PROVINCIAL ADMINISTRATION: EASTERN CAPE
PROVINCIAL TREASURY

APPLICATIONS : Applications can be forwarded through one of the following options: Post: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag x0029 ,Bhisho,5605 Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho. Failure to submit a signed Z83 form will result in the disqualification of the application from the process. 25 JULY 2016, TIME: 16h00. Applications received after the closing date will not be considered. no faxed applications will be accepted.

CLOSING DATE : This is a re-advertisement. NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, drivers license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature)It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. All shortlisted candidates will be required to undergo security screening. The Department of Provincial Treasury welcomes people with disabilities. Shortlisted candidates will be required to undergo competency assessments. Females and people with disabilities are encouraged to apply.

NOTE : CLOSING DATE

POST 28/77 : CHIEF DIRECTOR: BUDGET AND PUBLIC FINANCE MANAGEMENT: REF PT 16/33: CENTRE: BHISHO

Purpose: To prepare and exercise control over the implementation of provincial budget and to develop, manage and monitor policy frameworks for the utilisation of provincial government’s fiscal resources.

SALARY : R1042 500 PER ANNUM (All inclusive) Salary level 14 (including basic salary = 70% of package, the State’s contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual’s needs.

REQUIREMENTS : Undergraduate qualification (NQF Level 7) in Financial Management/ Public Finance/ Economics or relevant field.7 years experience in Finance or related field. Five (5) years Senior Management (SMS) experience in a Budget Management environment.

DUTIES : Promote optimal financial resource allocation and report on financial performance: Oversee the preparation of provincial budget with respect to provincial departments. Oversee the development and rollout budget system to enhance budget processing. Provide oversight on the provision of capacity building for departments on budget processes and management. Ensure improved expenditure management practices and report to National Treasury, Cabinet Budget Committee (CBC), Executive Council (EXCO), Legislature and Top Management. Oversee the implementation of strategic and annual performance plans linked to budget expenditure trends. Provide oversight and ensure that the quarterly performance reporting model is managed effectively. Co-ordinate and ensure that an analysis is undertaken on departmental budgeting and expenditure through budget achievability and expenditure reviews. Ensure that a close-out report is prepared on the previous year’s financial and non-financial information in order to inform the process of improving provincial resource management. Co-ordinate and ensure that reports are compiled for the provincial MTEC hearings by utilising the first budget submission. Recommend preliminary and final allocations for departments according to national and provincial priorities within the fiscal framework. Ensure that an analytical report is prepared on policy alignment and allocative efficiency as inputs for NT Benchmark exercise by utilising the second budget submission. Co-ordinate the compilation and consolidation of the budget submission that will be tabled in the Provincial Legislature. Ensure that support is provided to departments to compile their budget submissions. Ensure that a report is compiled on the main budget and that it is loaded on BAS. Promote and enforce transparency and effective management of provincial and municipal asset and liability management, asset restructuring and financial management: Ensure and provide oversight on the proper management of Provincial Revenue Fund financial statements. Oversee the development and implementation of an effective and efficient management framework within the province. Oversee the monitoring and evaluation and reporting on all cash management practices. Provide oversight on risk assessment pertaining to cash management. Ensure that report on...
the performance of the investment and a liability is done. Ensure that advice on debt
management and on creditor’s management is provided as and required. Ensure that
the Departmental Strategic Plans (SP) and Annual Performance Plans (APP) are
linked to budget allocation & government priorities: Oversee and monitor
departmental SP and APP and ensure alignment with national and provincial policy
priorities as well as NT frameworks. Ensure that analysis report on the first and
second draft SP and APP submissions are submitted to departments. Ensure that
support is provided to departments to compile their SP and APP budget
submission. Ensure that departments table the SP and APP in the Provincial
Legislature. Provide guidance on the analysis of strategic and annual performance
plans, manage the quarterly performance reports model: Ensure that the analysis of
QPR from departments is undertaken and compile consolidated quarterly report to
NT. Ensure that quarterly QPR feedback including the performance score cards are
provided to departments on the analysis by PPT. Ensure that the integration, analysis
and reporting on non-financial and financial performance information is
undertaken. Ensure that support is provided to departments to with the
implementation and monitoring of the QPR. Conduct quarterly QPR workshops for
with departments and entities. Ensure that site visits are undertaken and a report
compiled at least every quarter to inform budget and other policy decisions. Manage
area of responsibility: Supervise and co-ordinate the effective and efficient running
and management of the Unit. Develop and implement service delivery improvement
programmes. Develop and supervise the implementation of the Unit’s Annual
Operational Plans, monitor and report on the implementation thereof monthly,
quarterly and annually. Ensure that performance agreements and development plans
are in place and implemented for all staff in the Unit within set timeframes. Ensure
that staff performance is managed on a daily basis and that Performance
Assessments of all employees in area of responsibility are done timeously and within
agreed timeframes. Ensure that vacancies are filled timeously and that the
Recruitment, Selection and Placement of staff is according to laid down policy and
procedure. Ensure the implementation and management of risk, finance and supply-
chain management protocols and prescripts in area of responsibility. Identify and
manage risks in area of responsibility: Ensure timely budgeting, monitoring, variance
analysis and reporting. Ensure that Procurement Planning takes place, that
specifications are developed timeously and that there is compliance with supply
chain prescripts. Ensure the Unit’s assets are managed, maintained and kept safely.
Weigh up financial implications of propositions and align expenditure to cash
flow projections.

ENQUIRIES

: Ms A. Guga 040 1010 071/072