

**NATIONAL TREASURY**

*The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned below. No late applications will be accepted.
- CLOSING DATE** : 23 November 2018 at 12:00
- NOTE** : Applications should be accompanied by a comprehensive CV and originally certified copies of Z83 (non-negotiable), qualifications and ID. All shortlisted candidates for SMS posts 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. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. The National Treasury reserves the right not fill the below-mentioned posts.

**MANAGEMENT ECHELON**

- POST 45/22** : **DIRECTOR: MFMA IMPLEMENTATION REF NO: S065/2018**  
 Purpose: Coordinate, support, monitor and report on compliance with the implementation of the Municipal Finance Management Act (MFMA) in municipalities and municipal entities, developing solutions to address weaknesses and gaps identified through Financial Management Capability and external reports, contribute to the issuance of regulations, guidelines and best practices and advising the department, provinces and municipalities on its roles and responsibilities.  
 Division: Office of the Accountant-General (OAG)
- SALARY CENTRE** : R1 005 063 per annum (all-inclusive remuneration package)  
 : Pretoria
- REQUIREMENTS** : A minimum Degree in Economics or Accounting or Financial Management or Law or Public Administration as recognised by SAQA, At least 5 years' experience at a middle management level (Deputy Director) obtained in financial management, Knowledge of local or provincial government with experience in a medium to large private sector institution is essential, Experience in interpreting of legislation, Knowledge and good understanding of the MFMA and other local government legislation, Project management on a medium to large scale.
- DUTIES** : MFMA Implementation: Develop and/or propose policies in alignment with MFMA Act, Promote compliance and implementation of the MFMA, Provide oversight on implementation of policies and procedures in the management of financial and non-financial performance information, Promote improvements in financial management in municipalities and municipal entities, Conduct research into best practices on financial management, Implement effective financial management reforms in municipalities and municipal entities, Contribute towards development of sustainable financial management practices Monitoring and Reporting: Monitoring compliance and reporting on implementation with the MFMA by all municipalities and municipal entities and recommend areas for reform improvements either through MFMA Circulars, Guidelines Regulations or amendments Act or any other legislation impacting financial management in municipalities Develop and update monitoring tools and benchmarks, Prepare quarterly and annual MFMA Compliance reports and dashboards detailing levels of compliance with the MFMA at a provincial and national level, Prepare other reports/ memos w.r.t. MFMA related matters as and when required, Monitor the implementation of resolutions by key stakeholders to enhance financial

management in municipalities and municipal entities to address challenges, Undertake financial management maturity assessments, conduct financial ratio analysis and perform any other analysis relating to the MFMA and communicate results effectively to internal and external stakeholders, Develop and implement strategies to address weaknesses identified in the assessments and analysis to improve sound financial management in municipalities and municipal entities, Respond to parliamentary questions and other queries w.r.t. MFMA related matters, Assist in the review of FMG support plans and monitor the implementation thereof, Provide inputs and comments to any other related reports and documents w.r.t. MFMA related matters MFMA Capacity Building: Assist in building capacity in financial management in cooperation with other role players, Provide support and capacity building on the MFMA and its supporting regulations to both internal and external stakeholders Coordination: Lead and contribute towards coordination of MFMA activities in support of implementation, Coordinate and develop stakeholder engagements to enhance effective and sustainable stakeholder relations, Convene, engage and participate at various meetings/forums to promote, monitor and support the implementation of the MFMA, Coordinate and participate in MFMA related training workshops, Coordinate internal and external activities required to administer, guide, support, monitor and report on the MFMA, Coordinate the implementation and management of projects relating to the MFMA.

**ENQUIRIES** : Ms Caroline Modibane Tel No: 012 315 5092  
**APPLICATIONS** : National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.oag@treasury.gov.za. Please state reference number and title of position on the subject line of the email.

**OTHER POSTS**

**POST 45/23** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT AND INTERNAL CONTROL**  
**REF NO: S070/2018**  
 Purpose: Manage and oversee the internal control functions as identified in the Public Finance Management Act, 1999 and the Treasury Regulations so to ensure sound financial management of the National Treasury.  
 Division: Corporate Services (CS)

**SALARY** : R697 011 per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Degree in Financial Management/ Accounting (NQF7) or an equivalent tertiary qualification in a recognised accounting field as recognised by SAQA, A minimum 4 years' experience obtained in an accounting and related environment with specific reference to internal control and risk management, Knowledge and experience of supervisory capabilities within a team set-up, Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislation, Preparation, interpretation and analysis of Annual Financial Statements (AFS), Completed accounting/auditing articles with a recognised institution will be an added advantage.

**DUTIES** : Enhance organisational culture and performance: Prepare and submit accurate mid-year and annual financial statements, Develop and monitor the implementation of financial management policies, prescripts and procedures are documented and updated, Monitor compliance with governance framework to ensure conformity, Monitor the entity databases on financial systems in accordance with the relevant prescripts, Monitor periodical reviews pertaining to departmental losses, Verify and monitor Transversal Systems outputs for conformity with SCOA, Monitor and confirm budget manager's specimen signature and delegations, Coordinate timely, accurate and complete responses to external and internal auditors.

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<b><u>POST 45/24</u></b>	:	<b><u>MANAGER: PERFORMANCE AND RISK REF NO: S066/2018</u></b> Purpose: Build capacity in the development and implementation of risks and compliance performance measurements within the broader National Treasury environment. Division: Corporate Services (CS)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R697 011 per annum (all-inclusive remuneration package) Pretoria A National Diploma/ Degree in Logistics, Risk and Performance or related qualification as recognised by SAQA, A minimum 4 years' experience in Supply Chain, Governance, Risk and Performance Management, Knowledge of Procurement and Financial systems, Knowledge and experience of policy and procedures of the wider Procurement environment or related.
<b><u>DUTIES</u></b>	:	Develop Risk Management Plan: Develop and implement a Supply Chain Management Risk Plan for business, Identify areas of risks within the operations of SCM and stakeholders and advice on corrective actions measurements for implementation, Define risk tolerance levels within business and recommend remedial actions, Maintain the risk register and consult business on areas of concern, Assess the tracking of risk and its compliance to policy and procedures Stakeholder Engagement: Initiate a SCM enhancement process by escalate relevant information process flow to stakeholders, Compile key performance indicators in the tracking of improved service delivery, Monitor supplier and stakeholder performance in compliance with set processes and procedures, Provide a platform for research and benchmark in accordance with SCM policies and procedures, the PFMA and Treasury Regulations and the Government's broader policy focus, Identify risks and performance outputs and implement processes and procedures to mitigate these factors Performance Valuation of Suppliers: Monitor and evaluate stakeholder performance against pre-determined SLA's, Assess the validity of supplier performance pertaining to set contractual obligations, Gather and analyse the performance of stakeholders and compare information against expected outputs, Initiate change management initiatives impact on stakeholder commitments and validate its success in business, Implement relevant SCM policies and procedures and generate guidelines for application in business.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Caroline Modibane Tel No: 012 315 5092 National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za, please state reference number and title of position on the subject line of the email
<b><u>POST 45/25</u></b>	:	<b><u>ASSISTANT MANAGER: BIDS MANAGEMENT REF NO: S067/2018</u></b> Purpose: Provide assistance with the administration and logistics of Bids Management in the Supply Chain Management environment in compliance with prescribes and procedures. Division: Corporate Services Division (CS)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R356 289 per annum (Excluding benefits) Pretoria A National Diploma in Logistics/ Procurement is required as recognised by SAQA, A minimum 3 years' experience in a Procurement/ Supply Chain environment, Knowledge and experience of Bids Management, Knowledge and experience of the Supply Chain Framework, policies and procedures.
<b><u>DUTIES</u></b>	:	Compliance to Bids prescribes and procedures: Provide a platform for Bids management in compliance with prescribes and procedures, Verify specifications/ terms of references and evaluation criteria in the quality assurance of documents before placement of bids for advertising in the government tender bulletin, Develop a project plan on committed goods and services to track user's deadlines on requests submitted, Compile memos for Bids adjudication committee and for DG's approval, Manage the submission of correct information for publication in media, Initiate and oversee the invitation process and evaluation of request for proposals from R30 000 and above in terms of the PPPFA, Submit documents of suppliers of companies for verification and screening, Establish pre-qualification process after closing of the bids in line with the special conditions of contract and invite Bid

Evaluation Meetings with relevant users, Attend Sub-bid Committee meetings to guide and provide advice on stakeholders on the procedures as outlined in SCM Policy, PFMA Treasury Regulations, PPPFA and Practice Notes from pertaining to the National Treasury Contract Management Advice: Monitor, facilitate the finalisation of contract/ SLA in consultation with Legal Services, Prepare and issue letters to successful and unsuccessful bidders Communication to stakeholders: Develop processes pertaining to bids management information session to make stakeholders aware of the latest developments in the Bids Management environment, Conduct briefing sessions with all perspective bidders as pertaining to bids specification and documents, Conduct specification sessions for completion of Terms of reference.

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**POST 45/26** : **ASSISTANT MANAGER: SOURCING REF NO: S068/2018**  
Purpose: Support the strategic sourcing process by gather relevant data, analyse category of goods, suppliers on spend breakdowns and contract administration.  
Division: Corporate Services Division (CS)

**SALARY** : R356 289 per annum (Excluding benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum National Diploma/ Degree in Public Administration, or Business Management or Supply Chain Management as recognised by SAQA, A minimum 3 years' experience in the procurement environment especially in the process of Sourcing, Knowledge of Supply Chain Framework, policy and procedures.

**DUTIES** : Assistance with Strategic Sourcing: Initiate the collection and analyses of sourcing and category data for the National Treasury, Assist in the development and implementation of sourcing strategies, Contribute to data collection and analysis of category of suppliers, Identify industry fragmentation and key suppliers, Identify appropriate financial indices for classification of suppliers and goods, Assist in developing financial basis for negotiation with stakeholders Research and Market Analyses: Research and analyse market and industry data for identification of business gaps and opportunities for expansion, Identify industry trends through benchmarking and research of best practices with other Departments and the broader business, Consult stakeholders and determine the different comparable supplier specific service offerings and requirements based on the broader National business plans, Conduct expenditure analyses and benchmarks on current and future price indexes, Define current and potential supply basis and identify future entrants in the market place Bids and Demand Management: Consolidate demand plans across categories, Co-ordinate the bids and quotations management process with the National Treasury and report on discrepancies, Conduct a contract administration process for the sourcing of Bids and Demand Management, Conduct RFX/ Auction and develop request for proposal Improved Sourcing: Develop, implement and monitor performance measures signifying value and prompt supplier response, Develop, track and report savings, spending compliances and variances, and escalate feedback to stakeholders.

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**POST 45/27** : **FINANCIAL ANALYST: PUBLIC ENTITIES OVSIGHT UNIT REF NO: S071/2018**  
Purpose: Assist in exercising oversight over Schedule 3A public entities reporting to the Minister of Finance by evaluating and monitoring performance as well as to ensuring compliance with legislative requirements.  
Division: Corporate Services Division (CS)

**SALARY** : R356 289 per annum (Excluding benefits)  
**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	A minimum Degree in Accounting or Finance as recognised by SAQA, A minimum of 3 years' working experience in financial analysis, Knowledge and experience in dealing with Public Entities, Report writing, Knowledge of PFMA and Treasury Regulations, Adequate stakeholder management experience, Knowledge of corporate governance including King IV report.
<b><u>DUTIES</u></b>	:	Review Corporate Governance and monitor implementation in compliance with the National Treasury Reporting and Governance Frameworks, and the PFMA: Assist with the facilitation of appointments and re-appointments of board members, Ensure compliance with PFMA and Treasury Regulations by public entities, Financial Analysis and reporting and due diligence: Assist with the evaluation of Strategic Plans; Annual Performance Plans to establish performance indicators for public entities, Prepare monthly and quarterly reports on public entities expenditures, Assist with the monitoring of financial management and performance for public entities in terms of PFMA and Treasury Regulation, Assist with the review of annual reports of public entities, Analyses and update annual budget information of Public Entities: Update the MTEF/AENE/ENE budget databases for all public entities reporting to Minister and ensure correctness and accuracy of information, Facilitate public entities funding requests and related applications that are being made in terms of PFMA, Prepare submission to Chief Financial Officer on retention of surpluses and reporting on non-compliance with the PFMA Internal and external communication: Assist the facilitation of information on budget guidelines to entities and also PFMA compliance, Liaise and collaborate with team members and management to resolve issues and constraints.
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<b><u>POST 45/28</u></b>	:	<b><u>BIDS ADMINISTRATOR REF NO: S069/2018</u></b> Purpose: Assist the Bids Management unit with the terms of all the bids processes in an administrative and logistical manner. Division: Corporate Services Division (CS)
<b><u>SALARY</u></b>	:	R299 709 per annum (Excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma/ Degree in Supply Chain Management as recognised by SAQA, A minimum 2 years' experience obtained in a supply chain environment, Knowledge and experience of the Supply Chain Framework.
<b><u>DUTIES</u></b>	:	Administrative Support: Assist with the evaluation of transactions pertaining to the prescribed contained within the Preferential Procurement Regulations, Invite, evaluate and award quotations within a specified threshold, Advice clients on the compilation of terms of reference, specifications and evaluation criteria of bids, Verify the acquisition of commodities with regard to the contract terms and conditions, Prepare advertisement and co-ordinate briefing sessions for bids, Provide secretarial function to bid committees Bids Management: Accept and verify bid documentation in conjunction with the Tender Information centre, Establish pre-qualification processes after closing date of bids in accordance with the special conditions of contract, Prepare evaluation sheets and signing of Declaration of interest and Code of Conduct forms by evaluation bid committee members, Assist with the facilitation of the validity of bids prior to award Communication: Obtain additional information in writing from bidders where applicable, Prepare and issue letters to successful bidders, Submit documentation of suppliers for verification and screening of companies Client Support: Support in gathering and analysing spot buy data to reduce spot buys, Provide input on supplier performance.
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