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.

APPLICATIONS: 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 fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 05/53: CHIEF DIRECTOR: EXPENDITURE PLANNING REF NO: S021/2020
Division: Budget Office (BO)
Purpose: To advice on the entire National Budget planning process and reforms pertaining to the implementation of estimated expenditure, publication of budget documentation and assessment of impact of budgets on outcomes over the Medium-Term Framework (MTEF) in accordance with relevant legislation and policies.

SALARY: R1, 251,183 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Economics/Public Administration/Public Finance. A minimum 5 years’ experience at a senior managerial level (Director) obtained in government budget planning and fiscal policy development. In-depth knowledge and experience of the government policy framework on budget planning. In-depth knowledge and experience of policies and procedures pertaining to the Budget planning process.

DUTIES: Some key Outputs include: Budget Reform: Research and consider proposals on global budget reform trends and relevance for South Africa. Develop and implement guidelines on changes to the budget process. Develop and implement guidelines on changes to the preparation and presentation of budgets to improve the quality of budget publications. Medium Term Policy Planning: Provide inputs into vertical policy for division of revenue and the implementation, thereof. Initiate the development of funding for norms and standards on contingency reserves. Monitor and evaluate government programmes in line with available budgets. Implement a robust expenditure reviews process. Develop policies for the approval of national departments’ cash flows. Appropriation Bills and In-year adjustments: Design the main Appropriation Bill for consultation with stakeholders. Define the utilisation of the adjusted Appropriation Bill in alignment with the MTEF process. Initiate and maintain a special Appropriation Bill on adjustments to expenditure. Issue allocation letters to various stakeholders in line with approved budget allocations. MTEC Process and Budget Documentation: Initiate the coordination of Medium-Term Expenditure Committee (MTEC) meetings. Develop and implement a

ENQUIRIES: Human Resources Management on Tel No: (012) 315 5100.
APPLICATIONS may be sent via e-mail to Recruit.BO@treasury.gov.za
CLOSING DATE: 24 February 2020 at 12:00 pm.

POST 05/54: CHIEF RISK OFFICER REF NO: S012/2020
Division: Office of the Director-General (ODG)
Purpose: Support the achievement of objectives for the department by providing advice to enable the implementation and maintenance of systems to identify and mitigate risks threatening the attainment of objectives in the optimisation of opportunities that would enhance institutional performance.

SALARY: R1, 251,183 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: An undergraduate qualification (NQF 7) as recognized by SAQA in Risk Management/Auditing/Finance/Business Administration/Leadership. A certification in Enterprise Risk Management will be an added advantage, A minimum 5 years’ experience at a senior managerial level (Director) obtained in the risk management field. Knowledge of risk management principles and the application thereof.

DUTIES: Some key Outputs include: Strategic Risk Management: Align the National Treasury’s strategic plan with the risk management business plan. Ensure effective and efficient management of resources. Develop professional risk management processes and procedures for implementation. Provide Internal Audit with an updated Consolidated Risk Register for the National Treasury. Keep abreast of local and international developments in the Risk Management field and ensure that National Treasury operates at best practice Risk Management principles. Facilitate the development and monitor the management of Business Continuity Plans across National Treasury. Develop, review and maintain best practice, implementable emergency, disaster and business continuity plans. Sensitise the Budget Office on possible security breaches during the National Budget and MTBPS Integrated Risk Management Systems: Engage ERM strategy to MANCO and Audit Committees to enhance governance of risks. Integrate annual risk assessment processes within the National Treasury and mitigate the implementation of risk strategies. Develop a risk dashboard that provides a high-level overview of the key risks challenges indicators of how the risk ratings have evolved and what new risks have emerged. Monitor the consolidated risk register for the National Treasury and provide a real time view of risk exposures. Support the monitoring of the entities reporting to the Minister of Finance. Quantify cost and report risk exposures to the Director-General, which include assessment of the adequacy/ inadequacy of steps taken by management to mitigate the risk. Identify risks which have multiple risk owners and adopt the co-ordination of a cost-effective approach. Review Internal audit reports with the view of corroborating management’s assertions on residual risk ratings Establish Minimum Anti-Corruption Capacity (MACC): Develop and implement a Fraud Prevention Plan. Develop and implement a Corruption Case Management Framework for the National Treasury Security Management: Provide a safe and secure working environment. Develop, review and maintain an effective vetting strategy. Oversee compliance of information security minimum standards requirements Facilities Management: Implement appropriate security measures to mitigate against the risk of information breaches. Provide and optimize adequate accommodation for National Treasury employees.
Oversee the maintenance and upkeep of all National Treasury accommodation. Awareness on Risk and Security Management Interventions: The risk & security strategies and all their interventions communicated across Treasury to enhance implementation. Risk & security management training provided. Positive risk & security management culture embedded within the National Treasury business.

**ENQUIRIES**: Human Resources Management on Tel No: (012) 315 5100.

**APPLICATIONS** may be sent via e-mail to Recruit.ODG@treasury.gov.za

**CLOSING DATE**: 24 February 2020 at 12:00 pm.

---

**POST 05/55**: CHIEF DIRECTOR: SCM INFORMATION, COMMUNICATIONS AND TECHNOLOGY REF NO: S014/2020

**Division**: Office of the Chief Procurement Officer (OCPO)

**Purpose**: To modernise the state procurement system, by leveraging information, to be fair, equitable, transparent, competitive and cost-effective and transparent utilisation of financial and other resources for improved service delivery to enable the promotion and enforcement of management and performance of state procurement.

**SALARY**: R1, 251,183 per annum (all-inclusive remuneration package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A Degree in Information Technology, Information Systems, SCM, Business Administration/ Strategic Sourcing. A certification with the relevant supply chain and/or information technology professional body will be an added advantage. A minimum 5 years’ experience at a senior management level (Director) obtained in the implementation and management of large-scale public and/or private sector procurement ICT solutions. Experience in business process engineering and business transformation. Experience in transforming and modernizing of procurement ICT within a large public entity, Multi-national Corporation. Experience with Enterprise Resource Planning (ERP), such as Oracle and SAP, and other equivalent procurement ICT solutions. Extensive experience in the development of enterprise-wide procurement ICT architecture.

**DUTIES**: Some key Outputs include: Develop State Procurement ICT Systems, Solutions and Tools: Improve the performance and efficacy of the state procurement system. Develop ICT procurement solutions and tools. Provide support in the development of the IFMS procurement module. Develop and Implement the State Procurement ICT Architecture: Align the state procurement ICT architecture to be responsive and supportive of the legislative frameworks. Align the state procurement ICT architecture to enable the implementation of procurement reforms, frameworks, norms and standards. Develop and Implement a State Procurement ICT Capability: Develop and implement a state procurement ICT capability that will establish: Support research, knowledge and information management, pertaining to procurement data analysis, market trends, forecasts, innovations, business intelligence, category management, Implementation and monitoring of state procurement performance against procurement standards and measurement metrics. Develop and implement a national price reference system and the management of transversal term contracts, Enable the monitoring of complex, critical, high-value and high-risk procurement projects at key stages, Enable management of key critical government supply chains processes and evaluating major capital projects, Monitor, assess and enforce compliance with established procurement measures, in line with key procurement policy, regulations, norms and standards, Implement and monitor procurement performance standards and measurement metrics (performance management system) in conjunction with reporting and review systems for procurement-related information. Establish a National Public State Procurement ICT Solution: Establish a National state procurement ICT solution, that: Provide transparency and accessible procurement information through the provision of timely, accessible and accurate information to stakeholders. Develop and implement a platform and capability to engage in e-procurement. Develop,
implement ICT tools to improve procurement performance and stakeholder transparency: Develop ICT tools that contribute to improved procurement performances. Develop ICT tools that contribute to improved stakeholder transparency.

ENQUIRIES: Human Resources Management on Tel No: (012) 315 5100.
APPLICATIONS: may be sent via e-mail to Recruit.OCPO@treasury.gov.za
CLOSING DATE: 24 February 2020 at 12:00 pm.

POST 05/56: DIRECTOR: E-TENDERING REF NO: S013/2020
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: To design, develop, implement and maintain e-tendering functionality in the state procurement system for national, provincial and local sphere of government with a view to contribute towards efficient and effective procurement practises.

SALARY: R1, 057,326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A Degree in Information Technology/Information Systems/Strategic Sourcing. Registration with a Supply Chain/Information Technology professional body, will serve as an added advantage. Minimum 5 years’ experience at a middle management level in the implementation of public and private sector procurement ICT solutions. Experience in the development of enterprise-wide procurement ICT architecture. Experience in business process engineering and business transformation. Experience and in-depth exposure in the transformation and modernization of procurement ICT within State Owned Corporations (SOC’s)/ Multi-National Corporations/National Government Departments.

DUTIES: Some key Outputs include: Development, Design and Implementation: Initiate and oversee research regarding international and national e-procurement standards and practices. Design e-procurement systems for all spheres of government (e-tendering, e-reporting, procurement data analysis, market trends, forecasts, innovations, business intelligence, category management, classified spend data, process improvement, benchmarks and performance management system). Develop e-procurement system for all spheres of government. Maintain and enhance e-tendering system for all spheres of government. Establish capability of e-procurement system of government: Design and develop training programmes for system users as well as suppliers. Provide support to users and suppliers in operating the e-tendering system of government. Provide training and capacity building to users (officials and suppliers) of the e-tendering system of government. Monitoring and report on proficiency of users and take recommended action where required. Develop capability of provincial treasuries to optimise the e-tendering system Monitoring and Evaluation of e-procurement information: Design and develop an e-tendering performance management tool to measure effectiveness and efficiency including performance against procurement standards and measurement metrics. Provide transparent and accessible procurement information through the provision of timely, accessible and accurate information to stakeholders. Publish quarterly reports and press releases on procurement information in accordance with SCM metrics. Enable engagement with suppliers on SCM performance information and queries. Maintain reporting portal/website. SCM IFMS Module development and implementation: Contribute to development of SCM IFMS module. Contribute to implementation of SCM IFMS module at national and provincial departments and municipalities. Contribute to optimising return on investment of SCM IFMS investment.

ENQUIRIES: Human Resources Management on Tel No: (012) 315 5100.
APPLICATIONS: may be sent via e-mail to Recruit.OCPO@treasury.gov.za
CLOSING DATE: 24 February 2020 at 12:00 pm.

OTHER POSTS
POST 05/57  :  DEPUTY DIRECTOR: STRATEGIC PROCUREMENT REF NO: S019/2020
Division: Office of the Procurement Officer (OCPO)
Purpose: To provide strategic procurement support services to improve performance and efficiency of the state procurement system including value for money and leveraged benefits in all three spheres of government.

SALARY : R733,257 per annum (all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS :

DUTIES :
Some key outputs include: Strategy and Policy: Collaborate on and contribute to the design, development and maintenance of a strategic procurement framework. Provide input into the development of strategic procurement-related government policy, norms, standards, frameworks and guidelines. Assist with and support the design and development of a strategic procurement regulatory environment that responds to policy goals and government objectives. Stakeholder Management: Engage with government stakeholders to facilitate and coordinate the development and implementation of strategic procurement strategies and plans (national, provincial and local spheres). Engage with public sector-specific strategic partners to support the development and implementation of strategic procurement strategies and plans. Engage with external stakeholders to facilitate and coordinate the development and implementation of strategic procurement services. Products and Services Management: Collaborate on the design and development of strategic procurement strategies for government department-specific products and services. Contribute to and assist with the design and development of strategic procurement strategies for universal products and services across government spheres. Service Delivery Assist with the scoping and analysis of demand management plans, budget documents, procurement plans, AG reports, and grant allocations (annually; as required). Contribute to the client environment and strategic procurement-related reports and diagnostics. Assist with the development and implementation of strategic procurement plans to ensure that value for money is achieved and benefits are leveraged. Monitoring and Evaluation: Collaborate on and contribute to monitoring and evaluation systems for strategic procurement. Assist with the monitoring, assessment, evaluation and reporting on strategic procurement projects governance and oversight to measure value for money and leveraging of benefits achievements. Assist with the monitoring and reporting on the progress of strategic procurement interventions. Development Knowledge and Information Management: Manage and perform research and benchmarking on strategic procurement good-practices. Contribute to identification and recommendation of new and alternative solutions to strategic procurement services. Report on strategic procurement trends analysis.

ENQUIRIES : Human Resources Management on Tel No: (012) 315 5100.
APPLICATIONS : may be sent via e-mail to Recruit.TPFSP@treasury.gov.za
CLOSING DATE : 24 February 2020 at 12:00 pm.

POST 05/58  :  TRANSVERSAL CONTRACTING SUPPORT REF NO: S017/2020 (X3 POSTS)
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: The incumbent will be required to: To provide contract management support to ensure efficient tender administration process, contracting administration process and supplier relationship management

SALARY : R257,508 per annum (excluding. benefits)
CENTRE : Pretoria
REQUIREMENTS: A minimum Grade 12 qualification coupled with a certification in Office Administration from a reputable institution, A minimum 2 years’ experience obtained in Supply Chain Administrative environment, Knowledge in the administration and management of tender documents.

DUTIES: Tender Information Support: Prepare and capturing and opening of tender documents, Preparing address list for the tender documents, Ensure that all tender documents are numbered, Manage tender closing process of the National Treasury in accordance to strict time frame, Convert manual bids to electronic submission through Electronic Respond System (ERS) and Procure, Assist with arranging and attending of the Bid Adjudication Committee and Bid Specification Policy Committee meeting, Advice public and prospective bidders on the tender related queries, Attend to the tender box on closing date of the tender, Tender Admin Support: Create tender pack (SBD’s and all other relevant documents, Creation of bid/pricing schedule on the e-procurement system before BORC meeting, Uploading of tender documents on the e-tenders system and eProcurement system, Filing documents according to the filing plan at each milestone of the tender process (volume document files) and I drive, Take critical notes of the BORC meeting, Advertise on e-Tenders portal and Government Printing Works in consultation with TIC for closing date of the bid, Scheduling, preparation of various committee meetings (BSC, BORC, Briefing Sessions, BEC) and taking minutes, code of conduct, declaration of interest and attendance registers, Assist ASD with prequalification evaluation and identify administrative discrepancy that requires clarification in the bid documents, Issue Clarification letters to bidders, Issue letter of award/regret letters, Contract Admin Support: Manage request for pre and post participation process, Issue request for participation letters to state institutions, Guide prospective participants on the process to follow when requesting for participation, Receive, process and keep records of participation requests, Create a folder on master document (I-drive) for filing and volume files as per filing plan, Contract amendment administration (Price adjustment, post participation, any amendment to be loaded on the website and communicated to all the users (Institutions and Suppliers), Stakeholder Relations & Support: Manage central emails for queries and timeous response, Allocate emails to D, DD, ASD and follow ups until the query is closed, General support to D, DD and ASD.

ENQUIRIES: Human Resources Management on Tel No: (012) 315 5100.

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

CLOSING DATE: 24 February 2020 at 12:00 pm.