Financial Management or Accounting or Law. Three years experience in a financial management environment. Experience in the implementation of PFMA and National Treasury Regulations will be an added advantage. Computer literacy. Proven skills in research methods, report writing and delivering presentations to top management. Knowledge of Microsoft applications (Excel, Word, PowerPoint and Outlook). High degree of professionalism. Ability to perform in a deadline driven environment. Knowledge of meetings procedures. Knowledge of related (finance) public sector policies and procedures will be an added advantage.

KEY PERFORMANCE AREAS

Assist in the development and implementation of provincial norms and standards to ensure compliance with PFMA, MFMA, and other national norms and standards. Assist in the development of practice notes to assist provincial departments and public entities to comply with PFMA. Assist in the development and execution of specific interventions to address such constraints. Interpret and analyse all financial legislation to support effective compliance by Provincial Departments. Assist in the maintenance of an effective internal and external communication system on levels of compliance and non-compliance with financial legal prescripts. Assist in the monitoring of the implementation of SCOPA resolutions. Assist in ensuring that financial misconduct cases are dealt with by Provincial Departments promptly.

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, 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 Treasury welcomes people with disabilities.
- 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 **Ms A. Guga** at

040 609 5801 /5521

Closing date: 8 MARCH 2012

**EASTERN CAPE
PROVINCE**