

**DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM  
OFFICE OF THE VALUER GENERAL**

*DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.*

<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private bag X918, Pretoria, 0001. Rentmeester Building, room 407, 4th floor, Corner Pretorius and Bosman Street
<b><u>FOR ATTENTION</u></b>	:	Refilwe Noge
<b><u>CLOSING DATE</u></b>	:	24 March 2017 at 16:00
<b><u>NOTE</u></b>	:	Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools

**MANAGEMENT ECHELON**

<b><u>POST 10/43</u></b>	:	<b><u>DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT REF NO: 3/2/1/2017/041</u></b>
<b><u>SALARY</u></b>	:	R898 743 per annum, Level 13. (All inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office of the Valuer-General (Pretoria) Bachelor's degree (NQF 7) in Financial Management/ Accounting/ Commerce/ Supply Chain Management with Financial accounting as a major. A minimum of 5 years middle managerial experience. Must demonstrate high level of competency in financial administration and financial accounting. Experience and knowledge of GAAP/GRAP system and accrual accounting systems. Knowledge of the public sector budget process. Ability to effectively manage alignment of budget with priority programmes for service delivery in the public service. Ability to act as change agent and manage in accordance with the strategic vision and objective of the Office of the Valuer-General. Knowledge of financial management in relation to the new regulatory framework for the public service e.g. Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulation. Excellent management, communication and interpersonal skills. Driver's license.
<b><u>DUTIES</u></b>	:	Provide support to the Accounting Officer and other Senior Management in executing their function in terms of PFMA, 1999 and Treasury Regulations. Ensure good governance within the OVG line with the PFMA and Treasury Regulations. Assistant the accounting officer to discharge the duties prescribed in part 2 Chapter 5 of the Public Financial Management Act. Ensure effective management of compliance with other legislation, regulations, OVG policies and procedures. Represent the Office of the Valuer-General strategic, management and other government forums. Ensure the development of quality and risk management frameworks, standards and practices with other Senior Managers. Draft or delegates and submit reports that are required or delegated by Ministry AO other arms of government. Facilitate the implementation of national norms and standards where applicable. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure the effective standardization of quality standards, practices and procedures across various offices and zones. Provide advice to the Office of the Valuer-General on matters pertaining to strategic and financial implications. Participate on the development and preparation of the strategy planning for Office of the Valuer-General. Coordinate the development, monitoring and review of strategic plans for the Chief Directorate in line with the departmental strategic objectives. Ensure provision of strategic leadership and expert advice on the interpretation and implementation on legislation and regulations relating to financial management. Ensure effective definition of the performance measures in order to evaluate the success of the Chief Directorate strategic objectives. Design and implement high level Operational Plans with relevant Senior Managers and track progress. Liaise with the Accounting Officer on matters that have strategic and financial implications. Establish partnership with all OVG internal and external stakeholders as well as other spheres of government

in relation to Valuation related matters. Manage the provisioning of financial administration functions for the Office of the Valuer-General. Manage the MTEF budgeting process with estimates of expenditure, monthly cash flow and adjustments for the OVG. \*Manage expenditure and revenue accounting. Manage movable and immovable asset. Manage supply chain processes and contracts. Exercise control by maintaining an accurate system of accounting and recording of financial activities of the OVG. Develop and maintain measures to prevent fraud and maladministration. Ensure effective resource management within the Office of the Valuer-General. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of resource within the branch. Ensure effective management of external contractors and suppliers within the branch. Ensure effective development and management of internal and external service level agreements. Ensure effective management of business risk, resources and continuity. Ensure effective capacity management within the branch to ensure sustained service delivery.