



Province of the

EASTERN CAPE

PROVINCIAL TREASURY

The Provincial Administration has undertaken to improve the provincial planning function by introducing a centralized planning function located in the Provincial Treasury. The commissioners would therefore require secretarial support and research capacity to give effect to the work of the Planning Commission. Following hereunder are contractual positions that will assist in the rendering of services to the Planning Commission.

SENIOR MANAGER: SECRETARIAT / LEGAL SERVICES

(Two year contract post)

Salary Range: R 719 613.00 – R 860 388.00 cost to company

Centre: East London

Ref: PT 12/15

Requirements: •An appropriate tertiary qualification in Law •A post graduate degree would be an added advantage •Five years' experience in legal services / development planning / policy development / strategic planning and economic / financial analysis including at least 3 years experience in a middle management position •Skills and experience in project and contract management, negotiations and partnership management •Client focus •Strong interpersonal and facilitation skills •Analytical thinking and problem solving skills •Public Finance Management Act, Municipal Finance Management Act, Intergovernmental framework •Advanced report writing and presentation skills •Advanced computer literacy •Strong Interpersonal skills are required •Ability to promote good governance and teamwork •A thorough understanding of land administration and other relevant legislation •Experience in analysis and Interpretation of legal prescripts •Experience in development planning and secretariat services.

Key Result Areas: •Provide secretariat support service to the commission •Provide legal advice on inputs to the commission •Implement an effective human resource strategy •Drive the development and implementation of the strategic and operational plan of the planning commission.

SENIOR MANAGER: SOCIAL INFRASTRUCTURE PLANNING

(Two year contract)

Salary Range: R 719 613.00 – R 860 388.00 cost to company

Centre: East London

Ref: PT 12/16

Requirements: •An appropriate B/degree or equivalent qualification in development planning / policy development / strategic planning / economics / financial management / public finance / social sciences •A post graduate degree would be an added advantage •Five years' experience in development planning / policy development / strategic planning and economic / financial analysis including at least 3 years experience in a middle management position •Strong research / technical and managerial skills •Experience in policy analysis and development •Experience in economic modelling, impacts and scenarios, as well as formulation of projections for major social indicators •Knowledge of Public Finance Management Act, Municipal Finance Management Act, Intergovernmental framework •Quantitative and qualitative analysis •Advanced report writing and presentation skills •Advanced project management skills •Advanced computer literacy •Strong Interpersonal skills are required •Ability to promote good governance and teamwork •Knowledge of information systems and managing of vast quantities of financial and non-financial data •Experience in development planning.

Key Result Areas: •Conduct research on social infrastructure which will culminate in the development of a Social Infrastructure Master Plan for the Province amongst others •Coordinate and facilitate stakeholder engagement in the field of social infrastructure •Develop social infrastructure policy that would respond to diverse, current and future community needs and values •Implement an effective human resource strategy •Drive the development and implementation of the strategic and operational plan of the planning commission.

SENIOR MANAGER: ECONOMIC INFRASTRUCTURE PLANNING

(Two Year Contract)

Salary Range: R 719 613.00 – R 860 388.00 cost to company

Centre: East London

Ref: PT 12/17

Requirements: •An appropriate B/degree or equivalent tertiary qualification in commerce majoring in economics •A post graduate qualification would be an added advantage •Five years in economic developmental planning including at least 3 years experience in a middle management position •Strong technical and managerial skills in policy analysis •Modelling economic impacts and scenarios, as well as formulation of projections for major economic indicators •Have a solid understanding of the interconnections between macroeconomic and microeconomic issues and policy formulation •Knowledge of the Public Finance Management Act, Municipal Finance Management Act, Knowledge and experience in quantitative and qualitative analysis •Advanced report writing and presentation skills •Advanced project management skills •Advanced computer literacy •Strong Interpersonal skills are required •Ability to promote good governance and teamwork •Ability to assess and measure strategic decisions against cost, quality, speed, flexibility and dependability •Knowledge of information systems and managing of vast quantities of financial and non-financial data •Knowledge and experience in construction industry development management toolkits.

Key Result Areas: *Conduct research on economic infrastructure planning with a view to:* •Coordinate and facilitate stakeholder engagement in the field of economic infrastructure planning by engaging research institutions, civil society and municipalities •Develop a Provincial Economic Infrastructure Strategy which should look at •Facilitate and contribute to the development of an Economic Infrastructure Provincial Master Plan •Implement an effective human resource strategy •Drive the development and implementation of the strategic and operational plan of the planning commission.

SENIOR MANAGER: SPATIAL PLANNING

(Two Year Contract)

Salary Range: R 719 613.00 per annum

Centre: East London

Ref: PT 12/18

Requirements: •B/degree in town / regional planning / geography •Five years' experience in town / regional planning and / or development / strategic planning including at least 3 years experience in a middle management position •Strong technical and managerial skills in policy analysis and scenario planning •Skills and experience in quantitative & qualitative analysis and methodologies •Knowledge of the Public Finance Management Act, Municipal Finance Management Act, various spatial planning legislation •Advanced report writing and presentation skills •Advanced project management skills •Advanced computer literacy •Strong Interpersonal skills are required •Ability to promote good governance and teamwork •Knowledge of information systems and managing of vast quantities of financial and non-financial data •Town and regional planning management toolkits •Client focus •Strong facilitation and negotiation skills •Analytical thinking and problem solving skills.

Key Result Areas: •Conduct research/audit on spatial planning •Coordinate and facilitate stakeholder engagement in the field of spatial planning and land use management by engaging research institutions, civil society and municipalities •Facilitate the enhancement of institutional knowledge and capacity of all stakeholders in development planning •Support local/district and metro municipalities in preparation of spatial development framework and roll-out of Land use management toolkit •Facilitate the establishment of an intra-governmental provincial state land administration and disposal committee to oversee the optimal use and surrender plans of redundant immovable public assets •Develop a Provincial Spatial Master Development Plan •Develop a monitoring and evaluation framework/toolkit which should monitor progress on Spatial Planning developments which includes GIS system, enterprise wide programme and portfolio management •Provide policy inputs on spatial planning and development and develop plans that are aligned to provincial planning or development policy •Implement an effective human resource strategy •Drive the development and implementation of strategic and operational plans of the planning commission.

SENIOR MANAGER: FINANCIAL MANAGEMENT

(Two Year Contract)

Salary Range: R 719, 613.00 – R 860, 388.00 cost to company

Centre: East London

Ref: PT 12/19

Requirements: •Tertiary qualification in Financial Management or equivalent qualification i.e. Financial Management and or Management Accounting •A post graduate financial management qualification would be an added advantage •Five years' experience in the financial management environment including at least 3 years experience in a middle management position •Registered members of recognized professional financial management institutions would be an added advantage •Knowledge of experience in Public Finance Management Act, Municipal Finance Management Act •Quantitative and qualitative analysis •Advanced report writing and presentation skills •Advanced computer literacy •Strong Interpersonal skills. Ability to promote good governance and teamwork.

Key Result Areas: •Ensure/render efficient and effective financial management support services •Ensure establishment of governance structures •Implement an effective human resource strategy •Drive the development and implementation of the strategic plan and operational plan of the planning commission.

For more information on these, candidates are requested to visit our website at www.treasury.ecprov.gov.za

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.
- Short listed 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 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.

Enquiries can be directed to Advocate A.J. Bomvu at 040 609 5264

Closing Date: 14 MAY 2012

**Eastern Cape
Province**