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.

CLOSING DATE : 15 March 2019 at 12:00pm
NOTE : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the e-mail address mentioned below. No late applications will be accepted. The National Treasury No longer accepts hand delivered or posted applications. Please note: 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. Note: The National Treasury reserves the right not fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 08/42 : DIRECTOR: PUBLIC SECTOR PERSONNEL POLICY REF NO: S014/2019
Division: Budget Office (BO)
Purpose: To provide advice and analysis on public sector personnel policy and their financial implications thereof in the liaison with the DPSA on personnel and general public sector reform issues.

SALARY : R1 005 063 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum 5 years’ experience at a middle management level (Deputy Director) obtained in Budgeting and knowledge of the Government Remuneration Policy, Knowledge and experience of the Government Wage Negotiation Process, Knowledge and experience of the Public Sector Bargaining Council functioning process, Knowledge of the government policy framework pertaining to the broader Remuneration Policy, A minimum Degree in Economics/ Social Sciences/ Law or Public Administration.

DUTIES : Personnel budget support: Develop and maintain a personnel-costing model to support budgeting in National Departments and provinces, Analyse personnel budgets and provide an insight into trends in this regard, Cost various policy proposals relating to remuneration and employees benefits, Engage budget examiners and expenditure analysts to improve their understanding of personnel budgeting and costing, Provide inputs to support to the MTBPS and Budget Review contributions, Analyse departmental personnel budget submissions and contribute to budget documentation Public Sector Personnel Policy Advice: Advice on general reforms to structures in the public service, Analyse spending trends in personnel budgets within national and provincial governments and their major entities, Engage stakeholders on policy proposals emanating from the Department of Public Service and Administration Remuneration Policy Alignment: Advise the Treasury on remuneration policy for the entire public sector including local government and their entities Liaise with internal stakeholders within the National Treasury on issues of mutual concern, Provide support and guidance on the development of personnel policies, Participate in the Internal MTEC Process Annual Wage Negotiations in Public Sector Bargaining Council: Represent employer in sub-committees of PSCBC and sectoral bargaining forums, Provide inputs on briefing notes to Minister of Finance on Remuneration Policy matters impact on the public service, Prepare accurate calculation on preliminary costing proposals of various mandates.
ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS : E-mail to recruit.bo@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

OTHER POSTS

POST 08/43 : DEPUTY DIRECTOR: PUBLIC ENTITIES OVERSIGHT UNIT REF NO: S006/2019
Division: Corporate Services (CS)
Purpose: To assist in exercising oversight to the Schedule 3A Public Entities reporting to the Minister by monitoring and evaluating performance in compliance to the legislative requirements.

SALARY : R697 011 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree in Accounting/Finance as recognised by SAQA, A minimum 4 years' experience in a financial institution and exposure in engaging with Public Entities, Knowledge and experience of analysing financial reports, business and strategic plans, Knowledge of the PFMA, Treasury Regulations and other relevant prescribes.

DUTIES : Review of the Corporate Governance and Implement the National Treasury Reporting and Governance Frameworks, and the Public Finance Management Act: Review established governance structures in public entities and implement systems to deliver the required outputs, Initiate trends for good governance practices in the Public Entities, Advise the Minister of Finance on governance matters relating to Public Entities Financial Analysis and reporting: Evaluate Strategic Plans/ Annual Performance Plans and establish indicators for Public Entities reporting to the Minister of Finance, Frequent analysis of Public Entities and their expenditure trends, Monitor financial management and performance in public entities in terms of PFMA and Treasury Regulation, Review of Annual Reports of Public Entities reporting to the Minister of Finance, Oversee and monitor the performance of entities in line with the set objectives and programmes Budget Analysis, review of annual budget allocations: Review and assess Public Entities Medium Term Expenditure Framework, Adjusted Estimates of National Expenditure and Estimates of National Expenditure (ENE) budget allocations and make recommendations, Draft chapters and provide inputs relevant to the ENE, Review, research, analysis of fiscal implications and engagements and submissions on public entities legislation, regulation, policy proposals, and service delivery trends, Prepares submissions and engage the Chief Financial Officer on retention of surplus by the Public entities Internal and external communication: Engage internal and external Public Entities stakeholder liaison to obtain information, inputs and recommendations, Provide advice to Director-General and Minister on Cabinet Memoranda and Ministerial correspondence pertaining to Public Entities, Contribute to NT publications, MTBPS, Budget Review, and ENE.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS : E-mail to recruit.cs@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

POST 08/44 : SENIOR BUDGET ANALYST REF NO: S013/2019
Division: Public Finance (PF)
Purpose: To support the financing and budgeting process, monitor financial management, expenditure, service delivery in the support of policy development and implementation.

SALARY : R697 011 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree/National Diploma in the economic sciences, social sciences, financial management/ accounting, a post graduate qualification will be an added advantage, a minimum 4 years' experience in financial management or related In-depth knowledge and experience in Database management.
DUTIES

Financing and Budgeting support: Provide support to departments and related public entities on financial planning matters and costing where required, Participate in the development and management of departmental and sectoral budgets, Evaluate the Adjusted Estimates inputs for departments and present the recommended motivations to the adjusted estimates committee, Evaluating the roll-over requests by departments and present recommended motivations to the treasury committee, Analyse and evaluate departmental drawings for comments and submit budget bid recommendations at MTEC, Monitoring of financial management, expenditure and service delivery: Maintain information sources and databases to monitor financial management, expenditure and service delivery in the sectors and departments, Evaluate specific financial management issues in public entities such as the retention of surplus funds, PFMA and Treasury Regulations compliance, Provide support to departments on interpretation of the PFMA and analysis of expenditure, provide policy advice to the Ministry of Finance, Compile bi-annual reports on services rendered by the sectors in comparison with the strategic plans and ENE targets. Policy analysis and support: Draft comments on cabinet memoranda’s, other policy documents and legislation with a specific focus on financial implications, Provide policy analysis and advice to the Ministry of Finance as requested, Implement sound, cost effective sustainable policies, Support key policy areas internally in the Department and Provinces by participating in provincial MTEC’s and CFO Forums Project Management Support: Provide technical and administrative support to client Departments on the implementation of projects, Monitor project specifications and verify alignment pertaining to spending and service delivery.

ENQUIRIES

Ms Caroline Modibane Tel No: 012 315 5092

APPLICATIONS

E-mail to recruit.pf@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

POST 08/45

SENIOR BUDGET ANALYST REF NO: S012/2019
Division: Public Finance (PF)
Purpose: To support the financing and budgeting process, monitor financial management, expenditure, service delivery in the support of policy development and implementation in the education sector.

SALARY

R697 011 per annum (all-inclusive remuneration package)

CENTRE

Pretoria

REQUIREMENTS

A minimum Degree/National Diploma in the economic sciences, social sciences, development studies, financial management/ accounting. A post graduate qualification will be an added advantage. A minimum 4 years’ experience in government policy processes, the budget process, financial management and intergovernmental fiscal relations, in-depth knowledge of the education sector; experience in database management and data manipulation.

DUTIES

Financing and Budgeting support: participate in the development and management of sector budgets, including a detailed analysis of provincial budget baselines and conditional grants, analyse and evaluate sector funding requests and submit recommendations to the MTEC functional group, attend provincial benchmark and provincial MTEC meetings and review provincial budgets in cooperation with the Intergovernmental Relations branch, provide support to the sector on financial planning matters where required Monitoring of expenditure and financial management and service delivery: maintain information sources and databases to monitor expenditure and service delivery in the sector, compile quarterly reports on expenditure and reasons for any deviations from planned expenditure for both conditional grants and equitable share spending in cooperation with the Intergovernmental Relations branch, compile quarterly reports on performance with respect to services rendered by the sector in comparison with the strategic plans, annual performance plans, conditional grant frameworks, and sector delivery agreement targets, provide support to the sector on interpretation of the PFMA and Treasury Regulations as well as the Division of Revenue Act Policy analysis and support: provide policy analysis and advice to the Ministry of Finance as requested, draft comments on cabinet memoranda’s, other policy documents and legislation with a specific focus on financial implications,
participate in key policy forums to support sound policy development and implementation, assist with the development of conditional grant frameworks related to the sector, analyse Strategic Plans and Annual Performance Plans for the sector Project Management Support: provide technical and administrative support to the sector on the implementation of projects, monitor project specifications and verify alignment pertaining to spending and service delivery.

ENQUIRIES:
Ms Caroline Modibane
Tel No: 012 315 5092

APPLICATIONS:
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POST 08/46:
FINANCIAL ADMIN SPECIALIST: EXPENDITURE REVENUE AND MANAGEMENT REF NO: S016/2019
Division: Corporate Services (CS)
Purpose: To assist with the compilation of creditor payments and review allocated departmental receipts for debt settlement in conjunction with the National Revenue Fund and transfer of payments.

SALARY:
R299 709 per annum (Excluding benefits)

CENTRE:
Pretoria

REQUIREMENTS:
A National Diploma/ Degree in Accounting/ Financial Management or related qualification is required as recognised by SAQA, A minimum 2 years’ experience in financial management or related environment is required, Knowledge of the government procurement process, Knowledge and experience of Persal, BAS and IFMS financial systems.

DUTIES:
Prepare Payment for Creditors: Compile payment requisitions and allocate departmental expenditure to the relevant beneficiaries, Prepare management reports and other relevant information pertaining to departmental expenditure/payments, Comply with relevant guidelines, regulations and departmental prescripts applicable to expenditure/payments Transfer of Departmental Funds: Transfer funds to provinces, municipalities and other entities in accordance with the approved transfer schedule, Record all cash transfers and inform stakeholders on completed transfers, Reconcile affected transfers through the transfer schedule and accumulate a funds receipt confirmation.

Cash Deposits and Departmental Revenue: Issue receipts for all cash deposits in alignment with allocations, Assist with the allocation of departmental revenue and validate prior to payment transfers to the National Revenue Funds National Treasury’s bank accounts and Petty cash: Advice on the reconciliation of the control accounts with the bank account as prescribed, Verify transactions with support documents, Identify irregular transactions and issuing advances on petty cash, Reconcile and verify all petty cash transactions Monitor transactions on control/suspense account: Engage institutions to recover amounts allocated to control/suspense accounts, Reconcile and clear amounts allocated to control/suspense accounts, Prepare reports on information pertaining to the control/suspense accounts.

ENQUIRIES:
Ms Caroline Modibane
Tel No: 012 315 5092

APPLICATIONS:
E-mail to recruit.cs@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

POST 08/47:
JUNIOR IT AUDITOR REF NO: S017/2019
Division: Office of the Director-General (ODG)
Purpose: To assist with the execution Information Technology (IT) Audits on controls in accordance with the Audit plan pertaining to IT audits.

SALARY:
R299 709 per annum (Excluding benefits)

CENTRE:
Pretoria

REQUIREMENTS:
A National Diploma/ Degree in Internal Auditing/ Accounting/ Financial Management or related qualification is required as recognised by SAQA, IAT and PIA will be an added advantage, A minimum 2 years’ experience obtained in regularity audit, Knowledge of regularity audit fundamentals and principles, Knowledge of audit processes and procedures, Knowledge of the government legislation such as PFMA, Treasury Regulations, International Standards for the
Professional Practice of Internal Auditing (Standards), Knowledge and experience of Teammate and Ms Excel.

**DUTIES**
- Audit Process: Assist with the execution of Regularity Audits, Draft audit notification letters, Conduct preliminary surveys and research on planned Regularity Audit engagements, Assist with the development of system descriptions, audit working papers, informal queries, progress reports and audit reports with recommendations
- Verify Audit Plan: Assist with the compiling of audit reports and recommend actions for integration to the audit file
- Consulting Services: Draft audit notification letters for consent of clients
- Stakeholder Engagement: Attend to queries pertaining to clients concerns and escalate to relevant parties.

**ENQUIRIES**
- Ms Caroline Modibane Tel No: 012 315 5092

**APPLICATIONS**
- E-mail to recruit.odgia@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

**POST 08/48**
- **JUNIOR REGULARITY AUDITOR REF NO: S017/2019 (X2 POSTS)**
  - Division: Office of the Director-General (ODG)
  - Purpose: To assist with the execution of Regularity Audits pertaining to internal controls in line with the Audit plan.

**SALARY**
- R299 709 per annum (Excluding benefits)

**CENTRE**
- Pretoria

**REQUIREMENTS**
- A National Diploma/ Degree in Accounting/ Financial Management or related qualification is required; as recognised by SAQA; A minimum 2 years’ experience in financial management or related environment is required; Knowledge of the government procurement process; Knowledge and experience of Persal, BAS and IFMS financial systems.

**DUTIES**
- Audit Process: Assist with the execution of Regularity Audits, Draft audit notification letters, Conduct preliminary surveys and research on planned Regularity Audit engagements, Assist with the development of system descriptions, audit working papers, informal queries, progress reports and audit reports with recommendations
- Verify Audit Plan: Assist with the compiling of audit reports and recommend actions for integration to the audit file
- Consulting Services: Draft audit notification letters for consent of clients
- Stakeholder Engagement: Attend to queries pertaining to clients concerns and escalate to relevant.

**ENQUIRIES**
- Ms Caroline Modibane Tel No: 012 315 5092

**APPLICATIONS**
- E-mail to recruit.odgia@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.