

**PROVINCIAL ADMINISTRATION: GAUTENG  
PROVINCIAL TREASURY**

*It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.*



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 27 July 2018
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

**OTHER POSTS**

- POST 28/105** : **DEPUTY DIRECTOR – MFRS AND INTERVENTIONS**  
Chief Directorate: Local Government Financial Services
- SALARY** : R697 011 per annum (All-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three year tertiary qualification as recognized by SAQA (NQF Level 7) in Accounting / Economics / Auditing, 3 - 5 years junior management experience in the Finance/local government finance.
- DUTIES** : The incumbent will be responsible for; Monitor Financial viability of municipalities through producing health assessment report. Analyse quarterly Borrowing & Monitoring Returns on existing borrowings to assess financial status of municipalities. This includes analysing all in year reports findings. e.g budgets, financial statements, interacting with municipalities etc. Provide comments on new loans for delegated municipalities.
- ENQUIRIES** : Mr Sihle Hlomuka Tel No: 011 227 9000
- POST 28/106** : **DEPUTY DIRECTOR – FISCAL POLICY ANALYSIS**  
Chief Directorate: Economic & Fiscal Policy
- SALARY** : R697 011 per annum (All-inclusive package)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg
	:	A three year tertiary qualification as recognized by SAQA (NQF Level 7) in Public management/Administration, Public policy, Public finance, Public economics or equivalent, 3 - 5 years junior management/Assistant Director experience in the fiscal policy, budget management, public finance and related.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for; Develop, implement, monitor and review the enhancement strategy; Promote and enforce transparent and effective revenue management; Provide advice and support departments to develop revenue related policies/strategy; Coordinate the determination of own revenue estimates and in year revenue adjustments for the Medium-Term Revenue Framework; Provide advice on the exploration of all revenue sources and tariffs; Provide inputs into fiscal policy matters; Initiate and facilitate interaction with relevant stakeholders on fiscal policy matters; Develop the Medium-Term Budget Policy Statement; Manage the fiscal policy analysis directorate for stakeholder relationships, operational planning, and oversee administrative support functions
<b><u>ENQUIRIES</u></b>	:	Ms Tshiamo Sokupha Tel No: 011 227 9000
<b><u>POST 28/107</u></b>	:	<b><u>JUNIOR FORENSIC INVESTIGATOR</u></b> Chief Directorate: Forensic Audit Services
<b><u>SALARY</u></b>	:	R299 709 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric/ Grade 12, Degree or diploma in Law or Forensic Investigation and any other related degree or Diploma, CFE would be advantageous, minimum of 1-2 years' experience in forensic investigation or law enforcement. Valid driver's license. Successful candidates will be required to undergo a security vetting process. Ability to prioritise competing responsibilities as per their urgency and importance. An ability to interact effectively with people. Attention to detail. Problem Solving. Experience in conducting forensic and or fraud investigations. Ability to develop and execute investigative work plans. Ability to analyse and recognise. Evidence in financial records and supporting source documents. Knowledge of and experience in criminal law procedure, law of evidence. Knowledge and understanding of PFMA; Treasury Regulations Protected Disclosure Act; Prevention and combating of corrupt activities Act; Report Writing. Conflict Management. Assertiveness. Self-motivated. Work ethics and integrity.
<b><u>DUTIES</u></b>	:	Conduct investigation on allegation of fraud and corruption and all other related matters within Gauteng Provincial Government. Provide reports and presentation of investigative results. Liaise with various law enforcement agencies on all matters of criminal investigations on behalf of the department. Develop and maintain wide variety of public and private sources of information to support investigation function. Implement the investigations in terms of the approved case management plan and project plan. Implement the investigation strategies of the unit as and when directed to do so by the supervisor. Conduct case review on case assignment for request for investigation. Identify potential areas of fraud. Vulnerability and report on same to the supervisor. Conduct interviews with regard to the investigation. Take statements from witnesses in the execution of the investigations. Develop and follow leads on all areas of investigation; Gather information and facts; Research records; Analyse and evaluate information. Input and Maintain Information in the Incident Reporting and Case Management System (CMS). Prepare narrative reports; Prepare statistical reports. Travel to field offices for investigative or information purposes, as requested by the oversight manager.
<b><u>ENQUIRIES</u></b>	:	Ms. Baleseng Sedibe Tel No: (011) 227-9000

<b><u>POST 28/108</u></b>	:	<b><u>PERSONAL ASSISTANT: HEAD OF FORENSIC AUDIT SERVICES</u></b> Chief Directorate: Forensic Audit Services
<b><u>SALARY</u></b>	:	R242 475 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	National Diploma with 3 – 5 years' experience in office management or similar role, especially for senior management. Experience in scheduling, diary Management, stakeholder relations and telephone etiquette. The candidate must be proficient and have knowledge of a range of software packages (Advanced Ms Office). Exceptional written and oral communication skills, planning (basic Project management skills), and organizational skills. Show discretion with confidential information. Must be presentable, a people's person with excellent Interpersonal skills and portray a professional front-line image with a thorough understanding of the Public Sector and its processes. Previous Experience working within the Anti – corruption and Forensic investigation environment will be an added advantage.
<b><u>DUTIES</u></b>	:	Office Administration: Implement and electronic filing system and a manual back-up system to ensure that all documents are accurately recorded and filed and are easily retrievable type documents, print documents, make photocopies, scan documents, photocopying, faxing, printing, e-mail scanning Stationary, essential office supplies and other resources prepared and requisitioned on regular basis to ensure operational productivity and efficiency. Prepare memos', presentations and other documents as per prescribed and typed Screen telephone calls, enquiries and requests, and handle them accordingly. Review incoming correspondence (memos, requests, reports, submissions, etc.), prioritize and distribute to managers according to the urgency and confidentiality required and where applicable, prepare draft responses and reviews. Diary Management: Management and Maintenance of managers' appointments, calendars (diary management) and meetings to enable effective time management. Assist with taking minutes during meetings and distributing them as per timelines. Project Administration: Prepare and monitor project schedules and plans in the Chief Directorate to enable efficient process flow, timely and relevant responses and actions. Prepare and facilitate up-keep and maintenance of minutes and action plans of meetings to ensure follow up actions are implemented and monitored. Logistical Support Services: Logistical Support Services provided to facilitate effective deliberations at meetings, workshops and engagement sessions (venue bookings, liaising with the Office of the CFO for PO creation, etc.) and Co-ordinate and administer the payment of financial and procurement claims for the component. Prepare memos required to facilitate payments to service providers where required. Keep track of budge expenditure and prepare regular expenditure reports. Reporting: Consolidate monthly and quarterly report information for the entire Chief Directorate (reports will range from operational reports to expenditure reports). Execute any other ad-hoc administrative request as and when required, including general office housekeeping.
<b><u>ENQUIRIES</u></b>	:	Ms Baleseng Sedibe Tel No: 011 227 9000