

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF TREASURY**

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za).
- FOR ATTENTION** : Ms. N Cele
- CLOSING DATE** : 10 October 2025
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. As per the DPSA directive applicants must fill in all sections of the z83, no incomplete Z83 forms will be accepted. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only Provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

OTHER POST

- POST 34/73** : **MUNICIPAL BUDGET MANAGEMENT ANALYST REF NO: KZNPT 25/38**
- SALARY** : R896 436 per annum, (a remuneration package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A - 3-year NQF Level 7 Qualification in Financial Management/ Financial Accounting/ Management Accounting. Working knowledge of the various government financial systems. Working knowledge of word processing, spreadsheet, and presentation software packages. A minimum of 3 years' experience in Public Finance/ Treasury / External Auditing or related field. A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge, And Competencies: Working knowledge of: Public Sector, particularly Local government sphere Knowledge of: Public Sector Financial Management systems and relevant legislations/ statutes including: the constitution (as amended), Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA) and Treasury regulations, Municipal Systems Act (and amendments), Municipal Structures Act, Municipal Property Rates Act, Public Finance Service Regulatory Framework (PSRF), SCM Regulations, PFMA Regulations i.r.o Supply Chain Management, Provincial Procurement Act and Regulations, Provincial Internal Audit Act, PGDS (Provincial Growth and Development Strategy) National Treasury Guideline Documents & Circulars In Year monitoring and National Treasury Returns Performance measurements Asset Management and Asset Transfer Regulations Generally Recognised Accounting Practice (GRAP) and any other applicable accounting standard used by local government. Computer skills: Proficiency in Spreadsheets (MS Excel), Word processing (MS Word), PowerPoint and Use of internet, intranet, e-mail etc. Verbal communication and presentation skills Good interpersonal relations Research and analysis Report writing and general writing skills Problem-solving Monitoring and forecasting Basic project management Budgeting and budgeting systems Performance budgeting and strategic planning Change management Statistical and

quantitative analysis Financial Management Time Management (Ability to work under pressure and meet tight deadlines) Source, extract, isolate and interpret information on the state of municipal finances.

DUTIES

: Provide technical support to delegated municipalities on the preparation of (multi- year) budgets, the monthly outcomes of those budgets, the submission of reports by municipalities in the province as required in terms of the MFMA and the facilitation of financial management capacity building training programmes. Prepare monthly, quarterly, biannual, annual consolidated reports and "Ad hoc" reports in the prescribed format on the state of delegated municipalities' budgets and financial performance. Monitor monthly compliance by delegated municipalities with respect to the MFMA, DoRA and other applicable legislations and regulations and submit compliance reports to the Municipal Finance Co-ordinator. Research, analyse, share updates, and provide support to designated municipalities on MFMA reforms. Advise and prepare report for the Municipal Finance Co-ordinator on various approvals/ extensions requested by designated municipalities in terms of the legislations, as well as measures to be taken in the case of non-compliance. Provide ad hoc support activities and assist on Treasury related projects.

ENQUIRIES

: Ms. R. A. Bhagwandeel Tel No: (033) 897 4450