

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 03 September 2018
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the 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 the competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement, and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document (certified in the past 06 months). Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security screening, security vetting, qualification verification and criminal records.

OTHER POST

- POST 33/33** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DPSA/18/014**
Job Purpose: To manage the sub-directorate, develop, review and implement financial accounting systems and procedures in line with relevant legislation, regulations frameworks and departmental policies and procedures.
- SALARY** : An all-inclusive remuneration package of R697 011 per annum (Level 11). Annual progression up to maximum salary of R821 052 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structure according to personal need within a framework
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate qualification at NQF level 7 in Financial Management, Minimum of 3-5 years relevant experience in Financial Accounting at middle management (ASD) level, Sound knowledge of Public Service Policy Framework, knowledge of Public Financial Management Act, Treasury Regulation, Practices and Procedures and financial systems, Numerical, financial management and Analytical skills, Planning and organising, Team Leadership, Written and verbal communication, Client orientation and customer focus, advance knowledge of Persal and Basic Accounting System, computer literacy, Excel, MS Word and PowerPoint.
- DUTIES** : To ensure compliance with all financial prescripts related to revenue, assets, liabilities and expenditure. Manage the accounting sub directorate which includes

ENQUIRIES

the salary section, bookkeeping, payments and internal controls. Ensure that the Interim and Annual Financial Statements are accurately compiled and submitted timely to the Office of the Auditor-General and National Treasury. Monitor the policy and legislative frameworks to ensure that cognizance is taken of new development and policies and procedures are kept up to date.

: Ms. D. Wilsenach Tel No: (012) 336 1339