

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH**

CLOSING DATE : 21 July 2023

NOTE : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. Additional Note: Applicants who will be applying for the Deputy Director General: Hospital & Clinical Support post must apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: RecruitmentHeadOffice.gov.za (NB: For Technical Glitches Only –Do Not send Cvs). eMail with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address. For more information, please contact Ms. S Ndlabhu Tel no: 040 608 1602/5/6/10

MANAGEMENT ECHELON

POST 22/235 : **DEPUTY DIRECTOR- GENERAL: HOSPITALS & CLINICAL SUPPORT SERVICES REF NO. ECHEALTH/DDGHCSS/HO/ARP/01/07/2023**
Job Purpose: To ensure provision of hospital and clinical support services.
Re-advertisement those who had previously applied are encouraged to apply

SALARY CENTRE REQUIREMENTS : R1 663 581– R 1 871 454 per annum (Level 15) – all-inclusive package
: Head Office, Bhisho
: National Senior Certificate, Degree (NQF level 7) and postgraduate qualification (NQF Level 8) as recognised by SAQA in Health related field or equivalent qualification. A minimum of 8 -10 years' experience at Senior Management level. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Skills: Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulation. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES : Ensure effective provision of health services in the hospitals: Oversee overall management of performance in central, tertiary, regional and mental hospitals. Oversee management and provision of transversal health services: Manage effective rendering of pharmaceutical services. Co-ordinate effective functioning of pharmaceutical depot. Co-ordinate and manage rendering of allied health services. Ensure management and effective utilization and maintenance of health technology in health facilities. Oversee and monitor rendering of medical, dental and nursing services. Ensure overall provision of quality health care assurance management services: Monitor development and co-ordination of coherent systems framework for delivery of quality health

services. Ensure promotion of customer care systems responsiveness and functionality of supportive governance structures. Ensure management and coordination of clinical health development service: Monitor effective coordination of health professional training and development services. Manage Lilitha Nursing College. Manage Emergency Medical Services College. Coordinate, monitor and evaluate Regional Training Centre services. Promote good corporate governance: Establish effective audit and risk management mechanisms to prevent fraud and corruption. Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature. Stakeholder management and annual reporting to Citizens. Management of MTEC process. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Ms B Caga Tel No: 040 608 1210
APPLICATIONS : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

OTHER POSTS

POST 22/236 : **ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/SH/APL/01/06/2023**
 Re-advertisement those who had previously applied are encouraged to apply

SALARY CENTRE REQUIREMENTS : R627 474 – R724 278 per annum (OSD)
 : Sarah Baartman, Settlers Hospital
 : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care

ENQUIRIES : Ms S Diva Tel no 046 602 5046.
APPLICATIONS : Applications directed to the addresses as indicated below or Hand Delivery as indicated below: Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires: Ms S Diva Tel no 046 602 5046.

DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

APPLICATIONS : Applicants are encouraged to apply via the e-recruitment system only. Utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> The E-Recruitment system is available 24/7 for applications and closes at 23:59 on the closing date. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile,

send an email to: erecruitment@drdar.gov.za (NB: For Technical Glitches Only – No CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri).Should you submit your applications/CV to: erecruitment@drdar.gov.za and not as specified, your application will be regarded as lost and will not be considered.

FOR ATTENTION
CLOSING DATE
NOTE

: Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
:
: 14 July 2023

: Applications must be submitted on a duly completed New Z83 Form (effective o1 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. NB: Z83 in the E-Recruitment system is currently not downloadable and therefore not signable, so applicants who submitted applications via the E-Recruitment System will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the interview day. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions. It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest.

ERRATUM: Kindly note that the following posts were advertised in Public Service Vacancy Circular 18 dated 26 May 2023, Post 18/186, Skills Development Coordinator (Head Office- Bhisho) REF NO: DRDAR: 59/05/2023 is hereby withdrawn. Kindly note that the following posts were advertised in Public Service Vacancy Circular 18 dated 26 May 2023 and are herewith amended: The posts of Legal Administration Officer Grade 5 (2 posts), Ref. DRDAR: 58/05/2023, were advertised with an incorrect salary range. The correct range is R420 642 – R596 127 per annum (OSD). The posts of Senior State Accountant: Pre-Audit (2 posts), Ref. DRDAR: 60/05/2023, were advertised with incorrect requirements and have been amended to a qualification at NQF level 6 as recognized by SAQA in Financial Management / Internal Auditing/ Public Management (with Accounting & Auditing as subjects Auditing). The post of Senior State Accountant (Expenditure Services), Ref. DRDAR: 61/05/2023 was advertised with incorrect requirements and have been amended to a qualification at an NQF level 6 as recognized by SAQA in Finance/Financial Management/Internal Auditing/Accounting/Cost and Management Accounting/Taxation or equivalent. 6) The post of Senior Admin Officer: Supply Chain Management, Ref. DRDAR: (68/05/2023 was advertised with incorrect requirements and have been amended to a qualification at NQF level 6 qualification in Supply Chain Management/ Purchasing Management/ Logistics Management/Public Management. 7) The post of Senior Admin Officer: Logistics, Ref. DRDAR: 69/05/2023 was advertised with incorrect requirements and have been amended to a qualification at NQF level 6 in Commerce / Supply Chain Management / Procurement / Logistics. The post of State Accountant: Salaries, Ref. DRDAR: 80/05/2023 was advertised with incorrect requirements and have been amended to a qualification at NQF level 6 in Financial Management/ Accounting or equivalent relevant qualification. The post of State Accountant: Pre-Audit, Ref. DRDAR: 82/05/2023 was advertised with incorrect requirements and have been amended to a qualification at NQF level 6 in Internal Audit/ Accounting or Cost & Management Accounting/Public Management or Financial Management. The posts of Human Resource Officer: Conditions of Service (4 posts) at centres Alfred Nzo District (Matatiele – 2

posts) – Ref: DRDAR: 73/05/2023, Amathole District (East London) – Ref.: DRDAR: 74/05/2023, Chris Hani District (Komani) – Ref.: DRDAR: 75/05/2023 and State Accountant: Pre-Audit, Ref. DRDAR: 82/05/2023 was advertised with an incorrect salary level and it has been amended to R 202 233 – R 235 611 per annum (Level 05). The posts of HR Clerk: Provisioning (2 posts) at centres Joe Gqabi District (Aliwal North) – Ref: DRDAR: 76/05/2023 and Sarah Baartman District (Gqebera) – Ref: DRDAR: 77/05/2023 were advertised with an incorrect salary level and it has been amended to R202 233 – R 235 611 per annum (Level 05) The closing date for these posts will now be 14 July 2023.

OTHER POSTS

- POST 22/237** : **SPECIAL PROGRAMME UNIT (SPU) COORDINATOR REF NO: DRDAR: 22/05/2023**
(Re-advertisement)
- SALARY** : R424 104 – R 496 467 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : A qualification at NQF level 6 in Developmental Studies Community Development / Social Services or any other related qualification. A minimum of 3 years' experience working with special groups at supervisory level. Knowledge of relevant Public Sector Policies and Procedures. Understanding and practical experience/exposure to Community Development issues. Good organizing, facilitation, and communication skills (verbal and writing). Good interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
- DUTIES** : Providing an effective coordination and monitoring and evaluation framework of the implementation in the districts and liaise with the Head Office SPU Directorate. Assisting the designed groups in accessing the services offered by the department. Providing support and advice to the District on issues affecting gender, disability, youth, children & elderly. Report on programmes and activities affecting designated groups in the district.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- NOTE** : Persons Living with Disabilities will be given preference for this post.
- POST 22/238** : **SENIOR STATE ACCOUNTANT: PRE-AUDIT REF NO: DRDAR: 60/05/2023**
(Re-advertisement)
- SALARY** : R359 517 – R420 402 per annum (Level 08)
CENTRE : Bhisho
REQUIREMENTS : A qualification at NQF level 7 as recognized by SAQA in Financial Management / Internal Auditing (with Accounting & Auditing as subjects) Auditing). A minimum of 2 years' experience within a public service financial management environment. Understanding of the legislative framework (PFMA, Treasury Regulations, SCM Prescripts, and Departmental Financial Reporting 126 Framework) that governs Public Sector Financial and Supply Chain Management). Proficiency in the Microsoft Office Suite (Excel, MS Word, and PowerPoint). Knowledge of Government Transversal Systems (BAS, PERSAL, and LOGIS). Good communication skills at all levels (verbal and writing). A valid driver's license.
- DUTIES** : Receive commitment vouchers (order vouchers) for compliance checking (preauditing) in order to prevent irregular, fruitless and wasteful expenditure before an order is generated on LOGIS. Issue Pre-audit certificates for all documents that are compliant with the procurement prescripts for the generation of an order. Issue non-compliance pre-audit certificate for all commitment vouchers that are not in line with procurement processes and SCM Prescripts, giving detailed reasons and submit to immediate supervisor. Receive pre-authorized payment vouchers for compliance checking before final authorization by payment section. Issue Non-compliance certificate for payment vouchers deemed to be non-compliant with payment processes. Maintain a good working relationship with clients and stakeholders.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- NOTE** : Persons Living with Disabilities will be given preference for this post.

POST 22/239 : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A - ANIMAL SCIENCE:**
REF. NO: DRDAR: 04/06/2023
(Re-advertisement)

SALARY : R353 013 – R376 806 per annum (OSD)
CENTRE : Cradock
REQUIREMENTS : A National Diploma or Bachelor's Degree or BTech in Agriculture minimum NQF level 6-majoring in Animal Science. At least 3 years' post-qualification technical scientific experience, working in the field of animal science. Compulsory registration with the SACNASP as a Certificated Natural Scientist. Program and project management skills. Scientific methodologies knowledge. Research and development knowledge. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. A valid driver's license.

DUTIES : Develop and implement methodologies, policies, systems and procedures; Provide technical support and advice; Perform technical scientific analysis and regulatory functions; Research and development; Human capital development; Supervise technical support and processes, and manage the performance management and development of staff. ENQUIRIES: Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 22/240 : **PRACTITIONER: EMPLOYEE RELATIONS: REF DRDAR 10/06/2023**

SALARY : R294 321 – R343 815 per annum (Level 07)
CENTRE : Donhe (Stutterheim)
REQUIREMENTS : A qualification at an NQF level 6 in Labour Relations / Labour Law/Human Recourses Management. Minimum of 2 -3 years' experience in Labour Relations / Labour Law environment. Job related knowledge: Experience and knowledge of the following legislations: Labour and Employment Legislation. Public Service Regulations. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. A valid driver's licence.

DUTIES : Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Draft submissions for mandates and represent the employer in disciplinary hearings.

ENQUIRIES : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 22/241 : **PROVISIONING ADMIN CLERK (2 POSTS)**
(Re-advertisement)

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : Chris Hani District (Komani) – Ref. DRDAR: 86/05/2023
O.R. Tambo District (Mthatha - Office Services) – Ref. DRDAR: 90/05/2023
REQUIREMENTS : Senior Certificate/ Grade 12 with 0-2 years' relevant work experience in administration. A tertiary qualification will be an added advantage. Computer skills. Competencies: Knowledge of general administration in the Public Service. Good understanding of procurement and payment of goods and services. Good communication and interpersonal skills.

DUTIES : Conduct records and document management, both manually and electronically. Perform a variety of administrative duties at operational level.

ENQUIRIES : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : Persons Living with Disabilities will be given preference for these posts.

PROVINCIAL TREASURY

APPLICATIONS : Applicants are encouraged to apply via the e-recruitment system only. Utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> The E-Recruitment system is available 24/7 for

applications and closes at 23:59 on the closing date. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: Theliswa.nkonyile@ectreasury.gov.za / (NB: For Technical Glitches Only – NO CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: Theliswa.nkonyile@ectreasury.gov.za and not as specified, your application will be regarded as lost and will not be considered.

**FOR ATTENTION
CLOSING DATE
NOTE**

: Theliswa Nkonyile Tel No: 083 8755 707/ Babalwa Bavuma 083 734 9641
 : 14 July 2023
 : Applications must be submitted on a duly completed New Z83 Form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. NB: Z83 in the E-Recruitment system is currently not downloadable and therefore not signable, so applicants who submitted applications via the E-Recruitment System will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the interview day. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Note: All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. It is a DPSA requirement for SMS applicants to produce or attach the pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions. It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 22/242

: **DIRECTOR: CFO SUPPORT REF: PT 01/06/2023**
 (12 Months Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R1 162 200 per annum (Level 13) (all-inclusive)
 : Bhisho
 : Three-year Degree (NQF level 7) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate qualification and completion of SAICA training programmes will be an added advantage. Previous experience in monitoring or working in municipal environment is essential.

DUTIES

: Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at head office, in districts and effective hands on support to municipalities in the following areas: budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through

the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team, including human resource management, planning, risk management and reporting. Skills and Competencies: Extensive knowledge of local government sector, finance and related reforms in the areas of Budgeting, Financial Management and Reporting, Supply Chain Management, Asset and Liability Management, Internal Audit, Audit Committee and Risk Management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards, mSCOA & Local Government Framework for Infrastructure Delivery and Procurement Management.

ENQUIRIES : Ms T. Nkonyile 083 8755 707 /Ms B Bavuma 083 734 9641/ Ms B Ndayi 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – NO Cvs).

OTHER POSTS

POST 22/243 : **DEPUTY DIRECTOR: CFO SUPPORT REF: PT 02/06/2023**
(1 Year Contract)

SALARY : R811 560 per annum (Level 11)
CENTRE : Bhishe
REQUIREMENTS : A three-year Degree (NQF level 7 as recognised by SAQA) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential.

DUTIES : Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Develop sustainable revenue enhancement strategies and turnaround plans for municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, both internal and external audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholders. Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma Tel No: 083 734 9641/ Ms B Ndayi 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – NO Cvs).

POST 22/244 : **DEPUTY DIRECTORS: ICT BUSINESS ANALYST REF: PT 03/06/2023**
In The Technical Support Unit (TSU) For the Management Of Various Interventions By Treasury, Including Medico Legal Claims Project In The Department Of Health
(Fixed Term 12 Months Contracts)

<u>SALARY</u>	:	R811 560 per annum (Level 11)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Three-year Degree (NQF level 7 as recognised by SAQA) in Business Process Re-engineering, Industrial Engineering, Computer Science / Information Technology/ Software Development, coupled with Minimum of 5 years' work experience of which 3 years should be middle management (Assistant Director) level. A certificate in Business Processes or ICT Governance or Data Management or IT Security and an exposure of least 2 years' experience working in process and/or quality improvement programme will be an added advantage.
<u>DUTIES</u>	:	Working with IT Expert (Director), support the development and execution of the IT strategy for business process optimization, including Business Process Re-engineering and Change Management. Conduct and analyse business requirements needs. Compile and document User Requirements Specification (URS) documents for systems development. Facilitate implementation of changes on operational systems. Liaise with relevant stakeholders. Data management. Business architecture solution design. Overseeing data collection and capturing (setting up data management capacity) to support Data integrity as well completeness, validity and accuracy of the E- Liability register, including sub registers (e.g. profile of cases paid to date, cases on the court roll, etc). Support contract management of private practitioners by ensuring continual update of the case development, Ensure accurate information to support the audit outcomes (disclosure of contingent liabilities), support litigation strategy by enhancing opportunities in presenting acceptable evidence in court (digitalisation/automation of patient records) as well as facilitate reporting to the Standing Committee on Public Accounts (SCOPA) report. Support the preparation of reports to facilitate governance and accountability as well as effective stakeholder management. Skills and Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Data Management, Project Management, System Analysis, Good understanding of System Development Life Circle (SDLC, Analyzing and visualizing Data Understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.
<u>ENQUIRES</u>	:	Ms T. Nkonyile 083 8755 707 /Ms B Bavuma 083 734 9641/ Ms B Ndayi 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (Nb: For Technical Glitches Only – No Cvs).
<u>POST 22/245</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF: PT 04/06/2023</u> In The Technical Support Unit (TSU) For the Management Of Various Interventions By Treasury, Including Medico Legal Claims Project In The Department Of Health (Fixed Term 12 Months Contracts) Purpose: To assist in the management and facilitation of the provisioning of financial administration and payment services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Degree (NQF level 7) In Financial Management coupled with Minimum 3 years' work experience at the level of an Officer (Level 7 or 8) in financial management and with at least 2 years' experience working with BAS. A valid driver's licence is essential.
<u>DUTIES</u>	:	Assist in the managing the provisioning of Financial Administration and Payment Services for the project: To assist in providing effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Assist in ensuring implementation of approved and signed Delegations of Authority. Assist In the verification and validation of accruals that arose as a result of paying medico-legal claims. Differentiate from current through an age analysis, utilising the set process flow for the project. Assist in the verification of the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project and/or design a standard operating procedure for all financial

- transactions related to — Legal claims. Assist In supporting the project stakeholders' communication and information sharing through the use of financial management information. Assist in ensuring financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO. Provide secretariat support services to the Project.
- ENQUIRES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma 083 734 9641/ Ms B Ndayi 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No Cvs).
- POST 22/246** : **ASSISTANT DIRECTORS: BUDGET MANAGEMENT REF: PT 05/06/2023 (2 POSTS)**
Purpose: To facilitate provisioning of departmental budget processes and cash flow allocation adjustments
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Bhisho
: National Senior Certificate and B. Degree (NQF level 7 as recognized by SAQA) in Management Accounting / Financial Management coupled with Minimum 3 years relevant experience in budgeting at a level of an Officer (Level 7 or higher).
- DUTIES** : Maintain Departmental Budget Process; Analyse and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Prepare Report Required For Monitoring Of The Departmental Budget; Analyse and consolidate departmental annual cash flow projections. Analyse and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. Provide Budgetary Support Service To The Department; Provide departmental budgetary support, analysis, advice and guidance. Analyse and respond to budget related enquiries. Facilitate IYM meetings and training on budget related issues. Skills And Competencies: Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Public Service Regulations, Annual Financial Statement Guidelines, National Treasury, Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies, Microsoft Excel, Word and PowerPoint, Financial management accounting .
- ENQUIRES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma 083 734 9641/ Ms B Ndayi 060 573 5574
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- POST 22/247** : **ASSISTANT DIRECTOR: SALARIES ADMINISTRATION REF: PT 06/06/2023**
Purpose: To Render Sound and Effective Payroll Management for the department, especially with respect to Salary Payments and Rebates.
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Bhisho
: National Senior Certificate and B. Degree (NQF level 7 as recognized by SAQA) in Financial Accounting / Financial Management/ Public Finance or any other related coupled with Minimum 3 years relevant experience in Finance or Accounting / Financial Management environment at a level of an Officer (Level 7 or higher).
- DUTIES** : Render Support In Managing The Payment Of Salaries And Deduction Of Payments To Third Parties. Record salary debts on the appropriate form and communicate to the individual concerned and that amounts to be reduced. Ensure that all departmental claims are submitted to other department and follow up is made on them, Ensure that deductions are implemented on

PERSAL for in service employees. Ensure that all salary related payment processed. Manage and ensure that all payrolls are distributed on time to Pay point Managers to avoid late return by them and to meet the requirements of PFMA and Audit queries. Monitor and manage the complaints from Pay point Managers so that they can be rectified within the next open month and also to avoid exceptions from being repeated. Facilitate Clearance And Reconciliation Of Suspense Accounts: Maintain suspense accounts and ensure that all a zero balance at month end and year end. Ensure that reconciliation of salary-related suspense accounts is effected and outstanding balances explained. File records of signed suspense accounts. Facilitate BAS and Persal reconciliation is done on a monthly basis and submitted on or before due date to meet the requirement of PFMA. Clear all Persal exceptions on a monthly basis and also ensure correction of link codes. Perform tax reconciliation returns. Prepare Monthly Reporting And Quarterly Inputs For Annual Financial Statements: Ensure that enhancements of suspense accounts are done on a monthly basis. Ensure that explanation of balances on suspense accounts is compiled and submitted and also compile and submit debt reporting template to debt management unit. Compile and submit quarterly inputs for preparation of AFS. Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Skills And Competencies: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Financial Management Act. National Treasury Regulations. National Treasury Instruction & Practice notes. National Treasury Circulars. DPSA Circulars. SCOA. PERSAL and BAS Systems. Project Management. Interpersonal Relations. Planning and Execution. Decision Making. Analytical Thinking. People Management. Communication (verbal & written). Computer Literate.

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POST 22/248 : **ADMIN OFFICER: INTERNAL AUDIT REF: PT 07/06/2023**
This Post Is Earmarked For A Person With Disability
Purpose: To render support in the provisioning of internal audit services.

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Bhisho
: National Senior certificate and A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Office Management / Public Administration / Public Management coupled with Minimum of 2 years' relevant experience in administration. Experience within the auditing environment will be an added advantage.

DUTIES : Render Support In The Provisioning Of Internal Audit & Risk Management Services In The Department: Compile and distribute audit committee and risk committee information. Maintain and report on follow up database. Check alignment of internal audit and risk management unit processes and procedures on best practices (IIA standards company act, PFMA, MFMA, King Report, NT Regulations and Frameworks) and recommend reviewal. To Provide Administrative Support To The Unit: Draft and circulate invitations for audit and risk committee. Organise and arrange logistics for audit and risk committee. Serve as a secretariat for audit and risk committee. Follow up on decisions / resolutions. Skills And Competencies: Understanding of legislative framework that governs the Public Service. Knowledge and application of applicable legislative requirement. Understanding and application of departmental policies and procedures, Standards for professional practice of

- internal auditors. Decision making. Planning and organising. Project management, problem solving. Research and analytical thinking.
- ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma Tel No: 083 734 9641/ Ms B Ndayi Tel No: 060 573 5574
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- POST 22/249** : **ADMIN OFFICERS REF: PT 08/06/2023 (5 POSTS)**
In The Technical Support Unit (TSU) For the Management Of Various Interventions By Treasury, Including Medico Legal Claims Project In The Department Of Health
(Fixed Term 12 Months Contracts)
This Post Is Earmarked For A Person With Disability
Purpose: To support the management of the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA.
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Bhisho
: National Senior certificate and A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Public Management / Financial Management / Internal Auditing coupled with Minimum of 2 years' experience in administration. A drivers Licence will be an added advantage.
- DUTIES** : Support on the digitalization of records efforts by capturing and reviewing patient files, court files, etc; update and maintain electronic registers for both the court on patient records; ensure accurate information to support data integrity towards positive audit outcomes (disclosure of contingent liabilities) and enhanced opportunities in collating court evidence. Execute audits in accordance with the audit projects. Report progress on audit projects. Source documents to update medico claims on e-liability register. Competency Levels: Excellent self-driven; innovative and well organised individuals; ability to work with little supervision; ability to succeed working under pressure and with large volume of data; high-end communication skills; proficiency in Microsoft Applications (EXCELL, Word, PowerPoint, Outlook); ability to create/design spreadsheets, ability to capture data with high degree of speed and accuracy, ability to review information as well analytical capability to translate data into management information.
- ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma Tel No: 083 734 9641/ Ms B Ndayi Tel No: 060 573 5574
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- POST 22/250** : **REGISTRY CLERK: OFFICE SUPPORT AND AUXILIARY SERVICES REF: PT 09/06/2023**
This Post Is Earmarked for A Person with Disability
Purpose: To render registry services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Bhisho
: National Senior certificate coupled with Minimum 1 year experience in field of registry environment. Relevant training by National Archives and Record Services will be an added advantage.
- DUTIES** : Render Administrative Duties To The Records Managementservices Of The Department: Receive and code all incoming and outgoing documents and electronic correspondence, including faxes. Open, sort and assist in distribution of mail. Sort and file all documents according to the approved departmental file index, ensure that records are safe and filed in a proper and correct manner. Maintain remittance register. Develop master list of archives. Control and maintain filing system. Frank and label all outgoing documents and mail for courier services. Develop and maintain registers of files opened, file closed, circulars, registered mail, certified mail and deliveries. Assist in ensuring that all records and information projects are managed according to the requirements of the National and Provincial Archives Act and good governance. Report file system shortcomings. Track and trace all lost mail and files. Manage Area Of Responsibility: Maintain high standards by ensuring that

the team / section produces excellent work in terms of quality, quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates. Skills And Competencies: Basic understanding of legislative framework that governs the Public Services Understanding and application of relevant standards and statutory framework and procedures that governs the records management function. Understanding of Records Management Practices.

ENQUIRIES

: Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma Tel No: 083 734 9641/
Ms B Ndayi 060 573 5574
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