

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
PROVINCIAL TREASURY**

The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho.
- FOR ATTENTION** : Ms B Ndayi
- CLOSING DATE** : 04 May 2018
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. Females and people with disabilities will be given preference.
- ERRATUM:** kindly note that the post of Deputy Director: Budget Management with Ref No: PT 01/03/2018 published in Public Service Vacancy Circular 10 dated 09 March 2018; the salary level has been changed from level 12 to Level 11. For enquiries: Ms B Ndayi (040) 1010 071.

MANAGEMENT ECHELON

- POST 16/62** : **CHANGE MANAGEMENT SPECIALIST (CONTRACT):AT DIRECTOR OR CHIEF DIRECTOR LEVEL: TSU (REF NO: PT 01/04/2018)**
This is a re-advertisement. (Those who had applied before do not have to re-apply).
Contract Period: One year, renewable every year up to three years based on performance (achievement of agreed targets).
- SALARY** : R948 174 /R1 27 334 per annum Level 13/14
- CENTRE** : Bhisho
- REQUIREMENTS** : A three year Bachelor's Degree in Human Resource Management (NQF 7) plus a Postgraduate qualification in Industrial Psychology or similar qualification (NQF Level 8). For a **Director** the required minimum is 7 years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management environment. For **Chief Director** the required minimum experience is 7 years relevant experience, of which five (5) must be in

		relevant senior management position (Director Level) in Change Management environment.
<u>DUTIES</u>	:	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. 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 processes that might be necessary. Oversee and lead the implementation strategy for change processes
<u>ENQUIRIES</u>	:	can be directed to Ms B Ndayi Tel No: 040 1010 072/071
<u>POST 16/63</u>	:	<u>DIRECTOR: MACRO ECONOMICS ANALYSIS REF NO: PT 02/04/2018</u> This is a re-advertisement. Those who had applied before do not have to re-apply. Purpose: To determine and evaluate economic parameters and socio-economic imperatives within a provincial and local macro-economic context (economic analysis).
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174 per annum Level 13 Bhisho NQF Level 7 i.e. Degree as recognized by SAQA in Economics / Finance Accounting. Postgraduate qualification will be an added advantage coupled with 8-9 years experience in Economics or a related field of which 5 years must have been at middle management level (Deputy Director Level). Skills and Competencies: In depth understanding of legislative framework that governs the Public Service. Sound understanding of Economic Theory. Research, Data analysis, Economic analysis, Project Management, Knowledge Management and Information Management. Knowledge & application of PFMA, Strategic Capability and Leadership. Budget and Financial Management. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written) and Computer Literacy. Self-confidence, Analytical Skills, Communication skills (Need to explain complex ideas to people with less technical knowledge). Information Technology and time management skills. Ability to cope with pressure.
<u>DUTIES</u>	:	To provide strategic leadership in economic research, planning and implementation of a credible and sound budget by: Undertaking socio-economic research and writing reports of findings. Monitoring and forecasting of economic trends. Providing economic advice, recommendations and making presentations. Analyzing and interpreting complicated numerical and financial data. Assessing the economic effects of major National and Provincial events. Advising on potential implications of new policies. Examine the performance of public and private entities and business. Determining and analyzing key economic variables, their inter-relation and relevance for the budget. Determining alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Assessing the impact of previous fiscal policy objectives on selected economic variables. Developing institutional coordination and sector integration. Implement and manage risk, finance and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning

takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility
can be directed to Ms B Ndayi 040 1010 072/071

ENQUIRIES

: