

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF FINANCE**

- APPLICATIONS** : Application must be forwarded to: The Head of Department, Department of Finance, Riverside Government Complex, Building no.4, Lower ground floor. Or Posted to Private Bag X11205, Nelspruit 1200
- CLOSING DATE** : 30 April 2009, Applications received after the closing date will not be considered. A separate application must be submitted for each post.
- NOTE** : Applications must be submitted on a Z83 form obtainable from any Public Service Department, and should be accompanied by complete Curriculum Vitae, certified copies of qualifications and identity document, and the names of three referees. CV's will not be returned. Your application must be forwarded through the Head of Institution as indicated. Note: It is the Department's intention to promote equity through the filling of all advertised posts in line with the numerical targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Important note: If you do not hear from us within three months of the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short-listed candidates only. The Department of Finance reserves the right not to make an appointment. Confirmation of appointment is subject to verification of the applicant's documents, security clearance and reference checking.

OTHER POSTS

- POST 16/163** : **SENIOR FINANCIAL ADVISOR: PROVINCIAL ADMINISTRATION FISCAL DISCIPLINE X 2 REF: MDF 01/09**
Re-advertisement

- SALARY** : R 407 745 per annum
CENTRE : Nelspruit
REQUIREMENTS : A tertiary qualification with a practical working experience. Knowledge of Government Legislation and Treasury Regulations, Computer literacy (Excel, MS Word) and report writing skills. At least 3 years' working experience.

- DUTIES** : Monitor the collection of own revenue in the province. Review revenue reconciliations from departments. Monitor compliance by departments with norms and standards. Analyse revenue estimates from departments. Conduct special investigations.

- ENQUIRIES** : Mr Dan Siziba telephone no. 013-766 4478.

- POST 16/164** : **LEGAL OFFICER REF: MDF 02/09**

- SALARY** : R219 234 per annum
CENTRE : Nelspruit
REQUIREMENTS : A Bachelor degree in Law (a Post graduate degree will be an added advantage). Key attributes: Have a two years experience in the legal field. Sound knowledge and interpretation of the legislations. Knowledge of legal processes and procedures. Have advanced computer literacy. Must have skills in investigating and managerial. Must possess strong analytical capabilities and sound report writing skills. The incumbent must possess interpersonal and communications skills.

- DUTIES** : To render legal services. Draft, amend and edit laws and subordinate legislation that are applicable to the department .Draft legal documents such as contract, guarantees and agreements. Provide legal advice to the MEC and the department in respect of interpretation of legal documents. Liaise with state Law advisers on litigation and legislation.

- ENQUIRIES** : Mr Dan Siziba telephone no. 013-766 4478.

- POST 16/165** : **ASSISTANT MANAGER: ECONOMIC ANALYSIS REF: MDF 03/09**

- SALARY** : R217 482 per annum
CENTRE : Nelspruit
REQUIREMENTS : A Degree or Diploma in Economics or Econometrics (post graduate qualification will be an advantage). Must have a minimum of two years relevant and practical

experience. Experience in economic research, analysis and related techniques and methodologies. Experience in data collection, analysis, evaluation and interpretation & socio-economic research management. Must possess strong analytical capabilities and sound writing, verbal and interpersonal skills. Advanced computer literacy (MS Word, MS Excel, MS Power point, Internet, etc). Valid drivers' license.

DUTIES : Collect, capture, edit, tabulate, analyze, research and interpret economic data. Identify and analyze relevant social and economic indicators that impact on the budget decisions. Conduct, coordinate and commission social and economic research to assess the socio economic impact of the economic variables on the various budget outcomes. Coordinates and create a statistical database of provincial economic data for knowledge of the province, trend analysis and identification of constraints and economic reports to contribute to the economic perspective of the budget process and fiscal development of the province. Compile the Economic Outlook and Review of the province for the budget statement and other related activities. Disseminate data and research findings to relevant stakeholders and render an advisory service to the provincial process.

ENQUIRIES : Mr Dan Siziba telephone no. 013-766 4478.

POST 16/166 : **ASSISTANT MANAGER: PROVINCIAL INTERNAL AUDIT REF: MDF 04/05**

SALARY : R217 482 per annum

CENTRE : Nelspruit

REQUIREMENTS : A Degree/Diploma in Internal Audit with relevant experience in the monitoring, internal and external audit environment. Knowledge of PFMA, MFMA, Treasury Regulations, Provincial Treasury Instructions, and financial norms and standards. Good communication skills (both written and verbal). Computer literacy (Ms Word and Excel). Ability to work under pressure. Valid drivers' license.

DUTIES : Monitor compliance with the PFMA, MFMA and Treasury Regulations. Monitor the effectiveness of audit committees. Monitor effectiveness of Internal Audits Units in the Departments, Municipalities and Public Entities.

ENQUIRIES : Mr Dan Siziba telephone no. 013-766 4478.

POST 16/167 : **FINANCIAL ADVISOR: MUNICIPAL FISCAL DISCIPLINE REF: MDF 05/09**

SALARY : R217 482 per annum

CENTRE : Nelspruit

REQUIREMENTS : A tertiary qualification coupled with extensive municipal experience. Sound knowledge of MFMA, PFMA, Property Rate Act, knowledge of Local Government analysing of the financial information, Municipal Systems and Structures Act regulations. Supervisory skills, good interpersonal relation and customer care. Valid drivers licence code. At least 2 years' working experience in Municipal Environment.

DUTIES : Collect and analyse municipal revenue data, and provide feedback to ensure sound financial management practices. Provide training on municipal revenue gaps identified resulting from analysed revenue data and conduct revenue forums to share best practices on municipal revenue (revenue enhancement). Assist municipalities with the reduction of debt owed by sector departments. Monitor whether municipal investments are managed effectively; provide advice to ensure a credible investment portfolio which complies with prescribed regulations. Monitor municipal conditional grant spending, and ensure compliance with prescribed conditional grant frameworks. Provide assistance with the production of a gazette on allocations to municipalities and notify municipalities on allocations to enable credible revenue budgets.

ENQUIRIES : Mr Dan Siziba telephone no. 013-766 4478.

POST 16/168 : **ASSISTANT MANAGER: RISK MANAGEMENT REF: MDF 06/05**

SALARY : R217 482 per annum

CENTRE : Nelspruit

REQUIREMENTS : A Degree or diploma in Internal Audit/Risk Management/Auditing. Knowledge of PFMA, MFMA, Treasury Regulations, Provincial Treasury Instructions, and financial norms and standards. Knowledge of internal auditing, risk management and government transversal systems (BAS, LOGIS, PERSAL and Vulindlela). Good communication skills (both written and verbal). Computer literacy (Ms Word and Excel). Ability to work under pressure. Valid drivers' license.

DUTIES : Evaluate status of risk management within allocated departments, municipalities and entities, raise awareness of risk management through workshops, identify capacity gaps and provide training on ERM to municipalities, departments and entities, assist with development, maintenance and implementation of risk management strategy, framework, policy statement, risk plan and risk policy and serves as secretariat for provincial risk management forum.

ENQUIRIES : Mr Dan Siziba telephone no. 013-766 4478.

POST 16/169 : **ASSISTANT MANAGER: ACCOUNTING SERVICES REF: MDF 07/09**

SALARY : R217 482 per annum
CENTRE : Nelspruit
REQUIREMENTS : A Degree or Diploma in Financial Management with extensive working experience in the field. Knowledge of government financial systems, i.e. BAS, LOGIS, PERSAL & Vulindlela. Knowledge of PFMA and Treasury Regulation. Sound communication skill. Sound report writing and computer Skills. Valid drivers licence code

DUTIES : Analyse departments' financial reports. Consolidate annual financial statements. Monitor departments' compliance with internal controls, norms and standards.

ENQUIRIES : Mr Dan Siziba telephone no. 013-766 4478.

POST 16/170 : **ASSISTANT MANAGER: PRODUCTION AND PUBLICATIONS (GRAPHIC DESIGNER) REF: MDF 08/09**
 Re-advertisement

SALARY : R 217 482 per annum
CENTRE : Nelspruit
REQUIREMENTS : A diploma or degree in Graphic Design and Desktop Publishing; Extensive knowledge of and at least two (2) years experience in graphic design, lay-out and DTP; Computer literacy, good writing and editing skills; Experience and knowledge in using various design, lay-out and DTP softwares used in the printing industry; Willingness to work under pressure and outside regular office hours; A valid driver's license will be an added advantage.

DUTIES : Graphic design, layout and DTP duties for all Departmental publications and documentation. Compile Departmental Corporate Branding Manual and ensure compliance to the corporate brand. Facilitate printing and manage distribution of all publications and documentation. Compile and manage a data-base of all printed information material. Manage equipment of the section. Manage and update Departmental Intranet and Website.

ENQUIRIES : Mr Dan Siziba telephone no. 013-766 4478.

POST 16/171 : **DATA TECHNOLOGIST REF NO: MDF 09/09**

SALARY : R145 920 per annum
CENTRE : Nelspruit
REQUIREMENTS : An appropriate tertiary qualification or a combination or a combination of relevant courses, A+, N+, MCSE, and CNE plus at least five years relevant experience. Extensive knowledge of Local Area Network (LAN) and Wide Area Network (WAN) Exposure to Unix, Windows 98-2000 / XP. TCP/IP, NETWARE, GROUPWISE and high level of communication skills will serve as strong recommendation. Sound administration skills. Technical knowledge of BAS and LOGIS will be an added advantage. At least 2 years' working experience in Information Technology Environment.

DUTIES : The appointed candidates will be responsible for provision of end-user support with regards to PC hardware and software, including diagnoses, repairs and/or advise/supervision. Co ordinate installation of PC hardware and software. Coordinante installations and GroupWise. Classify, assign and reassign logged faults. Manage personnel under direct supervision.

ENQUIRIES : Mr Dan Siziba telephone no. 013-766 4478.

POST 16/172 : **PERSAL SUPPORT ASSISTANT OFFICER: INTERLINKED FINANCIAL SYSTEMS REF: MDF 10/09**

SALARY : R 145 920 per annum
CENTRE : Nelspruit

REQUIREMENTS : A degree/diploma or a Grade 12 with 3 years' practical experience in Human Resource, Salary management and information systems. Extensive background of organizational development and change control is crucial. Extensive knowledge of PERSAL'S functionality. Knowledge of other transversal systems (Vulindlela and LOGIS)

DUTIES : Ensure that PERSAL meets the requirements of rules and regulations. Liaise / negotiate with National Treasury regarding PERSAL functionality. Test prototype and new functions developed. Implement and maintain a control measure over Departmental code file. Research and submit problems, gather substantially documentation and register them on the System Change Control system, and implement progress. Implement the Yearly printing and reconciliation process of IRP5 certificates. Implement the monthly reconciliation of Tax that needs to be submitted to SARS by departments.

ENQUIRIES : Mr Dan Siziba telephone no. 013-766 4478.

POST 16/173 : **PERSONNEL PRACTITIONER: X 2 REF: MDF 11/09**

SALARY : R117 501 per annum
CENTRE : Nelspruit
REQUIREMENTS : A degree or Diploma in Human Resource Management or a Grade 12 with 3 years' practical experience in recruitment and selection processes. Knowledge of Public Service prescripts. Knowledge of recruitment and selection processes. PERSAL literate. Good verbal and written communication skills. Planning and organizing skills. Computer literacy. Ability to work under pressure and meet deadlines.

DUTIES : Acknowledge receipt of applications for advertised posts. Capture applicants' CV (profiling). Prepare appointment and regret letters. Capture appointments on PERSAL. Perform filing and record-keeping of recruitment and selection documentation. Capture confirmation of probation on PERSAL. Perform filing and record-keeping of probation documentation.

ENQUIRIES : Mr Dan Siziba telephone no. 013-766 4478.

POST 16/174 : **TRAINING OFFICER X 2 REF: MDF 12/09**

SALARY : R117 501 per annum
CENTRE : Nelspruit
REQUIREMENTS : A National Diploma in Human Resources Development or related field of study couple with relevant experience. Knowledge of PERSAL system will be an added advantage. Knowledge of government policies and all skills development related Legislation, Employment Equity Act, SAQA, SETA, NSDA, understanding Learnership ,ABET and PMDS. Computer Literacy. Good interpersonal, Communication, planning and organizing skills. Valid Drivers Licence.

DUTIES : Conduct training need analysis. Design unit standard based course. Present and facilitate courses. Monitor and evaluate the training provided. Coordinate course attendance and ABET activities. Administer bursaries. Update database on training. Coordinate training programme ,Workplace Skills Plan and PMDS.

ENQUIRIES : Mr Dan Siziba telephone no. 013-766 4478.

POST 16/175 : **ADMINISTRATION OFFICER: COMPLIANCE AND MONITORING REF: MDF 13/09**

SALARY : R117 501 Per annum
CENTRE : Nelspruit
REQUIREMENTS : Minimum qualification of Matric certificate with extensive accounting experience, tertiary qualification will be an added advantage. Computer literate. Knowledge of BAS, PFMA and Treasury Regulations.

DUTIES : Tender compliance with legislations, regulations, Norms and Standard. Monitor compliance with the procurement legislation. Monitoring compliance with the public finance management act, supply chain management, treasury regulations and instructions. Monitor the effectiveness of the service delivery versus department's plan.

ENQUIRIES : Mr Dan Siziba telephone no. 013-766 4478.

POST 16/176 : **PROCUREMENT OFFICER REF: MDF 14/09**

SALARY : R117 501 per annum

CENTRE REQUIREMENTS : Gert Sibande District (Evander)
: Minimum qualification of Matric certificate with an extensive accounting experience, tertiary qualification will be an added advantage. Sound knowledge of BAS, LOGIS, PFMA and treasury regulations. Computer literacy, good interpersonal relation and customer care. Good writing skills.

DUTIES : Advising contractors/suppliers on bid processes and procedures. Attending to enquiries from various stakeholders. Issuing of bid documents and other related documentation to requesting contractors/suppliers. Sorting out of bid documents during tender-closures. Dispatching of Tender-Bulletins and other related documents to subscribers and other stakeholders. Filing and photocopying of documents. Stamping of bid documents for control purposes. Liaising with departments on procurement related matters.

ENQUIRIES : Mr Dan Siziba telephone no. 013-766 4478.

POST 16/177 : **COMMUNICATION OFFICER: PRODUCTION AND PUBLICATIONS (INFORMATION JOURNALIST) REF: MDF 15/09**

SALARY : R117 501 per annum
CENTRE : Nelspruit
REQUIREMENTS : A diploma or degree in Communication or Journalism; computer literacy, good writing and editing skills; experience in photography (still and video); experience in government communication or as a journalist, desktop publishing and layout would be an added advantage; a valid driver's license is a must. Applicants must be willing to work outside regular office hours and travel.

DUTIES : Gather information and write articles for publications (departmental and provincial); produce and distribute internal staff bulletin and other publications; produce and distribute pamphlets and brochures; manage and regularly update the Intranet of the Department; provide photographic and video service; manage equipment of the section; compile a data-base of photographic material; co-ordinate all departmental printing needs; perform any other communication related work as directed by the supervisor or Head of Communication.

ENQUIRIES : Mr Dan Siziba telephone no. 013-766 4478.