



Province of the
EASTERN CAPE
PROVINCIAL PLANNING
AND TREASURY

ALL THESE POSITIONS ARE
AT SALARY LEVEL 13 AND
ARE ALL BASED IN
BHISHO. SALARY: R771,306
ALL-INCLUSIVE SALARY
PACKAGE PER ANNUM (INCLUDING
BASIC SALARY-70% OF PACKAGE),
THE STATE'S CONTRIBUTION TO THE
GOVERNMENT EMPLOYEE PENSION FUND (13% OF
BASIC SALARY) AND A FLEXIBLE PORTION. THE
FLEXIBLE PORTION CAN BE STRUCTURED
ACCORDING TO THE INDIVIDUAL'S NEEDS.

DIRECTOR: OFFICE OF STRATEGY MANAGEMENT (REF PT 13/24)

REQUIREMENTS: A recognised qualification in Business Administration, Economics or Financial Management or equivalent plus three (3) years credible experience in the administrative field, coupled with three (3) years managerial experience. A relevant post graduate degree in the relevant field, preferably in Strategic Management or Monitoring and Evaluation, will be an added advantage. Experience in strategic management and performance management. Knowledge of financial management, human resource management, and supply chain management prescripts. Knowledge of business process re-engineering and the related management information systems.

Competencies: Programme and project management. Planning and organising. Problem-solving and analysis. Client orientation. Communication. Advanced computer literacy (excellent knowledge of Ms Office applications).

KEY PERFORMANCE AREAS:

- Ensure that the departmental strategic plans demonstrate policy harmonisation, planning coherence and budget integrity.
- Monitor the implementation of strategic plans to ensure the achievement of programme impact and outcomes.
- Formulate and monitor implementation of the Department's strategic plans, annual performance plans and operational plans and ensure coherence and consistency of the plans.
- Develop and implement a performance management system to support the Department's strategic plan.
- Promote innovation and knowledge management in the department. Facilitate service excellence in the department through administering of national and provincial organisational assessment tools (MPAT and Balasela).
- Ensure the development and implementation of service standards and departmental service charter.
- Ensure the mainstreaming of the Batho Pele ethos.
- Advise Management on service delivery improvement plans. Ensure the development and integration of the Service Delivery Model to the department's plans and business processes.
- Facilitate improvements in all operations and processes through business process mapping.
- Ensure an effective and efficient system for the recording of complaints and provide support to management to ensure the timely resolution of complaints. Ensure internal coherence and consistency in the Department's strategic and annual performance plans.
- Facilitate and promote organisational culture change.
- Assist in aligning staff competency development plans and personal goals with the Department's strategic objectives.
- Provide support to the Chief Director Office of Strategy Management.

DIRECTOR: FINANCIAL ACCOUNTING (REF PT 13/25)

REQUIREMENTS: A recognised Bachelor's Degree or equivalent qualification majoring in Accounting or Auditing. CA (SA) or CIMA or ACCA qualification will be advantageous. It is essential that the applicants have extensive work experience in expenditure management and leading audit assignments. Understanding of the provincial government financial environment, as well as at least three (3) years managerial experience in the field of financial management coupled with the ability to communicate and prepare reports that can be used for decision making at all levels. Applicants must further possess budgeting skills and must have a clear understanding of the following legislative framework: Medium Term Expenditure Framework (MTEF), Treasury Regulations, Public Finance Management Act (PFMA), The Preferential Procurement Policy Framework Act (PPFA), Supply Chain Management prescripts and Generally Recognized Accounting Practice (GRAP) as well as a clear understanding of procurement regulations. Candidates must also have a sound knowledge of Basic Accounting System (BAS), Personnel Salary System (PERSAL) and Logistical Information System (LOGIS).

ADDITIONAL REQUIREMENTS INCLUDE: Proven ability to work in a highly pressurised environment, with attention to detail. Ability to keep abreast of development in the sector, research, analysis and interpret data to influence decisions and opinions. A high level of planning skills as well as the accounting skills in order to prepare financial reports. Ability to develop strategic plans and align them to the budget. Ability to use spreadsheets and word processing packages. Conversancy with all prescripts regarding financial administration.

KEY PERFORMANCE AREAS: Ensure the development of accounting practices that will promote effective and efficient capturing of revenue, expenditure, assets and liabilities movements/accountability (REAL). Ensure expenditure is only incurred in accordance with the purpose approved in a vote. Ensure payments to suppliers are made within 30 days of receiving an invoice or claim unless otherwise specified in a contract. Ensure that the creditors are reconciled on a monthly basis and timeous clearance of suspense accounts and audit findings. Render effective departmental system control on BAS. Ensure effective management of salaries and rebates. Conduct a monthly analysis of the expenditure patterns of the various programmes and make recommendation where necessary. Ensure that responsibilities and objectives as reflected on BAS are aligned to LOGIS. Ensure integrity of financial information and alignment to financial systems. Develop and implement financial associated governmental norms and standards to enhance performance orientated finance results and accountability in the department. Improve financial performance through implementation of interpretative accounting and the phased in implementation of accrual accounting and reporting (GRAP). Ensure that monthly, quarterly, half-yearly and annual reports are prepared and submitted timeously to Treasury. Provide technical assistance and training to the departmental personnel.

DIRECTOR: RISK MANAGEMENT (REF PT 13/26)

REQUIREMENTS: 3-year tertiary qualification in Public Management, Auditing and Internal Auditing, Accounting, Finance or equivalent, coupled with 5 years' relevant experience in Risk Management or Auditing of which 3 years should have been at a managerial level. A relevant postgraduate qualification will be an added advantage. Ability to apply and interpret policy. Project management skills. Report writing skills. Advanced computer literacy. Policy analysis skills. Good interpersonal skills. Problem solving and decision making skills. Planning skills. Organising and investigation skills. Ability to communicate with a variety of stakeholders. Knowledge of administrative procedures, legislation applicable to sector such as PFMA, Treasury Regulations, MFMA, Internal Audit Act, SCM Policy Framework, Public Service Act and Regulations, COSO framework, ISO 31 0000.

KEY PERFORMANCE AREAS: Develop a Risk Management strategy for the province in line with the provincial and national prescripts. Coordinate all risk management activities in the Province. Develop risk management structures for reporting purposes. Develop communication strategies to communicate the risks to all departmental officials. Identify capacity constraints within the Departments and render advice to address them. Develop and execute specific strategies to evaluate, monitor and enforce risk management policy throughout the Province. Participate in various governance structures, such as Risk Management Committees, Audit Committee and Fraud Prevention Committees in the Department and provincial administration.

DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICES (REF PT 13/27)

The position will assist the Chief Director: Transversal Internal audit Services to ensure an effective risk based internal audit service is provided in the Eastern Cape Province through technical support, capacity building, governance and oversight of provincial internal audit units and audit committees.

REQUIREMENTS: An appropriate B.Com degree with Auditing or Accounting as major subjects or a three-year National Diploma in Auditing or equivalent qualification. Appropriate six (6) year Internal Audit experience with three (3) year's management experience. A relevant post-graduate qualification, CIA or study towards both will be an added advantage. Demonstrable sound knowledge, understanding and application of current internal audit standards and methodology. Knowledge of Specialised internal audit services such as IT audits, forensic audits and performance audits. Sound knowledge of Team-Mate and CAATS will be an added advantage. Preference will be given to candidates with proven analytical, lateral and innovative thinking, problem solving, good communication skills. Candidates should possess relevant core management competencies. A driver's licence and be prepared to travel throughout the province.

KEY PERFORMANCE AREAS: Assisting the Chief Director: Transversal Internal audit with general management of the Transversal Internal audit component. Preparing strategic and operational plans. Managing performance of subordinates. Co-ordinating and managing internal audit quality assurance reviews and reporting / Facilitation of Internal and External Quality assessment reviews. Facilitating training and development of internal audit staff. Development of best practice templates, manuals and methodologies to guide internal audit in departments. Perform specialized internal audits in departments i.t.o internal auditing standards. Contract management of outsourced specialized internal audits. Technical support provided to departmental internal audit components. Capacity building of departmental internal audit components through training and mentoring. Monitoring and oversight of internal audit and audit committee effectiveness in departments. Monitor implementation of internal audit recommendations by departments.

EXECUTIVE SUPPORT: DEPUTY DIRECTOR - GENERAL (FINANCIAL GOVERNANCE) (REF PT 13/28)

REQUIREMENTS: Postgraduate qualifications in Finance or Auditing, having completed articles plus at least three years' relevant experience at middle management level. Extensive experience in the public sector financial environment or a qualification as a CA (SA) will be an added advantage. Proven record of interacting at a strategic level with advanced project management and communication skills. Advanced technological skills (competent on the use of Microsoft Applications), innovation capability and excellent problem solving skills.

A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, GAAP, complemented by ability to work within a deadline driven and regulatory environment, with Code B driver's licence.

KEY PERFORMANCE AREAS: Support the office of the Deputy Director General on the planning and execution of departmental programmes, including stakeholder management, preparing and reporting on programme budgets, preparation of monthly/annual reports, develop and maintain service standards, develop and communicate operating procedures, manage correspondence, manage programme performance around leave, assets, meeting administration and Performance Management and Development System (PMDS), to ensure overall programme effectiveness in line with applicable legislation and/or policies.

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, 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 5986/5801.

Closing Date: 4 OCTOBER 2013

**Eastern Cape
Province**

