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: 17 February 2020 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 in PDF format, quoting the relevant reference number and the name of the position on the subject line to the e-mail address mentioned below. No late applications will be accepted. 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 to fill the below-mentioned posts.

OTHER POSTS

POST 04/65: DEPUTY DIRECTOR: PUBLIC ENTITIES OVERSIGHT REF NO: S011/2020
Division: Corporate Services (CS)
Purpose: To exercise oversight to Schedule 3A Public Entities reporting to the Minister of Finance through the monitoring and evaluation of their performance in compliance with prescribed legislation.

SALARY: R733 257 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Accounting/ Finance. A minimum 4 years’ experience obtained in a financial institution and exposed in engaging with Public Entities. Knowledge and experience of analysing financial reports, business and strategic plans. Knowledge of the PFMA, Treasury Regulations and the Public Entity’s policy framework.

DUTIES: Some key outputs include: Review and implement Treasury’s Reporting and Governance Frameworks, Public Finance Management Act: Review established governance structures in Public Entity’s and implement systems to deliver the required outputs. Initiate trends for good governance practices in the Public Entity’s. Advise the Minister on governance matters relating to Public Entity’s. Financial Analysis and Reporting: Evaluate Strategic Plans/ Shareholders Agreements and establish performance agreements and indicators for Public Entity’s. Analyse Public Entity’s expenditure trends. Monitor financial management and performance in Public Entity’s as prescribed by the PFMA and Treasury Regulations. Review annual reports of Public Entity’s reporting to the Minister and advise accordingly on any discrepancies. Monitor the performance of Public Entity’s in alignment with set objectives and programmes. Budget Analysis, review of annual budget allocations: Review and assess Public Entities MTEF, AENE and ENE budget allocations. Draft chapters and provide inputs relevant to the ENE. Review, research, and analyse fiscal implications and engage Public Entity’s through submissions alignment with legislation, regulation, policy proposals, and service delivery trends. Prepare submissions and engage the Chief Financial Officer on retention and roll-overs of surplus funds. Stakeholder Engagement: Engage Public Entity’s and liaise on the provision of information, inputs and recommendations. Provide advice to the Director-General and Minister on Cabinet Memoranda, Ministerial correspondence and policy issues, pertaining to Public Entity’s. Contribute to NT publications, MTBPS, Budget Review, and ENE.
ENQUIRIES: Ms Lorraine Pale on 012 406 9087
APPLICATIONS: may be sent via e-mail to Recruit.BO@treasury.gov.za

POST 04/66: HUMAN RESOURCES BUSINESS PARTNER REF NO: S007/2020
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. Lobby internal support on the implementation of the most effective mechanisms and tools to enhance collaboration and cohesion for improved service delivery with regard to implementation of service offerings. Implement a collaborative strategy with regard to service delivery provisioning and initiate projects in alignment with business requirements 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: Engage stakeholders through awareness drives on new service offerings and their benefits prior to implementation. 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 on 012 315 5092
APPLICATIONS: may be sent via e-mail to Recruit.OMIN@treasury.gov.za

POST 04/67: HUMAN RESOURCES SUPPORT: RECRUITMENT REF NO: S010/2020
Division: Corporate Services (CS)
Purpose: To assist with the provision and implementation of a comprehensive recruitment baseline administrative process within the National Treasury in support and fulfilment of its strategic mandate.

SALARY: R316 791 per annum (Excluding benefits)
CENTRE: Pretoria
DUTIES: Some key outputs include: Co-ordinate recruitment transactional processes for specified allocated vacancies. Verify all adverts prior to posting on job websites and other external media. Record and track job applications and analyse spending associated with a particular vacancy. Perform pre-screening of applications and sifting of applicants for clients. Schedule interviews with candidates and maintaining preliminary schedule for motivation of sessions. Arrange assessments of SMS candidates and concurrently initiating qualifications verification and credit checks for recommended candidates. Initiate deliverance of starter packs to candidates after offer has been accepted. Pre-arrival Support: Provide support and information to clients to enhance support pertaining to the total recruitment process. Respond to candidates queries and confirm acceptance of offer with clients in conjunction with the on-boarding process. Candidate Management: Engage shortlisted candidates and provide feedback on matters of concern. Develop contacts for viable pipeline regarding current and future opportunities in line with information harvested on recruitment database and research findings. Enhance identification potential candidates identified as future talent and fast-tracking process for implementation, where necessary. Assist with the development of Temporarily and Contractors requirements in accordance with policies and procedures. Adhere to applicable policies and procedures in alignment recruitment process. Database Management: Develop and maintain a candidate information database. Searching CV databases for suitable candidates in line with posts requested. Register candidates on recruitment database and update. Administration Support: Assist with compilation of reports on recruitment information. Manage the filing of recruitment incoming mail. Send offer letters to successful candidates and engage them on outstanding info required. Initiate the drafting of submissions, and regret letters to unsuccessful applicants. Initiate recruitment invoices for clients and support implementation of recruitment projects.

ENQUIRIES: Ms Caroline Modibane on 012 315 5092.

APPLICATIONS: may be sent via e-mail to Recruit.OMIN@treasury.gov.za

POST 04/68: SENIOR SECURITY OFFICER REF NO: S008/2020 (X2 POSTS)
Division: Corporate Services (CS)
Purpose: To ensure the safeguarding and protection of lives, property and information within the premises of the National Treasury by conducting access control, internal and exit control.

SALARY: R173 703 per annum (Excluding benefits)

CENTRE: Pretoria


DUTIES: Some key Outputs include: Physical security functions: Compile, implement and manage shift plans, Supervise personnel of a private security company contracted to the National Treasury, Perform duties as a shift leader, Implement access control policy and procedures, Arrange escorts of employees between National Treasury buildings Facilitate the escorting of visitors in the building, Implement asset control system, Monitor removal permits completed by employees, Enforce key control procedures and ensure proper maintenance of records, Conduct inspections in the building, Ensure implementation of access control in official NT parking areas. Control room functions: Ensure implementation of access control in official NT parking areas, Perform security surveillance and monitoring duties in the control room, Assign access cards to employees and visitors, draw access report from the Electronic Security System Identify access control breaches and report to management. To liaise with National Treasury employees on behalf of Security Management Unit. Health and Safety: Identify and investigate health and safety deficiencies and report to SAO: Physical Security, Act as Chief Contingency Officer until the arrival of the relevant person during emergencies, inspect security and fire equipment and ensure that they are in good condition daily, Participate in emergency evacuations and drills, Provide first aid assistance to NT employees. General Operational Administration: Management of registers at access points,

ENQUIRIES: Ms Caroline Modibane on 012 315 5092
APPLICATIONS: may be sent via e-mail to Recruit.CS@treasury.gov.za

POST 04/69: FACILITIES GENERALIST: REFRESHMENT CO-ORDINATOR REF NO: S009/2020 (X2 POSTS)
Division: Corporate Services (CS)
Purpose: To clean work environments; meeting facilities, and provide basic refreshments (such as tea and coffee) in meeting rooms.

SALARY: R122 595 per annum (Excluding benefits)
CENTRE: Pretoria
REQUIREMENTS: A minimum 12 months’ hospitality / catering experience. Grade 8, Abet A 3 or equivalent
DUTIES: Some key outputs include: Housekeeping: Clean meeting facilities and supply with basic refreshments and crockery. Keep and maintain kitchen environment tidy and provide basic catering needs for all employees at NT. Maintain all meeting facilities before, during and after meetings. Refreshment Coordination: Properly stock kitchen with the necessary catering needs and record consumption. Keep meetings rooms tidy after meetings and replace dirty glasses and water canisters. Stockpiling of groceries: Check stock and perform self-auditing on grocery utilisation. Provide clean water to work space areas. Keep kitchens tidy: Keep kitchens tidy to maintain a healthy and clean environment.

ENQUIRIES: Ms Lorraine Pale on 012 406 9087.
APPLICATIONS: may be sent via e-mail to Recruit.ODG@treasury.gov.za