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: 29 April 2019 at 12:00 pm

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 full name of the position on the subject line of the email under each advert. Kindly note: applications that are not compliant with the above requests will not be consider (non-negotiable). 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.

OTHER POSTS

POST 14/30: SENIOR ANALYST: GENERAL SECTOR REF NO: S026/2019
Division: Asset and Liability Management (ALM)
Purpose: To exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the general sector and participate in and inform policy making in respect of the restructuring of SOEs in the general sector.

SALARY: R869 007 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Finance/Economics, A minimum 4 years’ experience obtained in finance, minerals and mining sectors. Knowledge and experience in Financial Management, merger and acquisitions, strategy and economic regulation and Knowledge of the government’s broader regulatory framework on State Owned Companies.

DUTIES: Restructuring of SOEs: Conduct analysis to enable the identification of where restructuring of SOEs in the general sector is required to better achieve government objectives and advise Minister accordingly, Review of the restructuring/turnaround plans of the general sector, Participate in the restructuring of SOEs in the general sector with other departments, Oversight over SOEs: Analyse the financial statements and corporate plans of the SOEs in the general sector, Review legislation, sector policy and framework for economic regulation, Analyse the alignment of the corporate plans of SOEs in the general sector to policy objectives, Analyse industry structure in the general sector, Analyse industry trends in the general sector, Exercise ongoing oversight over Schedule 2 and 3B SOEs in the general sector, PFMA Oversight: Analyse and draft responses to all PFMA application from SOEs in the general sector, Provision of contingent liabilities, Analyse the extent to which SOEs in the general sector need to be recapitalised, Oversight over SOE capital structure: Analyse the extent to which SOEs in the general sector need to be recapitalized, Analyse the extent to which SOEs in the general sector could pay dividends to government.

ENQUIRIES: Ms Anne Tjale Tel No: 012 395 6608
APPLICATIONS: e-mail to recruit.alm@treasury.gov.za
**POST 14/31**

**HUMAN RESOURCES BUSINESS PARTNER REF NO: S025/2019 (X2 POSTS)**

Division: Corporate Services (CS)

Purpose: Provide a fully Integrated HR Service to the National Treasury, and establish a culture of excellence through value-adding HR offerings and processes.

**SALARY**: R733 257 per annum (all-inclusive remuneration package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A Degree / National Diploma in Human Resources Management or any relevant qualification as recognised by SAQA. A minimum of 5 years’ experience in the broader HR field, Knowledge and experience in the delivery of HR processes and leading change within business units. Knowledge and experience of the prescribed policy and regulatory framework of government.

**DUTIES**: HR Service Delivery: Establish and maintain strong relationship management and service excellence with stakeholders and uphold the HR Brand equity in line-functionaries, Establish partnerships with line-functionaries to execute relevant HR Processes to the Business (Divisions), Identify, understand and translate Line/Business needs into value-adding HR initiatives, Implement systems and processes to ensure that HR meets its strategic objectives, in line with those of the National Treasury, Establish HR service Delivery as the 1st and single point of contact in the Divisions on related matters/queries/requests, Be a custodian of: Line-functionaries HR needs, HR processes in Line (Talent Management Offerings), HR policies, procedures & practices in Line (HR Governance), Provide HR support and guidance to both Managers and employees within the Division HR Communication: Enable the marketing and communication of HR Initiatives within the National Treasury HR Governance: Ensure compliance to HR Policies and Procedures HR Operations: Ensure that transactional HR aspects are kept in line with legislative requirements (employee data, information & records) for Divisions are accurate and valid at all times, Implement processes and procedures to measure HR’s impact and contribution to the National Treasury’s effectiveness, Evaluate HR policies and align services offerings HR Projects: Manage key strategic HR projects, implementation and their deliverables thereof, Execution and monitoring of progress and compliance on: Policies, procedures, practices & processes in line, Change Management initiatives, Strategic HR initiatives HR Information: Analyse and interpret HR reports, and identify positive and negative trends, with recommendations thereof, Provide relevant HR management information/reports as per business requirements, Achieve HR key performance indicators and objectives in the Divisions (HR Dashboard & Scorecard Indicators, metrics) Relationship Management: Develop and maintain effective relationships with Line (both managers and employees).

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

**APPLICATIONS**: Recruit@treasury.gov.za

**POST 14/32**

**HUMAN RESOURCES SPECIALIST: TALENT ACQUISITION REF NO: S027/2019**

Division: Corporate Services (CS)

Purpose: Render a cost effective recruitment process service and engage all stakeholders in the enhancement of the National Treasury.

**SALARY**: R376 596 per annum (Excl. benefits)

**CENTRE**: Pretoria


**DUTIES**: Sourcing and Placement: Optimize the recruitment services process to acquire the best talent for the enhancement of the National Treasury. Provide a consultation and advisory service to management and line functionaries with regard to
recruitment, selection and placement, initiate the formulation of sourcing strategies based on the recruiting targets and budget in line with the departmental strategy. Collaborate with stakeholders in the interpretation and understanding of recruitment demands, resource planning process, marketing and share accountability. Promote awareness and integrate the Employment Equity Policy in recruitment interventions, assist with research on best practices and the interviewing and recruitment of talent. Adhere to Recruiting Service Level Agreements to meet set targets. Recruitment Marketing and Research: Initiate advert release processes in consultation with stakeholders, assist with the identifying and managing sourcing channels and align to current and future recruitment demands, advertise jobs on the internal platforms, internet sites, forums in line with requirements and strategy of the National Treasury. Establish contacts and networks internally and externally, capitalise on brand activity to create awareness through research and identifying trends in reputable institutions.

Candidate Management: Engage and update shortlisted candidates on the recruitment process, develop networks for viable pipeline and create opportunities from database and research findings, facilitate processes for interviews, offers, verification of qualifications, confirmation of citizenship, credit and criminal checks, security clearances, and pre-employment and on-boarding. Manage Temp and Contractor requirements to assist with client needs in accordance with policies and procedures. Operate and adhere to National Treasury policies and procedures.

Administration and Support: Facilitate administration processes for offers, verification of qualifications, confirmation of citizenship, credit and criminal checks as well as security clearances, and pre-employment on-boarding. Update and maintain candidate information database and reporting and updating recruitment dashboard. Assist with quality assurance, quantity, costs, turnaround times and market intelligence, and management of HR Recruitment Supports. Implement projects in accordance with required needs of the National Treasury.

ENQUIRIES
APPLICATIONS
Ms Caroline Modibane Tel No: 012 315 5092
Recruit.OMIN@treasury.gov.za

POST 14/33
ASSISTANT DIRECTOR: HR OPERATIONS REF NO: S028/2019
Division: Corporate Services (CS)
Purpose: Render an administrative service pertaining to employee benefits and compensation administration and support the functioning of the HR Registry.

SALARY
R376 596 per annum (Excl. benefits)

CENTRE
Pretoria

REQUIREMENTS
A minimum National Diploma/ Degree in Human Resources Management as recognised by SAQA, a minimum 3 years’ experience obtained within a human resources environment, Knowledge on the implementation of benefits and remuneration, Knowledge of the human resources regulatory framework on benefits and remuneration.

DUTIES
Placements Administration: Process newly appointees and departmental transfers to the National Treasury. Render presentation during Induction to newly appointees on employee benefits and compensation, Process and administer appointments on fixed contract, transfers, and conversion in nature of appointments. Benefits and Remuneration Administration: Initiate the implementation and approval of housing stop order, medical aid, salary structures, overtime allowance, acting allowance, higher remunerations, long service recognition, probation, promotion, purchasing of services, performance bonus, sessional allowances, and state guarantees. Update personal particulars and amendments to employment detail. Process the approval of leave transactions, administer temporary incapacity leave applications for referral to SOMA and engage affected employees on outcomes. Exit Administration: Initiate the finalization of retirements, resignations, contract expiries and departmental transfers from the National Treasury, implement leave discount/ gratuity, pension benefits and exit benefit payouts. Stakeholder Engagement: Co-ordinate the GEPF, GEMS induction and the GPAA site-visits on the re-orientation of employees on their pension benefits, Facilitate the PILIR process, engage on submissions, and prepare recommendations on outcomes. Conduct self-audits on employee benefits and compensation oversights.
ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS : Recruit.OMIN@treasury.gov.za

POST 14/34 : HR SUPPORT OPERATIONS REF NO: S029/2019 (X2 POSTS)
Division: Corporate Services (CS)
Purpose: Deliver an administrative support service to the National Treasury pertaining to the processing of employee benefits and other related activities.

SALARY : R316 791 per annum (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A minimum National Diploma in Human Resources Management as recognised by SAQA, A minimum 2 years’ experience obtained in remuneration and benefits administration, Exposure to human resources management framework on benefits administration, Knowledge of PILIR and Probation Management.

DUTIES : Human Resources Benefits Administration: Administer all newly appointee’s benefits requirements and advise clients accordingly, Implement operational processes and procedures efficiently, Perform self-audits on benefits provision and follow-up on outstanding matters Compliance to Policies and Procedures: Implement employee benefits according to broader compensation framework and DPSA resolutions, Administer and process all employee benefits according to set policies and procedures, Assist and advise internal clients on the PILIR process pertaining to incapacity leave, Assist with the provision of information to internal audit in compliance with benefits administration governance Probation Administration: Conduct assessments on outstanding probation reports for finalisation, Analyse the validity of probationary reports and scrutinize remarks for implementation, Advise on the extension of probationary periods, Analyse reports, trends and follow-up on outstanding reports negatively influence potential appointment of employees Stakeholder Engagement: Consult clients on outstanding documentation for appointment, Provide feedback on progress of benefits due for implementation Engage and provide solutions to clients pertaining to enquiries of benefits.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS : Recruit.OMIN@treasury.gov.za