

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0008 or Applicants may apply online through the link stated with each position.
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 28 January 2022
- NOTE** : Applications must be submitted on form Z83 and Copies of qualifications, identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applications. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

- POST 01/32** : **CHIEF FINANCIAL OFFICER REF NO: DPE/2021/028**
Branch: Corporate Services
- SALARY** : R1 251 183 per annum (Level 14), All-inclusive salary package) consisting of a Basic salary 70% and 30% flexible portion that can be structured according to individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of undergraduate qualification in Financial Management or Accounting (NQF level7) as recognized by SAQA. The incumbent must have at least a minimum of 5 years' experience at Senior Management Service level. Knowledge and extensive experience of the Financial Management and Supply Chain Management functions. A track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement internal systems and controls to ensure sound financial management skills management. Broad knowledge of Government development objectives. Proven Leadership and strategic management skills. As well as project management skills. Advanced policy development and analysis skills. High level negotiation skills. Well-developed financial, analytical and problem-solving skills. Good communication skills (verbal and written) and interpersonal skills. Ability to work under pressure and meet deadlines.
- DUTIES** : Provide Strategic support to the Head of Department and other senior managers in execution of their functions in terms of Public Finance Management Act, 1999, the Treasury Regulations, Treasury Practice notes and King IV report. Establish and maintain appropriate systems and policies to ensure effective and efficient management of financial resources and assets. Provide timely and accurate financial and operational information necessary for strategic decision making. Oversee and account for the implementation of national and generally accepted accounting norms and standards. Coordinate and manage departmental processes to identify areas of inefficient and /or wasteful expenditure/ Utilization of resources and facilitate strategic decision-making processes to endure corrective action. Develop and maintain an integrated accounting and financial and financial management systems. Including financial reporting and internal control. Be responsible for exercising proper budgetary control. Participate in EXCO, management meeting and other policy discussions. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the

implementation of the Branch's Annual Performance Plan. Develop assessment models to analyses resources allocation to departmental programme to enable the Accounting Officer to allocate resources in line with the Departmental strategic objectives.

ENQUIRIES : Ms Henriette Strauss Tel No: (012) 431-1022
APPLICATIONS : <https://s.attainglobal.co.uk/dpe-2021-28>

OTHER POSTS

POST 01/33 : **SENIOR STATE ACCOUNTANT REF NO: DPE/2021/029**
Unit: Office of the Chief Financial Officer

SALARY : R321 543 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Applications in possession of a Senior Certificate, an undergraduate or postgraduate qualification in Commerce/ Accounting/ Financial Management and Public Finance or equivalent qualification (NQF Level 6/ Level 7) as recognized by SAQA accompanied by at least 2-3 years' experience in Finance Environment .The position requires a person who has organizational and administrative skills as well as the ability to arrange and systematize information. A sound knowledge of Computer applications, including MS Excel, MS Word and Outlook is required. Written and verbal communications skills. Report writing skills. Analytical and logistical skills, administration skills and numeracy are important for this position.

DUTIES : To render a financial management and reporting function in the department. The incumbent must have working knowledge of Government Financial systems namely BAS, PERSAL and LOGIS. Authorisation of supplier invoices on LOGIS system and Safety net in terms of Treasury Regulations 8.2.3 of the PFMA. Prepare weekly and /or monthly BAS/PERSAL/LOGIS reconciliations. Track and Perform reconciliations of Travel Management Accounts (Diners Club and travel accounts). Assist in compiling AFS/IFS Appropriation Statement and notes to appropriation statement. Assist with the compiling amendment, and submission of monthly cash flows (projections) and drawings. Assist with the administration of departmental assets and Liabilities accounts. Monitor and report on suspense accounts. Support the Finance unit by providing support to the Internal and External auditors and other relevant stakeholders.

ENQUIRIES : Ms Benneth Baloyi Tel No: (012) 43- 1029
APPLICATIONS : <https://s.attainglobal.co.uk/dpe-2021-29>

POST 01/34 : **IT SERVICE DESK REF NO: DPE/2021/030**
Unit: Information Management

SALARY : R261 372 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an appropriate tertiary qualification at NQF level 6 in the fields of Information Technology/Information Management /Information Systems coupled with 2 years of relevant experience in an IT support environment PLUS the following key competencies: Knowledge of MS Office products, MS Windows 7, Remote Desktop, Printer and program installation and troubleshooting LAN skills, Ability to work on technical hardware/software as well work under pressure with the team.

DUTIES : Service Desk Administration. Act as a first point of contact for IT incidents reporting and service request handling. Coordinate all the incoming requests in a form of phone calls, emails and tickets logged to the IT service desk system. Log, assign, prioritize and manage IT requests related to hardware, software and applications. Track the performance of IT support by ensuring that first and second level escalation procedures actioned when necessary. Follow up with Users to ensure issues have been resolved. Provide first line technical support to DPE Users. Assisting with technical support remotely or otherwise by walking to users to resolve issues. Provide technical support to walk in users on all IT related issues. Telephonically analyzing and troubleshooting user issuers before deploying the call to a technician. User Account Management – Reset and Unlock AD User Accounts. Assist with Installing, modifying and repairing of computer hardware, software and peripherals. Monitor compliance with Users standards and report breaches.

Assisting with ICT procurement. Compile requirements and coordinate procurement of IT assets and services through the supply chain office. Verify Quotations against requirement. Compile request memorandums to motivate for procurement of assets and/or services. Engage with suppliers after an order was issued by SCM. In conjunction with SCM, verification of quality and quantity of goods supplied and facilitation of payment takes place. Maintain and IT asset register and compile technical reports for asset disposals. Assisting with ICT procurement. Compile requirements and coordinate procurement of IT assets and services through the supply chain office. Verify Quotations against requirement.

ENQUIRIES

: MS Dineo Masilo Tel No: (012) 431-1026

APPLICATIONS

: <https://s.attainglobal.co.uk/dpe-2021-30>