



Province of the

# **EASTERN CAPE**

PROVINCIAL PLANNING AND TREASURY

## **Call for Applications for Financial Management Specialists (2 Positions)**

The salary scales applicable to this assignment are as follows  
(depending on expertise and experience in the field):

**Salary: R719 613 – R872 214 per annum**

**(Director – Chief Director Level) (Ref. PT 13/01) (Three- (3-) year contract)**

**All 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)**

The Department seeks experts and specialists at Director/Chief Director Level to assist the provincial administration in financial management field on a 3-year contract basis.

**Requirements:** • A recognised postgraduate degree (preferably Master's, CA or equivalent), majoring in Accounting, Auditing, or equivalent qualification in Financial Management, plus extensive public sector experience, more specifically in the area of Financial Management/Financial Reporting • At least 4 years' managerial experience for a Director and 6 years' Senior Management experience for a Chief Director • Professional registration with SAICA will be an added advantage.

## **Call for Applications for Legal (Contract/Labour Law) Specialist (1 Position)**

The salary scales applicable to this assignment are as follows  
(depending on expertise and experience in the field):

**Salary: R719 613 – R872 214 per annum**

**(Director – Chief Director Level) (Ref. PT 13/02) (Three- (3-) year contract)**

**Requirements:** • A postgraduate in Law, specialising in either Labour Law or Law of Contract and/or Forensic Investigation • The candidate must be a permanent South African citizen • At least 5 years' management experience in the legal and investigative field with proven successes from initiation of cases to conviction in court • The ability to effectively interact with senior and executive management and a track record of implementing best business practices in the legal and investigations field • A high level of computer literacy and an investigative understanding of accounting practices in Government • Experience in the investigation, prosecution and chairing of misconduct hearings at provincial government level will be an added advantage • The ability to facilitate the investigation of contraventions of the Public Finance Management Act (PFMA) • The candidate must be a discreet individual and be able to maintain confidentiality on forensic audits and investigations.

## **Financial Administrator/Investigator**

**Salary notch: R464 919 per annum (Ref. PT 13/03)**

**(Three- (3-) year contract)**

**Bhisho**

**Requirements:** • A degree or National Diploma in any of the following: Financial Management/Accounting coupled with at least 3 years' relevant experience at Financial and Supply Chain Management • A managerial background in the field of administration and the ability to communicate with ease at all levels • Financial management, supply chain management skills and an understanding of the following Legislative Framework: Public Finance Management Act (PFMA) 1999, Risk Management and ICS frameworks and SCM Framework • A clear knowledge of the Government financial system, eg BAS, LOGIS • Sound knowledge of Microsoft Office package.

**Key performance areas:** • Maintain an asset register of all outsourced and subsidised fleet • Manage departmental fleet • Maintain usage, condition and physical movement of vehicles • Supervise subordinates • Reconcile vehicle account • Ensure prompt settlement of accounts (fixed billing and fuel) • Maintain balance on vehicle usage (over/under utilisation) • Attend steering committee, operational and subsidised motor vehicle meetings • Requisition ad hoc vehicles for staff members • Manage activities of drivers/messengers • Develop and implement outsourced fleet and subsidised motor vehicle policies.

**PLEASE NOTE THAT SUCCESSFUL CANDIDATES WILL BE PLACED IN ANY PROVINCIAL DEPARTMENT.**

**Please note:** The level of appointment will be determined by the applicants' competencies and will be based on experience.

### **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](http://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. 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 applications from people with disabilities and females. Short-listed candidates will be required to undergo security clearance and competency assessments. 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 Management, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho 5605

**Hand Delivery:** Human Resources Section, Provincial Planning and 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.

**Enquiries can be directed to Mr P Feni at  
(040) 609-5986/5320.**

**Closing date: 31 January 2013**

**EASTERN CAPE  
PROVINCE**