

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 : 14 April 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 12/41 : **SENIOR ANALYST: CASH MANAGEMENT REF NO: S043/2020**
 Division: Asset and Liability Management (ALM)
 Purpose: To develop and implement policies and processes regarding cash flow and investment management in National, Provincial Governments and Schedule 2 & 3 Public Entities reporting to the Minister of Finance.

SALARY : R869,007 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum National Diploma/Degree in Accounting/Economics, A minimum of 4 years' experience obtained in an Accounting or Banking environment, Knowledge of the PFMA, Treasury Regulations and other regulatory requirements, Knowledge and experience of the Money Markets and Investment Techniques.

DUTIES : Manage Exchequer investments: Perform funding of expenditure of National Departments and related stakeholders. Initiate the investment of surplus cash to obtain maximum returns, Monitor interest earnings on all Exchequer investment accounts: Tax and Loan accounts, investments in the Corporation for Public Deposits' (CPD) accounts and Sterilisation Deposit account and foreign currency account, Monitor daily investment limit in the Tax and Loan accounts utilising the risk spread ratios and limits, and update the capital & reserve schedule in conjunction with South African Reserve Bank, Analyse investment rate and consider the most appropriate investments in conjunction with investment policy guidelines for optimally investment of surplus cash, Maintain an effective tax and loan account structure Optimise the use of broader public sector cash: Coordinate cash management and investment initiatives with departments, provinces and public entities and liaise with the (CPD) Corporation for Public Deposits and the South African Reserve Bank, Manage the process to extend Corporation for Public Deposits portfolios for all Public Entities and other public sector accounts in addition to the IGCC portfolio, Maintain a forecasting process to ensure that money in the CPD is effectively utilised Policy analysis, develop and implementation: Review and analyse procedural manuals and policy documentation on effective cash management, Initiate research and scrutinize international best practices on cash management techniques and money market operations for implementation, Prepare presentations, collate and consolidate reports and graphs on cash management, Research on the optimisation of returns on investments Forecasting of cash flows: Forecast cash flow over the short-medium-and long-term period, Maintain bridging finance facilities to cover short-term liquidity shortfalls, Review forecasting models, analyse variances, propose and implement changes, Evaluate financial management systems' impact on sound cash management and propose improvements where necessary.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100 and follow the voice prompts and press number 2.

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

CLOSING DATE : 14 April 2020 at 12:00 pm.

POST 12/42 : **SENIOR POLICY ANALYST: NATIONAL GOVERNMENT ACCOUNTS REF NO: S046/2020**
 Division: Budget Office (BO)
 Purpose: To provide accurate and reliable financial data related to the national sphere of government for the analysis, policy formulation and reporting in compliance with legislation, and local and international reporting standards, as well as to provide advice to national departments on reporting standards.

SALARY : R869,007 per annum (all-inclusive remuneration package)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma in Accounting/Public Finance/Economics/Business Economics/ Management, Minimum of 4 - 6 years' experience in the budgeting process of government, Using of the economic reporting format, Using of the International Monetary Funds' Government Finance Statistics system of classification, Using of the Microsoft suite of products, with very good knowledge of Excel.
<u>DUTIES</u>	:	MTEF process of national departments: Provide inputs/comments for MTEF guidelines, Provide data required for MTBPS and Adjusted Estimates, Provide data required for the Budget Review Estimates of National Expenditure: Provide inputs/comments for ENE guidelines, Develop and update ENE checklist to verify the technical accuracy of the Budget database, Analyse Budget databases and inform budget analysts of inconsistencies, Arrange ENE data committee meetings and provide inputs, Prepare ENE table templates as well as summary tables Actual expenditure and receipts: Receive the revenue input and compile a schedule of the actual expenditure and receipts of National department at year-end, Administer the compilation of a database of annual financial statement actual expenditure and receipts. Verify the data and prepare the relevant summaries, Compile a quarterly summary report on receipts of national departments and provinces, Assist various role-players by providing data and reply to queries Standard Chart of Accounts: Assist with SCOA requests logged on the Helpdesk and the call centre, Serve as committee member of the SCOA Technical Committee and attend bi-weekly meetings, Assist with the functional classification of national departments, provinces and entities to ensure alignment with the GFS classification in consultation with other role-players.
<u>ENQUIRIES</u>	:	Human Resources on Tel No: (012) 315 5100 and follow the voice prompts and press number 2.
<u>APPLICATIONS</u>	:	may be sent via e-mail to Recruit.BO@treasury.gov.za
<u>POST 12/43</u>	:	<u>POLICY ANALYST: NATIONAL BUDGETS REF NO: S045/2020</u> Division: Budget Office (BO) Purpose: To assist with the implementation of processes and procedures pertaining to National Government budget determination, expenditure reporting processes and the monitoring of cash flow projections in accordance with relevant legislation and policies
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470,040 per annum (Excl. benefits) Pretoria
<u>DUTIES</u>	:	A Bachelor's Degree in Economics/Public Management/Administration/Social Sciences or equivalent qualifications, A minimum of 2-3 years' experience related to national government's budget formulation and execution processes, Knowledge of the PFMA, Money Bill Amendment, Procedure and Related Matters Act (2009) and Treasury Regulations, Knowledge of operational and consultation processes, conceptualization and expenditure analyses • Knowledge to formulate recommendations, Knowledge of legislation and practices. Drawings on the National Revenue Fund: Collect, verify drawings information of the budget cycle for pre-determined departments and assist with the drafting of memoranda, Coordinate and maintain control registers in comparison with the Office of the Accountant-General's info as implemented on the SafetyNet system, Expenditure Reporting System Analysis and Enhancement: Distribute, collection and verify data-file templates for specific departments' monthly expenditure reports, Coordinate, verify and maintain the distribution of expenditure to stakeholders, Provide inputs to pre-determined departments for assistance with the drafting of the under-spending report, Compile unauthorised expenditure schedules and assist with the drafting of the finance bills, Verify budget allocations for specific predetermined departments on transversal systems Adjusted Estimates of National Expenditure (AENE): Collect, verify drawings information of the budget cycle for pre-determined departments and assist with the drafting of memoranda, Assist with roll-overs in the gathering of user requirements and the compilation of templates and summaries, Assist with the logistical arrangements pertaining to meetings and compile request for approval of recommendations, Compile letters and annexures for the shifting of funds between votes, Assist with unforeseeable and unavoidable expenditure and provide guidance and support with the Treasury Committee meetings, Verify the correction of AENE information contained in datafile templates, chapters and tables and allocation of letters, Provide assistance with additions to the appropriation bills pertaining to bill schedules Medium Term Expenditure Framework (MTEF) and Estimates of National Expenditure (ENE): Collate, edit, verify and correct MTEF information and support the Medium Term Expenditure Committee, Assist with the compilation and verification of MTEF summaries, allocations frameworks and supporting documentation, Provide recommendation in respect of budget structure change requests and the coordinate the Public Finance approval.
<u>ENQUIRIES</u>	:	Human Resources on Tel No: (012) 315 5100 and follow the voice prompts and press number 2.
<u>APPLICATIONS</u>	:	may be sent via e-mail to Recruit.BO@treasury.gov.za
<u>POST 12/44</u>	:	<u>PROGRAMME COORDINATOR REF NO: S047/2020</u> Division: Public Finance (PF) Purpose: To coordinate and render an administrative support services to the Economic Services Chief Directorate.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316,791 per annum (Excl. benefits) Pretoria
<u>REQUIREMENTS</u>	:	A minimum National Diploma/Degree Public Administration/Business Management/Project Management, A minimum of 2 years' experience obtained in an office administrative environment, Knowledge of the PFMA and Treasury Regulations, Knowledge and exposure

DUTIES

to the budget coordination processes, Knowledge of the analysis and interpretation of internal policies for the correct application thereof.

: Integrated CD Business Support: Co-ordinate and perform quality assurance on processes pertaining to all in-coming and out-going memoranda for service enhancement and standardisation, Develop and maintain a filing system for record and audit purposes, Initiate the integration of all business units within Economic Services to monitor the effectiveness of service delivery and propose improvement where necessary, Administer leave centrally within the Economic Services business sphere and update the leave register for verification, Assist with the monitoring of all procurement and administrative initiatives and verify alignment of claims and invoices, Draft memoranda and record all on an electronic filing system for record purposes and editing where required CD Business Support: Acknowledge and confirm meetings, invitations to workshops and co-ordinate and assist business units to attain their outputs, Provide inputs to the compilation of agendas, taking minutes, and follow-up on required outstanding commitments from business units within Economic Services, Administer all duties with utmost discretion in the execution of confidential matters and converse with clients in utmost diplomacy Stakeholder Relations and Engagement: Engage internal clients on the coordination and enhancement of the integration of dual processes for execution within Economic Services, Attend to clients' needs, address concerns and complains timeously, to improvement relations with stakeholders, and obtain their trust in Economic Services' service offerings, Analyse quotations for the attainment of the most effective and efficient procurement of goods and services and advise accordingly Budget Co-ordination: Assist and prepare relevant documentation pertaining to the consolidated budgetary inputs in compliance with the MTEF requirements and cycle, Monitor expenditure against commitments and sensitise on possible on over spending, Initiate the movement of funds between items after consultation with relevant stakeholders and compile relevant papers for execution.

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