

## NATIONAL TREASURY

*The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.*



- APPLICATIONS** : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
- CLOSING DATE** : 23 March 2026 at 12:00 pm (Midday)
- NOTE** : The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za). The National Treasury is compliant with the requirements of POPIA. Note: Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.
- ERRATUM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 05 dated 13 February 2026, request for an extension of closing date for the post of Assistant Director: Infrastructure and Climate Financing with Ref No: S009/2026. The closing date has been extended to 23 March 2026 at 12:00 pm (Midday).

## MANAGEMENT ECHELON

**POST 08/366** : **DIRECTOR: ACCOUNTING SUPPORT AND REPORTING REF NO: S020/2026**

Division: Office of the Accountant-General (OAG)

Purpose: To facilitate the effective management of REAL through the provision of support pertaining to financial management, and the implementation of accounting frameworks, standards and guidelines in compliance with regulatory frameworks, promoting effective financial management within government.

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive)

: Pretoria

: A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Commerce or Accounting or Economics. A certification as a certified CA or CIMA will serve as an added advantage. Membership of the SAICA, SAIPPA, IPFA and the completed Audit or Accounting Articles. A minimum of 5 years' experience at a middle or senior managerial level obtained in an Accounting environment. Knowledge of accounting standards, i.e. IAS, IFRS, IPSAS, GRAP. Experience in report writing, publishing of corporate publications and communications. Knowledge of PFMA, MFMA, TR and other relevant government prescripts. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES**

: Financial Management and Reporting: Scrutinise clients audit qualifications and advice on the most appropriate course of action. Resolve queries relating to accounting frameworks, standards and guidelines. Implement monitoring mechanisms within the business unit to track progress on the resolution of audit findings through engagement with clients and audit reports. Report annually on financial management capability and progress on the resolutions of audit outcomes. Identify transversal policy limitations for implementation. Provide inputs and advice on the preparation of annual financial statements, and Interim Financial Statements for National Departments. Support Implementation of Accounting Frameworks, Standards and Guidelines: Initiate the development of accounting frameworks, standards, guidelines and related transversal accounting policies. Facilitate workshops and training on frameworks, standards, guidelines and transversal accounting policies (including training of provincial treasuries). Implement awareness programmes on the accounting frameworks, standards, policies and guidelines, and provide support to clients. Facilitate knowledge sharing within the portfolio (participate on various governance structures at various institutions, co-ordinating CFO and PAG forums). Development of implementation plans in support of new financial reporting requirements. Ongoing monitoring and support on the implementation of the new and revised accounting reforms. Consolidate National Government Portfolio: Consolidate support of national departments and listed public entities within allocated cluster. Design consolidation model in Support the provincial treasury with the consolidation of the provincial departments and public entities. Identify unlisted entities for inclusion in the consolidation of PFMA list of public entities.

**ENQUIRIES**

: enquiries only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

## OTHER POSTS

**POST 08/367** : **DEPUTY DIRECTOR: PFMA REGULATORY ENVIRONMENT REF NO: S017/2026**

Division: Office of the Accountant-General (OAG)

Purpose: To manage the PFMA regulatory environment (PFMA and its related prescripts).

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 059 105 per annum, (all-inclusive)

: Pretoria

: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's. degree (equivalent to NQF level 7) in Law or Accounting or Finance, or Public Finance. A postgraduate degree (equivalent

to NQF level 8) will be an added advantage. A minimum of 4 years' experience of which 2 years should have been on an Assistant Director level or equivalent obtained in developing norms and standards pertaining to financial management policies. Knowledge and experience of the public sector financial management processes and practices, analysis and research. Knowledge and experience of the broader financial management legislative frameworks applied within government including the Public Finance Management Act, Regulations and relevant Instructions.

**DUTIES** : Public Finance Management Reforms: Assist with the development of uniform norms and standards to facilitate the implementation of the PFMA. Assist in developing and maintaining the PFMA and treasury regulations, toolkits, guidelines for alignment and evolution of transversal issues to ensure consistent support to PFMA institutions. Conduct research on domestic and international financial management best practices for integration of financial management legislation. Manage the issuing of instructions, frameworks and guidelines pertaining to the PFMA. Enabling State Capacity: Develop the quarterly governance report reflecting all stakeholder engagements. Draft responses to PFMA institutions on requests to condone irregular expenditure. Draft responses to PFMA institutions on interpretation of the PFMA and its prescripts. Draft responses to PFMA institutions to requests for section 79 deviations and section 92 exemptions. Assist with responding to parliamentary queries. Client and Stakeholder Engagements: Conduct capacity building and information sessions on the PFMA implementation. Participate in partnerships with relevant institutions to achieve the outcomes of government. Develop and maintain a database of queries related to PFMA. Organisational Effectiveness: Provide advisory to other divisions within National Treasury on matters related to the PFMA. Respond to PFMA related queries from other divisions within the National Treasury. Attend meetings from other units within the National Treasury on matters related to the PFMA. Assist in reviewing letters from other divisions within the National Treasury on matters related to the PFMA. Assist in reviewing Treasury Instructions, Guidelines and Frameworks from other divisions within the National Treasury. Assist with section 79 deviations and section 92 exemptions from other divisions within National Treasury. Assist with dealing with matters of a transversal nature arising from other units within the National Treasury.

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**POST 08/368** : **DEPUTY DIRECTOR: MFMA DISPUTE RESOLUTION REF NO: S018/2026**  
 Division: Office of the Accountant-General (OAG)  
 Purpose: To resolve disputes and claims involving municipalities and other organs of state which occasionally might involve private sector service providers in conducting investigations, facilitating mediation sessions, preparing detailed reports, and comply with relevant laws and internal policies.

**SALARY** : R1 059 105 per annum, (all-inclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Law or Business Administration. NQF8 will be added advantage. A minimum 4 years' experience of which 2 years should be on an Assistant Director or equivalent obtained in conflict or dispute resolution environment. Knowledge and experience of the broader dispute resolution mechanisms framework.

**DUTIES** : Case Management and Resolution: Provide appropriate steps in resolving disputes within defined turnaround times. Compile accurate and complete case documentation for utilisation in dispute resolution matters. Develop and maintain appropriate case summaries and reports for consideration and execution. Manage the resolving of conflicts through a structured process which includes investigations, mediation, and negotiations in relation to section 44 of the MFMA. Mediation and Negotiation: Facilitate mediation sessions amongst factions for amiable outcome of resolutions. Assist disputing parties to reach agreements by establishing a clearly defined dispute resolution framework for implementation. Investigation and Evidence Gathering: Compile comprehensive investigation reports for consideration and scrutiny. Gather and verified evidence for integrity and appropriateness. Release findings and recommendations on verification of the authentication of the evidence at hand. Develop standard investigation operating procedures

for implementation and execution. Stakeholder Engagement: Engage internal and external clients on matters of mutual concern. Acknowledge feedback from stakeholders. Develop dispute resolution strategies in alignment with stakeholder expectations. Raise internal and external awareness on dispute resolution practices and engage clients, thereon. Reporting and Documentation: Compile and dispute resolution metrics and latest business trends benchmarking reporting. Update internal documentation and procedures for appropriateness. Develop dispute reporting template and related circulars for client utilization. Keep record of close-off dispute resolution cases and running ones for consideration. Monitor compliance with section 65(2)(e) of the MFMA for alignment.

**ENQUIRIES** : enquiries only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

**POST 08/369** : **DEPUTY DIRECTOR: MFMA SYSTEMS ARCHITECTURE AND SUPPORT**  
**REF NO: S019/2026**

Division: Office of the Accountant-General (OAG)

Purpose: To lead the development, implementation and maintenance of a integrated ICT systems architecture in alignment with the modernising ICT infrastructure, monitoring and compliance with the MFMA and its supporting regulations.

**SALARY** : R1 059 105 per annum, (all-inclusive)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Grade 12 coupled with a minimum Bachelor's. degree (equivalent to NQF level 7) in Computer Science or Information Systems or Information Technology. NQF level 8 will be added advantage. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in systems architecture within an information technology environment. Knowledge and experience in the utilization and application of Microsoft SQL, MVC Framework, and Microsoft.net. Knowledge and experience of cloud platforms, cyber-security defensive measures, and digital transformation initiatives.

**DUTIES** : Systems Development, Enhancements and Integration: Review the current MFMA web-enabled systems and applications for enhancements, developments and integration. Review business processes and recommend solutions to enhance efficiencies. Initiate testing, piloting and implementing of systems applications enhancements and developments. Develop and maintain an audit trail and log of system application enhancements, developments and integration. Compile and update relevant documentation of system/application enhancements, developments and integration. Facilitate updating of relevant data on the web enabled systems applications. Fix new bugs that may arise from system applications enhancements, developments and integration. Coordinate the development of training material, circulars, guidelines and other relevant publications. Compile relevant reports, dashboards and other related documentation. Strategic Systems Maintenance: Monitoring the performance of the web-enabled systems and applications and implement changes to improve performance. Monitoring and maintain the: Database logs, System Web Log, Application Logs, Workflow Engine, Messaging Engine, Notification Engine, Any other related engines and logs. Perform error resolution on the web systems, applications, API and automation engines. Resolve incidents on the system and adding of new users on the system. Liaise with internal ITC unit in identifying and fixing any bugs, errors, performance issues on the systems applications. Maintain, monitor, respond and report issues raised on the helpdesk facility and emails. Initiate amendments to existing training material, user guides, circulars and other publications. Report on system performance and maintenance. ICT Governance and Compliance: Liaise with ICT in testing, piloting and implementing systems applications enhancements and developments. Align systems architecture with relevant legislation, and ICT protocols, standards, guidelines. Engage ICT on system applications enhancements developments, maintenance and integration.

**ENQUIRIES** : enquiries only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

<b><u>POST 08/370</u></b>	:	<b><u>DEPUTY DIRECTOR: WATER, ENERGY AND TELECOMS REF NO: S025/2026</u></b> Division: Asset And Liability Management (ALM) Purpose: To Exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the water, energy and telecommunications sector. Participate in and inform policy making in respect of the restructuring of SOEs in the water, energy and telecommunications sectors.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 059 105 per annum, (all-inclusive) Pretoria A Grade 12 coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's. degree (equivalent to NQF level 7) in Finance or Economics. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in the water, energy and telecommunications sectors. Knowledge and experience of the PFMA. Experience in financial policy analysis and strategic planning. Knowledge of financial management and experience of mergers and acquisitions. Knowledge and experience of strategy and economic regulation will be an added advantage.
<b><u>DUTIES</u></b>	:	Restructuring of SOEs: Conduct analysis to enable the identification of where restructuring of SOEs in the water, energy and telecoms sectors is required to better achieve government objectives and advise Minister accordingly. Review of the restructuring/turnaround plans of the SOEs in the water, energy and or telecoms sectors. Participate in the restructuring of SOEs in the water, energy and or telecoms sectors with other departments. Provide strategic inputs on the repositioning and restructuring initiatives of SOEs. Oversight over SOEs: Analyse the financial statements and corporate plans of the SOEs in the water, energy and / or telecoms sectors, Review legislation, sector policy and framework for economic regulation. Analyse the alignment of the corporate plans of SOEs in water, energy and or telecoms sectors to policy objectives. Analyse industry structure in the water, energy and or telecoms sectors. Analyse industry trends in the water, energy and or telecoms sectors. Exercise ongoing oversight over Schedule 2 and 3B SOEs in the water, energy and or telecoms sectors. PFMA and MFMA Oversight: Analyse and draft responses to required PFMA and MFMA applications from SOEs in the water, energy and or telecoms sectors. Make recommendations based on requests in alignment with the related regulations. Review of Contingent Liabilities: Assess guarantee requests from SOEs for consideration. Provide inputs and justifiable reasons for the approval or disapproval of particular guarantee requests.
<b><u>ENQUIRIES</u></b>	:	enquiries only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>
<b><u>POST 08/371</u></b>	:	<b><u>DATA ARCHITECT: IT GOVERNANCE REF NO: S015/2026</u></b> Division: Corporate Services (CS) Purpose: To analyse the data requirements of the National Treasury prior to the implementation of the ICT Business Systems and Infrastructure as prescribed by the ICT Governance and Government Enterprise Architecture Frameworks to customise the optimal usage and maintenance as required.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum, (all-inclusive) Pretoria A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Information Technology. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in technology data analysis environment. Knowledge and experience of the following ICT disciplines: Project Management, Data Architecture, Data Analysis and System Development Lifecycle. Knowledge and experience utilising the Unified Modelling Language (UML) / Business Process Model and Notation (BPMN) and Entity Relationship Diagram (ERD) modelling standards.
<b><u>DUTIES</u></b>	:	Data Architecture: Analyse the National Treasury data requirements and define the current and target data baselines. Define the data standards for National Treasury in line with the new Enterprise Architecture and Acquisition approach. Review data guidelines and specifications for refinement and align with business requirements and outputs. Develop IT data management processes and procedures for utilisation in business. Develop a data dictionary for implementation in business and maintain and align with new ICT approach. Operational and Project Planning: Manage ICT projects and ensure project governance and implementation according to set plans and

procedures. Monitor, control project teams and initiate change integration on corrective action. Coordinate operational project plans for implementation. Utilise the Prince 2 or PMBoK principles for effective implementation of project and program. Analyse and review operational and project requirements of business for implementation, Initiate the recommended enterprise architecture projects for business. Opportunities and Solutions: Analyse the data architecture status and identify data gaps for implementation. Identify data opportunities and solutions on remedial ICT interventions to address identified gaps. Establish, develop, implement and manage an internal departmental procurement ICT solution for business. Migration Plan (SISP): Define a data migration objective for implementation within business. Scan business for future challenges on technological improvements, Operations and Utilisation: Define data specification of identified opportunities for development and implementation. Implement a data architectural baseline within business. Define and execute quality verification and test plans to ensure effective data deployments within business.

**ENQUIRIES** : enquiries only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

**POST 08/372** : **TECHNOLOGY ARCHITECT: IT GOVERNANCE REF NO: S016/2026**  
 Division: Corporate Services (CS)  
 Purpose: To analyse the data requirements of the National Treasury prior to the implementation of the ICT Business Systems and Infrastructure as prescribed by the ICT Governance and Government Enterprise Architecture Frameworks to customise the optimal usage and maintenance as required.

**SALARY** : R896 436 per annum, (all-inclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A grade 12 coupled with National Diploma in Information Technology or relevant (equivalent to NQF level 6), A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in the information technology data analysis environment. Knowledge and experience of the following ICT disciplines: Project Management, Data Architecture, Data Analysis and System Development Lifecycle. Knowledge and experience utilising the Unified Modelling Language (UML) / Business Process Model and Notation (BPMN) and Entity Relationship Diagram (ERD) modelling standards.

**DUTIES** : Data Architecture: Analyse the National Treasury data requirements and define the current and target data baselines. Define the data standards for National Treasury in line with the new Enterprise Architecture and Acquisition approach. Review data guidelines and specifications for refinement and align with business requirements and outputs, Develop IT data management processes and procedures for utilisation in business. Develop a data dictionary for implementation in business and maintain and align with new ICT approach. Operational and Project Planning: Manage ICT projects and ensure project governance and implementation according to set plans and procedures, Monitor, control project teams and initiate change integration on corrective action, Coordinate operational project plans for implementation. Utilise the Prince 2 or PMBoK principles for effective implementation of project and program, Analyse and review operational and project requirements of business for implementation. Initiate the recommended enterprise architecture projects for business. Opportunities and Solutions: Analyse the data architecture status and identify data gaps for implementation. Identify data opportunities and solutions on remedial ICT interventions to address identified gaps, Establish, develop, implement and manage an internal departmental procurement ICT solution for business. Migration Plan (SISP): Define a data migration objective for implementation within business. Scan business for future challenges on technological improvements, Operations and Utilisation: Define data specification of identified opportunities for development and implementation, Implement a data architectural baseline within business. Define and execute quality verification and test plans to ensure effective data deployments within business.

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<b><u>POST 08/373</u></b>	:	<b><u>ASSISTANT DIRECTOR: MARKET RISK REF NO: S021/2026</u></b> Division: Asset and Liability Management (ALM) Purpose: To assist in researching, modelling, and reporting of the components of market, liquidity and sovereign credit risks impacting on Government's debt portfolio. Fixed income valuation, structuring, research, and modelling plus multi-asset class interactions.
<b><u>SALARY</u></b>	:	R582 444 per annum, (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma (equivalent to NQF level 6) in Mathematics or Statistics or Finance or Economics, A Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is added advantage, A minimum of 3 years' experience obtained in a Financial Markets' environment; Knowledge of Financial Markets and asset or liability portfolio management techniques; Knowledge of Financial Risk Modelling techniques and fixed income valuation techniques; and Sensitivity measures applicable to fixed income products; Modified Duration, DV01 and Convexity.
<b><u>DUTIES</u></b>	:	Market Risk Components: Undertake financial market risk factor research, stochastic processes applicable to financial market risk modelling, Applicable time series models and probability distributions and non-parametric methods, Funding and market liquidity risk analysis. Fixed Income Valuation and Product Structuring: Analysis of fixed income products, valuation techniques. Assist with Fixed Income product structuring including derivatives. Assist with the construction and continuous improvement of credit, nominal and real curves. Assist with producing research related to spot, forward, yield to maturity curves, Application of Statistical Process Controls and Decision Analysis: Asset / Liability Portfolio Performance and Attribution techniques, Probabilistic Scenario analysis. Application of control charts for process variations and attributes, Data Quality Management and Programming Skills: Assist with the Data Quality Management Process, Proficiency in at least one Programming language; R, Python, etc.
<b><u>ENQUIRIES</u></b>	:	enquiries only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>
<b><u>POST 08/374</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRANSPORT, DEFENCE &amp; GENERAL SECTORS REF NO: S022/2026</u></b> Division: Asset and Liability Management (ALM) Purpose: To exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the Transport, Defence and General Sectors and participate in and inform policy making in respect of the restructuring of SOEs in the Transport, Defence and General Sectors.
<b><u>SALARY</u></b>	:	R582 444 per annum, (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Finance or Economics. A Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is added advantage. A minimum 3 years' experience obtained in analysing financial statements and corporate plans. Knowledge and experience of financial management, strategy and economic regulation. Knowledge of the government's broader regulatory framework on State Owned Companies.
<b><u>DUTIES</u></b>	:	Restructuring of SOEs: Assist with the analysis and the identification of restructuring needs within SOEs pertaining to Transport, Defence and General Sectors. Assist with the reviewing of restructuring and turnaround plans for SOEs in the sectors. Participate in the restructuring of SOEs in conjunction with other departments. Financial Analysis and Oversight: Assist with the analysis of financial statements and corporate plans and engage entities and other departments. Analyse the correct alignment of corporate plans of SOEs and their policy objectives and industry trends. Assist with the analysis and reviewing of SOEs and present draft submissions in alignment with the prescribed legislation on applications submitted from SOEs. Review SOEs submissions and analysis of Medium-Term Expenditure Framework (MTEF) and adjustment of budget applications. Review of Contingent Liabilities: Assist with the analysis of requests for guarantee from SOEs and present draft responses for consideration. Participate in fora and monitor compliance to guarantee conditions by entities. Industry and Sector Research: Assist with the provision of responses and advice on legislation and regulations to stay in touch with sectoral evolution. Participate in funding

workstreams and steering committees for SOEs. Assist with research on latest trends impacting the industry.

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**POST 08/375** : **SENIOR PROGRAMME COORDINATOR REF NO: S023/2026**  
 Division: Asset and Liability Management (ALM)  
 Purpose: To co-ordinate and render an administrative support service in the achievement and promotion of an organised and integrated business environment.

**SALARY** : R468 495 per annum, (excluding benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 coupled with a minimum National Diploma (equivalent to NQF level 6) in Public Administration or Business Management or Project Management or Human Resources Management. A Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is added advantage. A minimum 3 years' experience obtained in an administrative environment. Knowledge of the legislative framework on public administration and human resources management within government. Knowledge and exposure to the coordination of budget coordination processes. Knowledge of the analysis and interpretation of relevant internal policies for the correct application of determinations.

**DUTIES** : Business Support Promotion: Co-ordinate and perform quality assurance on processes pertaining to in-coming and out-going memoranda in the office of the DDG for enhancement of service delivery. Develop and maintain a filing system for record and audit purposes. Promote the effective execution of service delivery within the office and propose measures for improvement where necessary. Administer leave and other logistical requirements in the application of policy and procedures. Assist with the monitoring of procurement and administrative matters and verify correctness of claims and invoices. Record memoranda on the electronic filing system for record purposes, editing, etc, where applicable. Operational Support: Acknowledge and reaffirm meetings, invitations to workshops. Provide personal support to DDG, Manage calendar or diary. Handle correspondence and organize travel for the DDG. Compile agendas of meetings, initiating the taking of minutes and follow-up on outstanding commitments. 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 processes and procedures. Attend to clients' needs, address concerns and complaints timeously, to improve working relations with stakeholders. Provide logistical support to business units. Budget Co-ordination: Assist with the preparation of relevant documentation pertaining to proposed consolidated budgetary inputs in compliance with the MTEF requirements and cycle. Assist with the monitoring of expenditure against commitments and report on possible overspending. Assist with the initiation process on the movement of funds between items after consultation with relevant stakeholders (Office of the Chief Financial Officer (CFO) and preparing the relevant supporting documents for execution.

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