THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of “Top Secret”.

APPLICATIONS: The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.

FOR ATTENTION: Mr K Futhane

CLOSING DATE: 10 May 2019 @16:30

NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POSTS

POST 15/65: DEPUTY DIRECTOR: INTERNAL CONTROL
Chief Directorate: Financial Management

SALARY: R733 257 per annum
CENTRE: Pretoria


DUTIES: The successful candidate will be responsible for managing the Internal Control unit. Implementing effective and efficient internal control systems in the office of the Chief Financial Officer. Ensure compliance to management. Performing internal control responsibilities to prevent fraud and risk. Coordinate Presidency external and internal audit inquiries. Follow-up on the request for information by the Auditor General; reviews of Internal Audit; communications issued by Auditor General and quality check the responses from the units to Auditor General. Ensure that the requested information is provided within specified time-frames. Ensure that the audit communications are responded to within specified time-frames. Keep record of the internal audit reviews and ensure that responses are submitted to IA. Presidency Audit Matrix, monitor and report progress on implementation of action plans. Report monthly to SMs, Branch Heads, Top Management on progress made on implementation of the action plans. Provide progress report quarterly to AC. Irregular, fruitless and wasteful expenditure. Non-compliance register. Establish the register for non-compliance to procurement processes and keep the record of all issues in order to follow-up and report to the Accounting Officer. Safeguarding of resources. Validation of documents and safekeeping of documents: batch controllers. Compile response to SCOPA resolutions to questions raised through SCOPA Resolutions. Parliamentary questions. Quarterly monitoring reports and MPAT reporting.

ENQUIRIES: Mr K Mashapha Tel No: 012 300 5998
POST 15/66: **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING (X2 POSTS)**
Directorate: Financial Administration

**SALARY**: R733 257 per annum

**CENTRE**: Pretoria


**DUTIES**: The successful candidate will be responsible for managing the sub-directorate, develop, review and implement financial accounting systems and procedures in line with relevant legislation, regulation managing the financial revenue, expenditure management and accounting sub-directorate. Monitoring the policy and legislative framework to ensure that cognizance is taken of new developments. Developing and maintaining policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Undertake revenue, expenditure management and accounting work as required. Ensuring that cashier, banking, debt management, tax reconciliations, monitoring and reporting services are rendered. Ensure that payment for compensation of employees, goods and services including S&T, transfers, subsidies and reporting are efficiently and effectively performed. To provide financial administration and accounting services (legers/journals, accounting and reporting, interim and annual financial statements). Managing the sub-directorate revenue and expenditure management, Persal, Tax and Accounting. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.

**ENQUIRIES**: Mr K Mashapha Tel No: 012 300 5998

POST 15/67: **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING**
Directorate: Financial Administration

**SALARY**: R376 596 per annum (Level 09)

**CENTRE**: Pretoria


**DUTIES**: The successful candidate will be responsible for expenditure management (compensation of employees). Overseeing the verification of the capturing of payroll transactions on the accounting system, quality assures all payroll transactions and verification of information for payroll certification. Authorising reimbursement transactions on the accounting system and payments to third
parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system. Managing monthly and annual payroll reconciliations and all tax related matters. Administration of Travel and Subsistence claims and advances. Monitoring and reporting on assets and liabilities. Oversee and undertake the development of corrective measures when required. Oversee and review disclosure notes on assets and liabilities. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Supervising employees to ensure an effective financial accounting service. This would, inter alia, entail the following: general supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES

Ms M Smit Tel No: (012) 300 5908