

EASTERN CAPE PROVINCIAL TREASURY

DIRECTOR: PROJECT MANAGEMENT IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENTS OF HEALTH: FIXED TERM 12 MONTHS CONTRACTS.

*Salary Package R1 162 200 Per annum all inclusive (Level 13)
(PT.01/02/2024) Bhishe*

Requirements: Three-year Degree (NQF level 7) Finance or Public Management coupled with Minimum 7 years' work experience in Financial Management or Public Administration environment, of which 5 years should be middle management (Deputy Director) level. A certification in Project Management and experience in managing financial management related projects will be an added advantage.

Duties: Manage Projects and Support the Programme Manager in leading the execution of turnaround plans by ensuring that project timeframes and objectives are met. Support the oversight and accountability in the management of resources allocated to the programme (Technical Support Unit). Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders. Oversee, support and manage the projects as determined from time to time. Support, digitalization, change management and business re-engineering strategies. Ensure integration of support initiatives with conventional programmes by engaging relevant sponsors for on-going improvement towards the desired impact. Ensure accurate management information to support decision making. Preparation of reports to facilitate governance and accountability as well as effective stakeholder management.

Skills and Competencies: Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, understanding of legislative framework that governs the Public Financial Management Systems, applications of project management tools and methodologies in financial management related area, etc

EE Target: African Females

CHANGE MANAGEMENT SPECIALIST: DIRECTOR LEVEL (12 MONTHS CONTRACT

*Salary Package R1 162 200 Per annum all inclusive (Level 13)
(PT.02/02/2024) Bhishe*

Minimum Requirements: A Bachelor's Degree (NQF level 7 as recognised by SAQA) in Human Resource Management / Industrial Psychology / Public Management (NQF 7) coupled with minimum of 7 years' relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management or related field environment.

KPA's: FACILITATE CHANGES IN TECHNOLOGY, HUMAN BEHAVIOUR AND PROCESSES WITH MINIMAL COST AND DISRUPTION TO THE DEPARTMENT, IN A MANNER THAT ENHANCES AND ENSURES ACHIEVEMENT AND DELIVERY OF DEPARTMENTAL OBJECTIVES: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage the implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Training specifically on PROSCI change methodology to be facilitated. **SYSTEMATICALLY ANALYSE DEPARTMENTAL ACTIVITIES OR PROCESSES WITH A VIEW TO IMPROVING THE DEPARTMENT'S ALIGNMENT WITH THE STRATEGIC GOALS AND OR ITS EFFECTIVENESS AND EFFICIENCY:** Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change. **MONITOR AND IMPLEMENT RECORDS AND FACILITIES**

MANAGEMENT; Ensure development, monitor and implementation of departmental policies, procedures and processes with regards to the planning and provisioning of office support registry requirements. Ensure that workplace complies to legislation requirements, especially the Occupational Health & Safety Act. Ensure development and implementation of electronic document management system. Ensure development and implementation of departmental file plan. Ensure movement of office equipment and furniture is done with prior approval and within the standards of the department. Ensure provisioning of departmental document management complies with National and Provincial Archives Act.

EE Target: African Female

DEPUTY DIRECTOR: FORENSIC FIXED TERM OF 12 MONTHS CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS

Salary Package: R811 560 per annum (Level 11) all inclusive

(PT.03/02/2024) Bhishe

Purpose: Render support in the execution of Forensic Audits to Provincial Departments, Provincial Entities and Municipalities.

Requirements: A Three-Year Degree (NQF level 7 as recognised by SAQA) in Commerce / Financial Accounting / Financial Management / Criminal law / Investigation. Minimum 5 years' experience in investigation/audit environment of which 3 years should be at a level of Assistant Director. Qualified Certified Fraud Examiner (CFE) or Forensic Practitioner (FPSA) will be used as an added advantage. Registered with a Professional accounting/law or investigation Association or Professional Body will also be an added advantage.

Duties: RENDER SUPPORT TO THE FORENSIC AUDIT STRATEGY OF DEPARTMENTS: Give input into the development, planning, implementing and driving of the Forensic Audit Strategy in response to the Provincial strategy. PROVIDE FORENSIC SUPPORT AND CAPACITY BUILDING TO PROVINCIAL GOVERNMENT INSTITUTIONS: Coordinate, plan and conduct forensic investigations, report findings and system improvements to stakeholders and follow-up on progress of implementation of systemic recommendations. Participate and assist in establishing and maintaining collaborations with various government institutions and law enforcement agencies. RENDER SUPPORT IN ENSURING COMPLIANCE TO REGULATORY FRAMEWORKS WITHIN THE PROVINCE: Assist the Director to ensure compliance with the relevant regulatory frameworks (PFMA, MFMA, Constitution, POCA/PRECCA et al) by coordinating and being involved in awareness campaigns. Provide input into drafting the frameworks. MONITOR DEPARTMENTS FORENSIC CAPACITY IF AVAILABLE: Monitor Forensic Auditing functions, ensuring effective identification of needs, requirements, measurements, reporting and communication in departments. Identify and implement ways to address those needs to uplift forensic capacity and skills. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.

Skills and Competencies: Theory and practice of conducting forensic investigations. Knowledge and application of the Public Finance Management Act and other applicable Public Sector Legislation. In depth knowledge of forensic investigation legislation for Investigating, Monitoring and Reporting. Applying Technology, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Impact and Influence, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and Good Communication, presentation and writing Skills. Willingness to travel and Driver's License.

EE Target: White Male

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT EXPERT: FIXED TERM OF 12 MONTHS CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS.

Salary Package: R811 560 per annum (Level 11) all inclusive

(PT.04/02/2024) Bhishe

Purpose: To support turnaround interventions towards efficient management of Supply Chain Management and Asset Management for institutions managed under the Public Finance Management Act and Municipal Finance Management Act, with immediate priority given to departments of Health and Education.

Requirements: A Three-Year Degree or Bachelor of Technology (NQF level 7 as recognised by SAQA) in Supply Chain Management /Financial Management coupled with minimum 5 years' experience in Supply Chain Management of which 3 years should be at Middle Management Level (Assistant Director Level).

Duties: Review policies and provide support for effective controls in the Supply Chain Management and Asset Management operational and strategic environment, explore opportunities for use of latest technologies to enhance performance in Supply Chain Management and Asset Management, ensure accurate management information to support decision making, preparation of reports to facilitate governance and accountability as well as effective stakeholder management.

Skills and Competencies: Communication Skills, Writing and Presentation Skills, Stakeholder Management Skills, Researching Skills, Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBBEE, National Treasury Regulations, Supply Chain Management Reforms, applications of project management tools and methodologies in Supply Chain Management and Asset Management related areas of operation, Willingness to travel and Driver's License.

EE Target: Coloured Male

DEPUTY DIRECTOR: ICT BUSINESS ANALYST: IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENT OF HEALTH: FIXED TERM 12 MONTHS CONTRACTS

*Salary Package: R811 560 per annum (Level 11) all inclusive
(PT.05/02/2024) Bhisho*

Requirements: A Three-year Degree (NQF level 7 as recognised by SAQA) in Business Process Re-engineering, Industrial Engineering, Computer Science / Information Technology/ Software Development, coupled with Minimum of 5 years' work experience of which 3 years should be middle management (Assistant Director) level. A certificate in Business Processes or ICT Governance or Data Management or IT Security and an exposure of least 2 years' experience working in process and/or quality improvement programme will be an added advantage.

Duties: Working with IT Expert (Director), support the development and execution of the IT strategy for business process optimization, including Business Process Re-engineering and Change Management. Conduct and analyse business requirements needs. Compile and document User Requirements Specification (URS) documents for systems development. Facilitate implementation of changes on operational systems. Liaise with relevant stakeholders. Data management. Business architecture solution design. Overseeing data collection and capturing (setting up data management capacity) to support Data integrity as well completeness, validity and accuracy of the E- Liability register, including sub registers (e.g. profile of cases paid to date, cases on the court roll, etc). Support contract management of private practitioners by ensuring continual update of the case development, Ensure accurate information to support the audit outcomes (disclosure of contingent liabilities), support litigation strategy by enhancing opportunities in presenting acceptable evidence in court (digitalisation/automation of patient records) as well as facilitate reporting to the Standing Committee on Public Accounts (SCOPA) report. Support the preparation of reports to facilitate governance and accountability as well as effective stakeholder management.

Skills and Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Data Management, Project Management, System Analysis, Good understanding of System Development Life Circle (SDLC, Analysing and visualising Data Understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.

EE Target: African Male

DEPUTY DIRECTOR: CFO SUPPORT (1 YEAR CONTRACT)

*Salary Package: R811 560 per annum (Level 11) all inclusive
(PT.06/02/2024) Bhisho*

Requirements: A three-year Degree (NQF level 7 as recognised by SAQA) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential.

Duties: Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Develop sustainable revenue enhancement strategies and turnaround plans for municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, both internal and external audit issues and annual financial statements preparation, noting the reporting requirements and best

practices on local government finance. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholders.

Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA

EE Target: White Female

DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE: FIXED TERM 12 MONTHS CONTRACT

Salary Package: R811 560 per annum (Level 11) all inclusive

(PT.07/02/2024) Bhisho

Purpose: To manage the planning, monitoring of the infrastructure delivery and performance by Municipal Infrastructure

Requirements: Degree/B-TECH/BSC Built Environment in (Civil Engineering, Quantity Surveying, Project Management) (NQF level 7 as recognised by SAQA). Coupled with a minimum of 5 years' experience in Built Environment in public sector or local government infrastructure of which 3 years must be at an Assistant Director level or higher. A valid driver's License. Professional registration with Engineering Council of South Africa (ECSA)/South African Council for the Quantity Surveying Profession (SACQSP)/South African Council for the Project and Construction Management Professions (SACPCMP) will add an advantage.

Duties: Preparing presentations on a monthly and quarterly basis for a number of Technical and Political IGR Forums in the Province with respect to Municipal Infrastructure. Preparation of quarterly reports as per Operational Plan for the unit. Attending technical one on one sessions with struggling Municipalities. Participate on Section 17, 18 and 19 of the Division of Revenue Act (withholding, stopping and re-allocation of funds). Conducting Division of Revenue Act (DoRA) workshops on annual basis. Conducting technical site visits on municipal funded projects. Analyse the municipal infrastructure funding frameworks and long-term infrastructure planning, Integrated Portfolio Management Plans. Analyse departmental infrastructure projects to determine if they are planned in line with norms and standards requirements. Provide inputs into the municipal infrastructure strategy as well as support and monitor the implementation of strategies. Analyse the Procurement Plans of the municipal infrastructure grants funded projects for municipalities. Infrastructure Expenditure Performance Report. Analyse infrastructure committed budget proposals in terms of norms and standards, affordability, provincial goals, life cycle costing and maintenance plans and provide support to infrastructure departments. Undertake technical infrastructure site visits to verify of value for money (e.g. Payments are compared against physical progress made). Conducting Gateway Review sessions in line Framework for Infrastructure Delivery and Procurement Management (FIDPM), informed MFMA Circular 109.

Skills and Competencies: Knowledge of Microsoft Office especially for Power Point, Advanced Excel, Graphs and Pivot Table Interpretation. Contract Management incl. Construction Procurement. Problem solving skills, Presentation, Project Management, Statistical and data analysis, Policy analysis and research, Analytical Thinker, Report writing, Presentation and Computer Literacy.

EE Target: African Male

DEPUTY DIRECTOR: LOGIS IMPLEMENTATION

Salary Package: R811 560 per annum (Level 11) all inclusive

(PT.08/02/2024) Bhisho

Purpose: To Manage, Plan, Coordinate LOGIS support and Implementation in Provincial Departments.

Requirements: A Three-Year Degree or Bachelor of Technology (NQF level 7 as recognised by SAQA) in Commerce, coupled with minimum 5 years' experience in LOGIS environment of which 3 years should be at Middle Management Level (Assistant Director Level). Successful completion of LOGIS System Controller Course is compulsory (System Controller Certificate is Essential).

Duties: MANAGE IMPLEMENTATION OF LOGIS SYSTEM TO ALL PROVINCIAL DEPARTMENTS: Manage the Implementation Coordinators to ensure the Implementation of the Logistical Information System (LOGIS) in all Eastern Cape Provincial Departments. Review onsite assessments at client premises to ensure readiness for LOGIS implementation and finalise relevant report. Assist client departments to craft their individual project plans

and establish project teams. Review and finalise data Preparation Plans. Approve the Implementation Cost Centre Infrastructure Set-up. Review information regarding Assets and Inventory of the Department in collaboration with Transversal Asset Management Unit. Manage and review the organisational alignment of the Department process flows and Supply Chain process flows with the LOGIS system. Monitor warehouse/store optimisation and ensure that balances are captured, review item numbering. Review Technical Environment Set-up to ensure infrastructure is ready for implementation of the system. Execute relevant Batch programs and print quality check reports. Manage the close-out of the implementation of LOGIS System and approve "Go-live". Coordinate the Capturing of all transactions that are ready for procurement. RENDER LOGIS SYSTEM SUPPORT AND TRAINING TO PROVINCIAL DEPARTMENTS; Render technical support to end-users and ensure an effective running process flow of the Supply Chain system. Ensure proper maintenance of the LOGIS System across all modules. Coordinate system training services in partnership with FIS Training team to all end-users and ensure a better understanding and use of the system is achieved. MONITORING PERFORMANCE OF PROVINCIAL DEPARTMENT'S SUPPLY CHAIN PROCESSES POST IMPLEMENTATION; Review outcomes of Monitoring of the system to ensure available facilities are utilised to their maximum and ensure the system complies with the minimum requirements. Review outcomes of monthly reports for security controls, exceptions, and balance score card implementation. Analyse progress reports and other reforms from National Treasury to advise client departments accordingly. Collaborate with LOGIS Monitoring and Support officials to solve problems. MANAGE AREA OF RESPONSIBILITY; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness. Resolve problems of motivation and control with minimum guidance from Director. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Manage Performance of all subordinates through the formal PMDS system.

Skills and Competencies: Public Finance Management Act, Financial Accounting, Performance Management, LOGIS System Controller, Asset Management Policies / Guidelines, SCM Policies / Guidelines, Computer literate in Microsoft Office applications such as Word, Excel, PowerPoint, Notepad., LOGIS Asset Management, LOGIS Asset Miscellaneous, LOGIS Asset Verification, and BAS. LOGIS management reporting Communication Skills, Report Writing Skills, Presentation Skills.

EE Target: African Male

DEPUTY DIRECTOR: TRANSVERSAL INTERNAL AUDIT

*Salary Package: R811 560 per annum (Level 11) all inclusive
(PT.09/02/2024) Bhisho*

Purpose: To promote and manage the implementation of Transversal Internal Audit Services in Provincial Departments and Public Entities.

Requirements: A Degree (NQF level 7 as recognized by SAQA) in Internal Auditing with a Minimum 5 years relevant work experience in Internal Auditing of which 3 years' experience must have been at a Middle Management Level (Assistant Director level) in Internal Auditing environment. Valid Driver's licence is essential. Any of the following Certification's CIA, PIA/GIA, IAT, QAR, CISA will be added advantage.

Duties: Monitor Compliance with the International Standards for Professional Practice of Internal Auditing; Manage the review / development of standard Internal Audit and Audit Committee Charters. Provide guidance on development and implementation of charters by departmental Internal Audit units and Audit Committees. Provide recommendations and guidance on implementation of IA Standards by the departments. Determine that all departments have standard strategic documents for effective IA operations. i.e., Charters, Internal Audit Manuals and Internal Audit Methodology. Conduct workshops for Provincial departments on Internal Audit methodology. Provide guidance on development of departments' 3 year and 1-year Internal Audit Plans. Review provincial departments recommendations whether they are achievable and workable. Report on progress against Internal Audit Plans for departments. Promote the Image of Internal Audit both Internally and Externally: Provide and ensure sound Internal Audit and Audit Committees in the province. Engage Chief Audit Executives of departments and other relevant stakeholders of emerging issues which places a lot of lateral thinking and analytical abilities during (CAEF) Chief Audit Executive's Forum. Engage Audit Committee Chairpersons of all departments and other relevant stakeholders on emerging governance issues. Assess the performance of Audit Committees in the province. Monitor and report on the performance of all Internal Audit units and Audit Committees in the province. Provide secretariat duties on the sittings of CAEF and ACCF meetings. Perform Specialised Audits: Perform the Internal Quality Assurance Reviews for departments. Monitor, advise and report on the implementation of Quality Assurance Improvement Plans. Coordinate the External Quality Assurance Reviews. Ensure that Quality Assurance Reviews reports are finalised and reported to relevant departments timely. Perform Information Communication Technology audits (ICT Audits) in-house where applicable Manage the ICT Audits conducted by the service providers. Provide inputs into the Terms of Reference for procurement of service providers to conduct Specialised Audits i.e. ICT & Performance Audits. Manage Service Level Agreements of the service providers

conducting Specialised Audits. Ensure Specialised Audits reports are completed and reported timely. Monitor implementation of recommendations: Monitor department's Internal Audit Units to produce reliable, accurate and factual reports on internal controls provincially. Facilitate the development of best practice monitoring tools that are suitable for Internal Audit functions. Analyse and provide recommendations on how audit reports should be structured, presented and well populated. Provide technical support and capacity building in provincial departments and entities: Identify key Internal Audit training and capacity building initiatives in respect of topical key areas of the profession and ensure coordination of such training. Provide Continuous Professional Development training for Internal Audit throughout the province. Analyse and workshop departments on service delivery performance areas in the province. Manage Area of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from Senior Manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. work plans and Personal Development Plans (PDP'S) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely performance assessments of all subordinates. Ensure that assets are managed, maintained and kept safely.

Skills and Competencies: Sound Knowledge of the current Standards governing the Internal Audit profession. Sound knowledge of current Internal Audit founding documents including Internal Audit & Audit Committee Charters, Internal Audit Plans, Combined Assurance and Methodologies. Planning, Performing & Monitoring of Performance for the unit. Knowledge of Departmental Policies and Procedures. Budget Preparation, Monitoring and Reporting. Document Management. End user computing: MS Office. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and organising. Problem Solving and Decision Making. Project. Management. Team Leadership.

EE Target: African Female

DEPUTY DIRECTOR: BUDGET MANAGEMENT

*Salary Package: R811 560 per annum (Level 11) all inclusive
(PT.10/02/2024) Bhisho*

Purpose: To manage optimal financial resource allocation, monitor and report on financial and non-financial performance.

Requirements: A Three-year Degree (NQF level 7 as recognised by SAQA) in Financial Management / Public Finance / Economics, coupled with a minimum 5 years' experience in Finance of which 3 years must have been at Assistant Director Level in budget.

Duties: Oversee the timely tabling of credible main budget: Review and improve on previous year's internal budget process with internal stakeholders. Provide inputs into the National Budget Benchmark exercise. Manage sectoral policy implementation and provide advice and technical assistance to departments to promote fiscal discipline. Facilitate and coordinate inputs into the preparation of the annual Treasury Guideline documents (Budget Preparation and Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue approved Guidelines to departments. Prepare for Budget achievability hearings through economic and statistical analysis to assess the department's capacity to spend its budget and whether actual expenditure matches policy priorities. Undertake and monitor expenditure reviews over MTEF (Medium Term Expenditure Framework) with external stakeholders in consultation with National Treasury. Manage reconciliation and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Advise departments on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Facilitate Budget guideline workshops with departments and entities. Provide assistance to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's budget submission inputs. Analyse and report on expenditure trends through statistical and economic analysis in preparation for MTECs. Plan and conduct MTEC hearings and prepare a comprehensive departmental MTEC report to inform MTEF budget allocations. Assess departments' requests for funding. Coordinate the accuracy and credibility of MTEF database and EPRE. Evaluate Conditional grant business plans and ensure compliance to Division of Revenue Act (DORA) or Bill and also DORA framework. Provide support to departments and ensure that the Main budget is loaded on BAS (Basic Accounting System) and verify accuracy of loaded budget. Review the process of gazetting of transfers to Public Institutions and provide inputs to Appropriation Bill. Provide inputs for the Overview of Provincial Revenue and Expenditure OPRE, budget flyer, policy speech and MEC budget speech. Coordinate the adjusted budget publications: Consolidate a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO (Executive Council). Provide guidance to the department and evaluate requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Consolidate and submit inputs for Medium Term Budget Policy Statements. Provide support to department and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. Provide oversight regarding the compliance of Departmental Strategic Plans (SP) and Annual Performance Plans (APP) with the alignment thereof to national and provincial policy priorities: Monitor and manage the provincial

budget alignment with the SP, APPs and Operational Plans. Analyse monthly IYM on revenue and expenditure and ensure quarterly feedback is provided to department: Engage with internal stakeholders and assign responsibilities in preparation for Budget achievability hearings. Establish and maintain appropriate controls and reporting systems to meet performance expectations and work with the department to solve problems and generate solutions that may impact on its performance. Review Section 40 cash flow projections and assess credibility of submissions for equitable share and conditional grant allocations. Review the weekly expenditure report that will inform the monthly IYM. Monitor and report on the IYM as well as evaluate the submission for completeness and accuracy. Monitor the implementation of provincial budgets by assessing departmental expenditure. Monitor and report on utilisation of gazetted transfers. Provide monthly feedback to EXCO, Cabinet Budget Committee (CBC), Top management and department on the IYM analysis. Provide inputs for the CFO's forum when required. Prepare monthly Provincial Expenditure and Revenue (PEAR) document for National Treasury. Analyse Quarterly Performance Reports (QPR) and provide feedback to department. Analyse and report on QPR submission and assess credibility of variance explanations. Integrate, analyse and report on nonfinancial and financial performance information focusing on policy priorities of the department. Prepare quarterly feedback letters to departments. Monitor timeous reporting of any emerging factors that could preclude the achievement of performance targets / outputs, including contingency measures to ensure the impact of such deviation is minimised. Conduct and report on site visits undertaken to inform budget and other policy decisions. Monitor and report on the evaluation of studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making. Manage area of responsibility: Ability to lead certain projects of the programme and actively participate. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and conduct Performance Assessments of subordinates. Manage all aspects of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PT in realising its strategic objectives.

Skills and Competencies: MS Word, MS PowerPoint, MS Excel, knowledge of BAS, PERSAL, Vulindlela, or any Enterprise Resource Planning system will be an added advantage. Verbal and written communication, able to work under pressure and long hours, analytical skills, professionalism, paying attention to detail.

EE Target: African Male

ASSISTANT DIRECTOR: FINANCIAL ASSET MANAGEMENT

Salary Notch: R424 104 per annum (Level 09)

(PT.11/02/2024) Bhisho

Purpose: To account for the funding and revenue generated in respect of departments, financial investment and reporting thereon.

Requirements: Degree (NQF level 7 as recognized by SAQA) in Commerce / Financial Accounting/ Financial Management / Management Accounting, Coupled with a minimum of 3 years' relevant experience at an officer level (level 7 or higher).

Duties: TO ACCOUNT FOR OWN REVENUE GENERATED BY DEPARTMENTS, Collection of own revenue from the departments. Utilization of BAS reports to analyse Revenue payables to the Revenue Fund. Send correspondence to departments requesting them to pay over own revenue collected as per BAS report. Raise own revenue debtors on BAS to acknowledge the debt that the department has with the Provincial Revenue Fund. Prepare and review own revenue reconciliation report on departmental collections versus paid over to the PRF. TO REVIEW AND AUTHORISE ALL TRANSACTIONS OF THE PRF ON BAS TO BE ABLE TO PRODUCE A GENERAL LEDGER AND TRIAL BALANCE; Provincial Revenue Fund transactions are recorded timeously on BAS with no misallocations. Review and analyse PRF journals and authorize them on BAS. TO ASSIST IN THE PREPARATION OF THE PRF AFS IN ACCORDANCE WITH THE MODIFIED CASH STANDARDS (MCS) PFMA AND TREASURY REGULATIONS; To assist in the preparation of the AFS. AFS produced per prescribed National Treasury's template. Audit findings by the Auditor General are followed up and implemented. TO PREPARE MONTHLY BANK RECONCILIATIONS OF THE IGCC, EXCHEQUER ACCOUNT AND ANY OTHER COMMERCIAL BANK THAT THE PRF HAS INVESTED IN; Bank reconciliations are prepared for the Exchequer account, IGCC and other investments. Prepare Bank Reconciliations between PRF cashbook, payment schedule, BAS, and bank statements.

Skills and Competencies: Time Management, Ability to meet deadlines, Cash-Flow Management, Financial Risk Management, Investment Management, application of PFMA, PERSAL, BAS, Financial Accounting. Policy Analysis Computer Literate, Analytical Thinking, Communication Skills.

EE Target: Coloured Female

INTERNAL AUDITOR

*Salary Notch: R294 321 per annum (Level 07)
(PT 12/02 /2024) Bhishe*

THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY

Purpose: To render Internal Audit Services for the Department.

Requirements: A Three-year Degree (NQF level 7) or National Diploma (NQF Level 6) (as recognised SAQA) in Internal Auditing coupled with a minimum of two years' experience in an internal audit environment. Driver's licence will be an added advantage, prior experience in Provincial and National Government Departments and Entities

Duties: Facilitate the execution of comprehensive audit plan. Execute audits in accordance with the audit programmes. Report progress on audit programmes. Document areas for improvement. Obtain management comment on the draft findings and submit working papers on time to the supervisor. Communicate all issues with the supervisor and client continuously.

Skills and Competencies: Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirement, Departmental Policies and Procedures, Standards for Professional Practice of Internal Auditors, Internal Audit Framework and policies. Manage daily employee performance and ensure timely performance assessments of all subordinates; ensure management, maintenance and safekeeping of assets.

EE Target: African Male

ADMIN OFFICER: DEPARTMENTAL SCM ASSET MANAGEMENT

*Salary Notch: R294 321 per annum (Level 07)
(PT 13/02 /2024) Bhishe*

THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY

Purpose: To render administrative and office support services to the Departmental Supply Chain Management Directorate.

Requirements: A Three-year Degree (NQF level 7) or National Diploma (NQF Level 6) (as recognised SAQA) in Office Administration or Public Management coupled with a minimum of two years' experience in administration in Supply Chain environment.

Duties: RENDER DEMAND AND ACQUISITION MANAGEMENT SERVICES; Update and maintain supplier (including contractors) database. Capture and register suppliers on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. RENDER LOGISTICAL SUPPORT SERVICES AND IMPLEMENTAION OF RISK MANAGEMENT INTERVENTIONS WITHIN THE DIRECTORATE. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers and databases. Liase with end users to obtain requests for goods from end users and issue goods to end users. Keep and maintain attendance and leave registers. Assist in the identification and evaluation of risks within SCM unit. Investigate complaints and report back to complainant. Assist with the monitoring and evaluation of bid processes in the department. RENDER LOGISTICAL SUPPORT SERVICES AND IMPLEMENTAION OF RISK MANAGEMENT INTERVENTIONS WITHIN THE DIRECTORATE. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers and databases. Liase with end users to obtain requests for goods from end users and issue goods to end users. Keep and maintain goods registers. Assist in the identification and evaluation of risks within SCM unit. Investigate complaints and report back to complainant. Assist with the monitoring and evaluation of bid processes in the department. PROVIDE SECRETARIAT SUPPORT SERVICES TO THE DIRECTORATE; Collect and compiles necessary documents for the Directorate meetings. Record minutes and circulate to all relevant role players and make follow-up on progress made. Prepare briefings notes for the Director as required. Coordinates logistical arrangement for the Directorate meetings. Consolidate monthly and quarterly performance reports. PROVIDE FINANCIAL ADMINISTRATION SUPPORT SERVICES FOR THE DIRECTORATE; Collects and coordinate all documents related to the Directorates budget. Assist the Directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alert Director of possible over – and under spending. Prepare monthly in year monitoring reports. Check and collates BAS reports and ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the Director and compile draft memo for this purpose.

Skills and Competencies: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission. Basic Knowledge of Financial Administration. Asset Management Policies & Practices. Financial Management. Good Telephone Etiquette. Report Writing. Planning & organising. Good People Skills, Problem Solving, Communication (written and verbal).

EE Target: Coloured Male

PROVISIONING ADMIN CLERK; ACQUISITION MANAGEMENT

Salary Notch: R202 233 per annum (Level 05)

(PT 14/02/2024) Bhishe

THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY

Purpose: To provide clerical and administrative support in Acquisition Management processes in the department.

Requirements: National Senior certificate (Matric/Grade 12) coupled with 1 year experience in SCM environment.

Duties: RENDER ACQUISITION CLERICAL SUPPORT: Request quotations, draft internal memorandum, capture requisitions on LOGIS, administer filing, photocopying and faxing and email Orders to Service Providers. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Place and deliver orders to payment Sections. PROVIDE ADMINISTRATIVE SUPPORT IN BID PROCESSES: Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Assist in the compilation of bid documents. Assist in opening bid documents. PROVIDE SUPPLY CHAIN CLERICAL SUPPORT SERVICES WITHIN THE COMPONENT: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Capture specification on the electronic purchasing system. PROVIDE PERSONNEL ADMINISTRATION CLERICAL SUPPORT SERVICES WITHIN THE COMPONENT: Maintain incoming and outgoing requisitions.

Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain Management Act, Risk Management Policies and Practices and Financial Accounting.

EE Target: African Female

APPLICATION INSTRUCTIONS: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to.

FOR SMS (SENIOR MANAGEMENT SERVICE) POSTS: Females will be given preference.

In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for

applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za-vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered.

Applications received after closing date will not be considered.

ADDITIONAL NOTE: Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date.

To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: Thelelswa.nkonyile@ectreasury.gov.za /Olwethu.mjali@ectreasury.gov.za (**NB: FOR TECHNICAL GLITCHES ONLY – NO CVs**). eMail with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: Thelelswa.nkonyile@ectreasury.gov.za and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.

CLOSING DATE: 01 MARCH 2024

Enquiries: Ms Thelelswa Nkonyile 083 875 5707 /Ms B Ndayi 060 5735 574 / Ms Olwethu Mjali 060 5808 917
