ANNEXURE I

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 : 09 March 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 fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 07/28 : DIRECTOR: STAKEHOLDER ENGAGEMENT AND SECRETARIAT
FUNCTIONS REF NO: S023/2020
(2 Years Fixed Term Contract)
Division: Economic Policy (EP)
Purpose: To support and build strong stakeholder relations, internally and externally, to advance the development of economic policy and the objectives of National Treasury. The current identified primary responsibility is to fulfill the secretariat and support functions for the Presidential Economic Advisory Council (PEAC), to ensure all administrative functions to support the PEAC are successfully completed and to provide technical and administrative support for NT in other engagements.

SALARY : R1 057 326 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Degree in Economics/ Econometrics. A minimum 5 years’ experience at a middle management level (Deputy Director) in economic policy analysis. Knowledge and experience in stakeholder management. Knowledge of the different research engines, analysis and the ability to interpret economic policy outcomes.

DUTIES : Some key outputs include: Co-ordinate and provide technical input for stakeholder forums. Provide timely and strategic guidance and advice on Treasury input to stakeholder forums, in particular the PEAC and its relation to National Treasury, and actively engage across the division and department to ensure that intelligence from the PEAC is incorporated into work programs on an ongoing basis. Plan and manage databases related to stakeholder forums. Draft speaking & briefing notes, memos and speeches for the Deputy-Director-General, Director-General, Deputy Minister and Minister for use in stakeholder forums that reflect strategic priorities and needs of the Treasury. Develop National Treasury positions on policy matters discussed in stakeholder forums and consult within National Treasury in order to ensure that these positions are supported. Represent National Treasury at identified external stakeholder meetings, in particular the PEAC. Identify and build strong interpersonal relations with key individuals in the Treasury, Presidency and PEAC to facilitate better engagements. Policy advice: Prepare and/or oversee the preparation of speaking & briefing notes, memos and speeches based on policy-relevant issues discussed at stakeholder forums for use by DDG, DG and Minister on other platforms. Provide inputs (i.e. economic analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders in general. Draft documents.
for consultation with stakeholders. Programme and Project management: Prepare project plans for identified stakeholder forums, clearly demarcating the required NT inputs and the strategic value thereof. Monitor and report on project plans. Ensure effective knowledge management by keeping all information on a shared drive, including strategy documents and meeting minutes, agendas etc. Develop policies, procedures and service level agreements in line with mandates. May include the development of a travel policy for PEAC members and an SLA between the presidency and the secretariat. Budget & MTBPS: Manage & coordinate team assumptions process. Manage and/or provide inputs into Chapter 2 of Budget Review and MTBPS based on stakeholder forum intelligence. Human resource & Financial Management: Prepare an annual budget and procurement plan for stakeholder forums where Treasury have secretariat responsibilities. Plan & drive directorate research agenda based on stakeholder forums’ needs. Plan directorate training schedule. Ensure prudent management of funds.

ENQUIRIES
APPLICATIONS
POST 07/29
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS

Human Resources on Tel No: (012) 315 5100
may be sent via e-mail to Recruit.EP@treasury.gov.za
DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS REF NO: S026/2020 (X2 POSTS)
Division: Intergovernmental Relations (IGR)
Purpose: To provide advice to municipalities and their entities in the monitoring and implementation of budget allocations pertaining to the evaluation and assessment of these municipal budget performance in the development and maintenance of financial and non-financial information.

Division: Intergovernmental Relations (IGR)
Purpose: To provide advice to municipalities and their entities in the monitoring and implementation of budget allocations pertaining to the evaluation and assessment of these municipal budget performance in the development and maintenance of financial and non-financial information.

human resources on tel no: (012) 315 5100
may be sent via e-mail to recruit.igr@treasury.gov.za

A minimum Degree Economics/ Public Finance/ Accounting. A minimum 5 years' experience at a middle management level (Deputy Director) obtained in Local Government planning, financing and budgeting. Knowledge and experience in the application of the MFMA, within the Local Government set-up. Knowledge and experience of the Local Government operational aspects and the publication of information. Knowledge and experience in the dissemination of data and information. Knowledge and experience in report writing and analysis of financial information.

Some key Outputs include: Strategic Budget Oversight and Support: Provide strategic guidance on the budget preparation process of Local Government. Monitor and assess municipal budgets and facilitate alignment with broad national priorities. Participate in annual budget visits to municipalities for oversight and support. Formulate budget assessment reports to support the utilisation of the following municipal stakeholders: National Treasury, Minister of Finance, TCF, Budget Council, Budget Forum, PCC, SCOF in the NCOP and Cabinet. Implementation and Monitoring of Municipal Budgets: Monitor revenue and expenditure utilisation within municipalities and formulate corrective steps for implementation. Co-ordinate municipal mid-year budget and performance assessment practices. Verify information for correctness contained in budget statements and reports prior to publication. Intergovernmental Budget Co-ordination: Coordinate budget and financial data for IGFR, MTBPS, Budget Review and other National Treasury publications. Compile a chapter on the bi-annual Local Government Budget and Expenditure Review. Contribute to provincial and municipal CFO Forum meetings by presenting the status quo on municipal finances their challenges and possible solutions. Provide advice to sector departments in dealing with municipal budget and their finances and provide solutions on disputes between organs of state. Financial Management and Budget Reform: Promote financial management awareness within municipalities through information sessions and circulars. Provide guidance and monitor budget implementation in alignment with the MFMA within municipalities. Initiate Local Government Budget Reform Agenda and the implementation of the new budget formats. Provide guidance to municipalities on prudent financial management practices in line with funding compliance based on tabled and adopted budgets. Assist with the maintenance of the financial and non-financial database in line with the budget reform.

Human Resources on Tel No: (012) 315 5100
may be sent via e-mail to Recruit.IGR@treasury.gov.za
OTHER POSTS

POST 07/30 : SENIOR ECONOMIST: PRIMARY SECTOR REF NO: S028/2020
Division: Economic Policy (EP)
Purpose: To monitor, evaluate and advise on economic developments in the primary sector, specifically pertaining (but not limited to) agriculture and mining. To provide analysis of the socio-economic impacts of related policy proposals in conjunction with stakeholders in government. To initiate research on key policy issues and represent National Treasury on external forums/committees.

SALARY : R869 007 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Minimum of a degree in Economics/Econometrics. A post-graduate qualification will be an advantage. A minimum 4 years’ experience obtained in an economic policy analysis environment. Knowledge and experience of applied microeconomics. Knowledge and experience of the latest trends in research and research tools Knowledge and experience in the dissemination and interpretation of economic policy outcomes.

DUTIES : Some key Outputs include: Sector Analysis: Research, analyse and compile reports on developments in the primary sector and identify the implications thereof for government policies and priorities e.g. growth, employment and investment. Initiate research and provide in-depth analysis of the socio-economic impact of related policy proposals. Plan and manage databases of micro-economic and macro-economic indicators to assist in economic analysis. Draft speaking & briefing notes, memos and speeches for the Deputy-Director-General, Director-General, Deputy Minister and Minister. Develop National Treasury positions on real economy and related policy matters Policy Advice: Prepare speaking & briefing notes, memos and speeches based on policy-relevant issues in the primary sector. Provide inputs (i.e. economic analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders. Draft documents for consultation with stakeholders. Represent National Treasury on inter-governmental and other external forums and committees. Research: Identify research gaps, initiate and conduct research into policy-relevant developments in the primary sector. Analyse research results and (where appropriate) initiate benchmarking exercises with international institutional best practices and trends. Engage (internal & external) stakeholders on policies which affect key government priorities e.g. growth, employment and investment in the primary sectors. Budget & MTBPS: Provide inputs into Chapter 2 of Budget Review and MTBPS: sector analysis, updates, tables, charts. Assist with number checking and proof reading. Project Management: Plan and execute research projects (2 or more people).

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.EXEC@treasury.gov.za

POST 07/31 : DEPUTY DIRECTOR: STAKEHOLDER ENGAGEMENT REF NO: S024/2020
(2 Years Fixed Term Contract)
Division: Economic Policy (EP)
Purpose: To support and build strong stakeholder relations, internally and externally, to advance the development of economic policy and the objectives of National Treasury. The current identified primary responsibility is to fulfil the secretariat and support functions for the Presidential Economic Advisory Council (PEAC), to ensure all administrative functions to support the PEAC are successfully completed and to provide technical and administrative support for NT in other fora engagements.

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Degree in Economics/General Management. A Minimum 3-4 years’ experience in Office administration and a stakeholder management area. Knowledge of intermediate economic concepts. Knowledge and experience of stakeholder management. Knowledge and experience of administration with report writing skills, and financial management skills important.

DUTIES : Some key Outputs include: Administrative support: Draft travel submissions and make travel arrangements for identified external stakeholders. Event
organisation including catering and venues, as well as technology solutions for meetings such as video and teleconferencing. Manage the diaries of the different stakeholder forums and cross reference with MoF and NT senior management availability. Effective communication with high level external and internal stakeholders that enhances the reputation of the National Treasury. Draft correspondence/memos. Pre-emptively check what is happening on agendas, alert managers to key issues that may be developing / outstanding items form previous minutes in good time. Follow up on all outstanding agenda items with responsible parties to ensure timely submission and escalate to manager should submissions fail to come through. Information management: Collect and co-ordinate information for manager. Prepare draft Agenda’s, minutes and records for stakeholder forums with input from manager with sufficient understanding of the economic concepts being discussed to be able to effectively communicate these concepts in minutes and agendas. Manage an effective database to keep records for the Stakeholder forums inputs and outputs and related information; ensuring the effective knowledge management of PEAC and other forums. Project management: Input into the drafting of project plans for identified stakeholder forums. Report on responsible actions within the project plan. Execute work within approved policies, procedures and service level agreements. Financial Management: Prepare draft annual budget and procurement plan for directorate. Ensure prudent management of funds through budget projections and monitoring of actual expenditure. Analyse and advise on quotations for procurement of goods and service.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.EP@treasury.gov.za

POST 07/32 : DEPUTY DIRECTOR: ENTERPRISE RISK ANALYST REF NO: S020/2020
Division: Office of the Director-General (ODG)
Purpose: To facilitate the execution of Enterprise Risk Management processes as a key enabler to enhance and maintain business continuity in assisting National Treasury to meet its core objectives.

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma/Degree qualification in Risk Management/Auditing/ Economics. A minimum 4 years’ experience obtained in Risk Management practices at a middle managerial level, Knowledge and experience of risk mitigation processes, Knowledge of the broader risks management guidelines and standards.

DUTIES : Some key outputs include: Facilitate Enterprise-Wide Risk Assessments: Conducts risk identification, analysis and evaluation with strategic partners within the National Treasury. Initiate the updating of NT’s risk register for conformity of objectives to improve effectiveness of business. Engage stakeholders within business units with the sole purpose of extracting information to integrate within the draft risk reports as per identified risks for mitigation. Conducts Risk Education, Training and benchmarks: Initiate awareness sessions on risks and provide training to educate internal clients on ERM principles. Conduct workshops on risks mitigation processes for implementation within National Treasury. Conduct research and benchmark on best practices with recognised institutions pertaining to risk assessment methodologies. Establish and Maintain and Improve Risk Capabilities: Analyse NT’s strategic objectives and compare against risks factors. Analyse NT’s audit findings and implement action plans for execution and mitigation. Analyse the loss control register and make recommendations on the improvement of the management of risk capabilities. Develop Risk Mitigation Plans for National Treasury: Enhance action plans for the identification and alignment of risks. Monitor the status of risk mitigation action plans for improvement. Provide reports on the negative and positive impact of envisaged mitigation plans for implementation.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.IGR@treasury.gov.za
**POST 07/33**

**ADMINISTRATOR: SPECIAL PROGRAMMES REF NO: S022/2020**

Division: Corporate Services (CS)

Purpose: Provide a National Treasury wide administrative support service aligned to special programmes in the Disability, Gender Mainstreaming, childhood development and Wellness Programmes.

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

**CENTRE**: Pretoria

**REQUIREMENTS**: A National Diploma/Degree in Psychology/Social Work related fields. A minimum 2 years’ experience obtained in the facilitation of Special Programmes. Knowledge of Childhood development.

**DUTIES**: Some key outputs include: Support Persons Living with Disability: Assist employees living with disabilities with logistical challenges during attendance of meetings and workshop. Facilitate travel documentation of employees living with disability when accompanying them on official trips. Provide administrative support for implementation of disability disclosures and awareness for employees. Develop and maintain the database for employees living with disabilities. Gender Mainstreaming Support: Provide support during the gender-based events. Coordinate information for calendar events themes and provide inputs to gender-based concepts. Provide inputs on gender-based compliance reports. Employee Wellness Programme Support: Provide inputs on EWP compliance reports. Promote EWP annual events. Provide support during the EWP annual events and advice on EWP services procedures. Liaise with service provider on administrative matters. Manage the bookings for massage services offered by National Treasury. Secretariat to Transformation and Wellness Committee: Coordinate meetings on monthly basis to committees and forums. Arrange the bookings of boardrooms and Invitations. Prepare the agenda and documents to be issued. Take minutes and manage the registers for committee meetings. Manage Children’s Waiting Area: Administer the children’s attendance register. Supervise and monitor the safety of children. Report any problem which may occur with the children during the waiting period. Help children keep good hygiene. Maintain a neat and organised child waiting area. Report damaged equipment in the facility. Keep the waiting area and equipment safe and clean.

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

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

---

**POST 07/34**

**SOURCING ADMINISTRATOR REF NO: S025/2020**

Division: Corporate Services (CS)

Purpose: To execute the requisition process and liaise relevant identified suppliers on the alignment and compliance pertaining to agreed SLA’s.

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

**CENTRE**: Pretoria

**REQUIREMENTS**: A minimum National Diploma/Degree in Procurement/Logistics/ Supply Chain Management. A minimum 2 years’ experience obtained in a Supply Chain Management environment. Knowledge of the functionality of Supply Chain Management and financial systems (e.g Logis/ BAS). Knowledge of the Supply Chain Management policies and procedures.

**DUTIES**: Some key outputs include: Verify validity of requests for quotations: Execute purchase orders from approved requisitions and liaise with suppliers on orders and ensure specifications are understood by suppliers. Liaise with contract/ supplier to complete requisitions in accordance with approved Sourcing & Procurement prescribes. Review and verify supporting documentation for correctness. Amend proposal on confirmation of stakeholders. Gender Advice Proposals on the Procurement System: Publish request for quotation, review received quotes, capture surrogate quotes and evaluate. Review and verify supporting documentation for correctness prior to advice on system. Amend or cancel request for proposals on the system on confirmation of stakeholders. Initiate creation of orders on system: Receive spot buy request and analyse spot buys specification and business criticality Align and adhere to budget allocations and execute regular reviews to determine if costs were spending properly. Verify supporting documentation of order request prior to approval and cancel, maintain or amend orders on system where discrepancies have been detected. Invoice distribution and clarification: Initiate the validation of invoices for relevance when liaising with stakeholders in confirming the accuracy of orders. Liaise with suppliers on outstanding or late deliveries of...
goods and determine actual dates. Collaborate with stakeholders to resolve issues with invoices, damaged goods and shipment dates for specified items. Develop and implement measurements to monitor performance of suppliers against contract terms and conditions.

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

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