ANNEXURE N

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: 05 March 2019

NOTE: All short-listed candidates for 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. 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 06/75: ASSISTANT DIRECTOR: FINANCIAL CONTROL AND REPORTING

REF NO: DPSA/19/003

Purpose: To ensure quality assurance of transactions for expenditure incurred, ensuring compliance with all relevant legislation and prescripts including the PFMA, Treasury Regulations, Supply Chain Management Framework, Public Service Act and Regulations and compiling accurate Interim and Annual Financial Statements.

SALARY: R334 545 per annum (Level 09). Annual progression up to a maximum salary of R404 121 per annum is possible subject to satisfactory performance.

CENTRE: Pretoria

REQUIREMENTS: An appropriate qualification NQF level 6 in Auditing, Accounting or Financial Environment, at least 3-5 years’ experience in financial environment. Sound knowledge of the PFMA, Treasury Regulations and procedures related to expenditure and payments PERSAL and the Basic Accounting System (BAS). Advanced Computer literacy. Excel, MS Word and PowerPoint. Strong organizational and leadership skills. Good communication and managerial skills.

DUTIES: To manage and provide financial administration and accounting service. Quality assurance and internal control on payments within 30 days. Quality assurance and internal control on payments to identify, record and process irregular and fruitless and wasteful expenditure. Co-ordinate and populate the three (03) Interim and Annual financial statements for submission to National Treasury and The Auditor-General. Oversee the administration of the Department Landline Telephone Account. Oversee the administration and updating of the consultants/contractors and SITA database. Oversee the administration of the Debt Management Suspense Account.

ENQUIRIES: Ms. Desere Wilsenach Tel No: (012) 336 1339

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