ANNEXURE F

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 : 02 August 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 considered (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.

MANAGEMENT ECHELON

POST 26/43 : DIRECTOR: FORECASTING REF NO: S077/2019
Division: Economic Policy (EP)
Purpose: To provide forecasting’s on the status of the South African economy over the MTEF period and sustain the National Treasury Quarterly Model (QMOD) in the executing of policy analysis and the rendering of advice to stakeholders.

SALARY : R1 057 326 per annum (all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : A minimum degree in Economics / Mathematical Economics / Econometrics, A minimum of 5 years’ experience at a middle management (Deputy Director) level obtained in macro-econometric modelling design and development, Knowledge and experience in interpreting, analysing and disseminating of economic results, Knowledge and experience in formulating policies, and programming models, Knowledge and experience of the E-VIEWS software programme application.

DUTIES : Economic Forecasts over the MTEF: Provide an informative MTEF projection on the forecasting of the South African economy, Initiate a forecasting explanatory briefing session with clients on the core aspects of economic projection for a particular period, Simulate forecasts on economic growth and tax related models based on revenue expectations over a financial year, Sustainability of Quarterly Model (QMOD): Initiate the updating of the QMOD on the availability of projected data analysis and its impact on the economy, Provide equations in the QMOD for data integrity and advancement of information usage, Develop a policy analysis model in alignment with the QMOD and provide data for utilisation and relevance to stakeholders. Engage Stakeholder on Policy Analysis and Development Initiatives: Initiate policy analysis and development processes in conjunction with stakeholders, Provide theoretical well researched reports in alignment with modelling development methodologies and expectations of stakeholders, Engage stakeholders on policy development inputs and the improvement of data integrity on analysis of data, Engage stakeholders on the latest economic modelling developments and trends and illustrate their benefits to the economy. Research and Benchmarking: Initiate the research on the latest forecasting tools and methodology with recognised national and international institutions, Engage prospective stakeholders on newly developed tools for implementation, Initiate benchmarking exercises with reputable institutions and alignment with market requirements relevant with regard latest innovations trends pertaining to benchmarking, Develop an accessible
platform for stakeholders in the co-ordination and governance of complex value-added forecasting projects.

**ENQUIRIES**: Ms Charity Makhaza on Tel No: (012) 315 5488

**APPLICATIONS**: e-mail to Recruit.EP@treasury.gov.za

**POST 26/44**

**DIRECTOR: FACILITIES MANAGEMENT REF NO: S080/2019**

Division: Corporate Services (CS)

Purpose: To plan and provide a strategic support function to the National Treasury facility-related services in compliance with the demands of its stakeholders and other relevant legislative requirements.

**SALARY**: R1 057 326 per annum (all-inclusive remuneration package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A Degree in the Build environment/ Property Management or related field, A minimum 5 years’ experience at a middle management level (Deputy Director) in the management of facility-related services, Knowledge of the Public Service Framework, Knowledge and experience of property management principles, Knowledge and experience of Accommodation and Office Space Planning, Knowledge of Contract Management and the interpretation and implementation of contracts with suppliers.

**DUTIES**: Stakeholder Management: Develop and implement a Facilities Management Improvement Programme in line with the operational requirements of the National Treasury, Review stakeholders Service Level Agreements continuously to improve internal and external relationships with stakeholders, Implement an improved problem resolution mechanism within the Facilities Management environment to timeously address concerns, Perform research on stakeholder analysis, identification and engagement in the development of project and business requirements, Support the organization in achieving its strategic objectives by interpret and influence both the external and internal environments and creating positive relationships with stakeholders through the appropriate management of their expectations and agreed objectives

Contract Management: Oversee the contract management portfolio and implement clear guidelines and specifications for execution, Monitor and review Service Level Agreements continuously to improve relationships with stakeholders and maintain service standards, Perform research on best practices in the contract management environment to keep abreast with international practices, Develop guidelines on Contract Management process utilisation and facilitate awareness workshops in the organization,

Accommodation and Space Planning: Plan the allocation of accommodation utilisation and monitor the compliance pertaining to Occupational Health and Safety Standards, Monitor Office Space Planning continuously and optimally exploit available space to meet the needs of internal stakeholders, Interpret the property portfolio and influence the internal environment through the appropriate accommodation management and utilization, Perform research on best practices in accommodation and space planning processes to keep abreast with international practices

Resource Optimization: Develop and implement relevant policies, procedures and systems to comply with legislative requirements, Enhance the utilisation of facilities through continuous maintenance and interaction with service providers, Develop and implement a Facilities Operational Plan aligned to Departmental objective.

**ENQUIRIES**: Ms Charity Makhaza on Tel No: (012) 315 5488

**APPLICATIONS**: e-mail to Recruit.CS@treasury.gov.za

**OTHER POSTS**

**POST 26/45**

**SENIOR BUSINESS ANALYST: SYSTEMS INTEGRATION REF NO: S081/2019**

Division: Asset and Liability Management (ALM)

Purpose: Analyse, document and review the business requirements of the Asset and Liability Management Division to implement and maintain the applicable systems requirements.

**SALARY**: R869 007 per annum (all-inclusive remuneration package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A minimum National Diploma/ Degree in Computer Science / Information Technology as recognised by SAQA, A minimum of 4 years’ experience obtained in project management, Knowledge of enterprise architecture,
analysis, OO design, testing, and quality assurance, Experience of modelling using the UML notation, Knowledge of project management frameworks.

**DUTIES**

Information Gathering and Analysis: Arrange and facilitate information requirements sessions with stakeholders for enhancement of systems, Initiate research and document solutions in accordance with set standards and procedures, Develop and implement a user requirement and specifications guideline, Review and validate user requirements specifications with stakeholders such and obtain buy-in on enhancements Project Management Support: Provide inputs on the planning and management of projects and resources and update on progress, Initiate the stakeholder analysis and relationship management within business units and enhance integration, Provide insight to project methodologies and best practices for implementation, Review and update project milestones and audit risk management compliance System Analysis and Design: Develop and maintain process and data models for implementation, Research and analyse the identification of alternative solutions, Analyse and review systems design with stakeholders on the technical specifications, Quality Assurance: Develop and prepare testing of system plans against predetermined milestones prior to implementation, Prepare test on cases developed for enhancement and implementation, Record test results in line with plans and test cases for the correct alignment Training and Support and Capacity Management: Prepare training material and user manuals and facilitating workshops, Facilitate training of end-users and assist with service request, Acquire knowledge of the functions and processes within the systems to be supported, Prepare impact assessments and participate in change control meetings in line with service level agreements, Converse service providers in the resolution of incidents and test the Reviewing of business continuity plans.

ENQUIRIES:
Ms Zama Sangweni on Tel No: (012) 315 5301

APPLICATIONS:
e-mail to Recruit.ALM@treasury.gov.za

POST 26/46

HR SPECIALIST: HUMAN RESOURCES DEVELOPMENT REF NO: S083/2019
Division: Corporate Services (CS)
Purpose: To coordinate, facilitate, conduct and supervise training and development programmes, assessing effectiveness against training needs within the National Treasury.

SALARY:
R376 596 per annum (excluding benefits)

CENTRE:
Pretoria

REQUIREMENTS:
A 3 year National Diploma/ Degree in Human Resources Management/ Industrial Psychology or related, A minimum 3 years experience obtained within a human resources development environment, Knowledge of the facilitation of training programmes, Knowledge and experience in operational training processes, Knowledge of the procurement procedures of the Public Sector, Knowledge and experience of the different training delivery methodologies, Knowledge and experience of research methodologies, Good Presentation and Facilitation skills, Good Communication and Writing skills, Good Statistical Analysis skills.

DUTIES:
Coordinate and Delivery of Training Programmes, Coordinate and Facilitate existing internal training programmes, Assess the training and developmental needs of employees in the National Treasury through the Individual Development Programmes, Provide career development sessions and support the NT induction and orientation programme, Implement and execute the coaching and mentoring programme for the National Treasury, Execute the implementation of operational training and development strategy aligned to the Talent Management Framework Monitoring, Controlling and Evaluation of Training Programmes, Participate in the updating of training programmes and training manuals, Evaluate techniques and proficiency testing methods to measure the effectiveness of internal programmes, Provide research support to determine training relevance and appropriateness, Implement and coordinate a quality measurement framework to continuously improve quality of training rendered, Stakeholder Management, Review and manage external training provider programs to ensure that the highest standards are maintained, Sourcing and management of service providers for all relevant training programmes, Sourcing of donor sponsored technical and behavioural training programmes, Administration and Support, Monitor the development of negotiated training contracts and related service terms and conditions, Provide
statistical information pertaining to training for annual training plans. Submit quarterly reports on all operational training activities.

**ENQUIRIES**: Ms Anne Tjale on Tel No: (012) 395 6608

**APPLICATIONS**: e-mail to Recruit.OMIN@treasury.gov.za

**POST 26/47**: FINANCIAL ADMINISTRATION SPECIALIST: BUDGETS REF NO: S062/2019
Division: Corporate Services (CS)
Purpose: Assist with managing the departmental budget and processing and analysing inputs from stakeholders within the National Treasury and the Auditor-General in terms of the applicable regulations.

**SALARY**: R316 791 per annum (excluding benefits)

**CENTRE**: Pretoria

**REQUIREMENTS**: National Diploma/ Degree in Financial Management as recognised by SAQA, 2-3 years’ experience in and knowledge of Budgets/ Management Accounting and financial management, Computer literacy in PERSAL, BAS, MS Excel and MS Word.

**DUTIES**: Departmental Annual Budget: Monitor exception reports on a monthly basis, Capture departmental budget on the basic accounting system (BAS), Provide budgetary information in the required format; Shift funds on request within economic classifications, Shift funds between Programmes on request; Assist with compilation of budget: Assist with the compilation of budget inputs and submit inputs on: Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE), Estimates of National Expenditure (ENE), Rollovers, Entertainment, catering and gifts; Maintenance of budgeting systems: Monitor expenditure against budget, Compile and submit monthly reporting on performances and variances analysis for budget programmes; Consolidate reports, Advice on possible over/under spending of budgets; Compliance with the Public Finance Management Act, 1999 and Treasury Regulations: Provide information for the monthly management reports, Perform budget cycle within the parameters of the applicable legislation and project plans; Provide inputs into financial affairs and other information prior to the submitted to the Executing Authority, the national Treasury or the Auditor-General as required by the PFMA.

**ENQUIRIES**: Ms Zama Sangweni on Tel No: (012) 315 5301

**APPLICATIONS**: e-mail to Recruit.CS@treasury.gov.za

**POST 26/48**: CONTRACTS ADMINISTRATOR REF NO: S084/2019
Division: Corporate Services (CS)
Purpose: Provide a Contracts Administration support functions pertaining to all transactions between the National Treasury and its stakeholders after contracts have been awarded until its termination.

**SALARY**: R316 791 per annum (excluding benefits)

**CENTRE**: Pretoria

**REQUIREMENTS**: A minimum National Diploma/ Degree in Public Administration, or Business Management or Logistic Management as recognised by SAQA, A minimum 2 years’ experience in the procurement/ contract environment, Knowledge and experience in contract development and administration, Knowledge of Public Service Policy Framework on Procurement and Supply Chain Management.

**DUTIES**: Administer Contracts Compliance and Database: Facilitate the scrutiny of finalised contract/ SLA in consultation with Legal Services, Update the commitment register of approved contracts when payments are processed, Co-ordinate and monitor long term contracts for the provision of cell phones, photo copiers, consulting, communication and technology contracts, Monitor supplier performance and make recommendations for improvement to circumvent unnecessary delays, Implement measurements and organize the electronic tracking of contracts and related documents Contracts Review and Updates: Review modifications, extensions and contract close-out documents for further action, Prepare and distribute reports and statistical data to facilitate planning and maintenance of contract records, Collaborate with stakeholders in the gathering, analysing, summarising and preparation of recommendations on practices and procedures Tracking and Analysis: Participate and support initiatives for supplier enablement, problem resolution and customer support, Assist in pursue advice from Legal Services when necessary, Notify stakeholders bi-annually on the expiry of their contracts Risk and...
Performance: Monitor and report on supplier's compliance pertaining to defined requirements, goals and targets of internal stakeholders. Establish supplier improvement targets in cost, quality and delivery. Initiate all aspects of supplier negotiations, including contract terms, pricing, price re-determinations and their performance.

**ENQUIRIES**: Ms Caroline Modibane on Tel No: (012) 315 5092

**APPLICATIONS**: e-mail to Recruit.CS@treasury.gov.za