

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

*The National Department of Environmental Affairs and Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of this post and candidates whose appointment /promotion/transfer will promote representivity will receive preference.*

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001.

**FOR ATTENTION** : Mr T Koena

**CLOSING DATE** : 15 June 2009

**NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful

## OTHER POST

**POST 21/18** : **DEPUTY DIRECTOR: FINANCIAL PLANNING (AP 527/2009)**

**SALARY** : R 407 745 (All inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : B Com degree or an equivalent relevant qualification. Experience in the MTEF process and Financial Management of Donor Funded projects. Extensive experience in computerised financial and business systems. The incumbent must be able to work under stress conditions and adhere to due dates as required in PFMA and National Treasury Guidelines. Knowledge of the following: MTEF process, PFMA and Treasury Regulations, Government priorities, policies and legislation, departmental policies and strategies, auditing and accounting standards, Standard Chart of Accounts, BAS, PERSAL and LOGIS, HRM practices and procedures, Project Management, Financial Management and Donor Funding. Skills: leadership, analytical thinking, strategic thinking, excellent communication skills (verbal and written), supervision and management skills, problem solving/conflict management, innovative and creative skills, policy formulation, negotiation skills, presentation skills and conceptualisation skills.

**DUTIES** : Development and Management of MTEF action plan for the MTEF period. Customising the MTEF guidelines. Assistance to Management on the MTEF process. Co-ordination of additional funding proposals. Drafting of MTEF inputs to National Treasury. Managing of the apportioning process of allocated funds to programme and sub-programmes. Management of Donor funding and expenditure.

**ENQUIRIES** : Ms V Steyn tel; (012) 310 3880

**NOTE** : Short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment