Branch: Financial Management Services

REF.NO: HO: 2015/07/01

Salary: R2 201 713.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual's needs). 5 years fixed contract. The successful candidate will be required to undergo competency assessment, security clearance and sign a performance agreement.

REQUIREMENTS: The successful candidate should have a matric certificate, 3 year tertiary qualification in commerce (NQF level 7). A post graduate qualification will be an added advantage. At least 5 years’ experience on the level of a senior Management in a financial environment. Knowledge of Basic Accounting Systems, Persal, MTEF and the budget process, PFMA, PSA, PSR, Division of revenue act, Adjustments Appropriation Act, Income Tax Act, Treasury regulations, Supply Chain Management, Internal controls procedures, advanced MoS office applications. Skills in Numeriuc and mathematical accuracy, analytical and accounting skill, leadership, planning, organizational and managerial, Computer proficiency, financial analytical skills, Project Management, Research and analysis, Strategic and conceptual Orientation, Innovative thinking, problem solving, team player, coaching, self-driven, change management, adaptability.

Communicate: MEC, HOD, Branch Executive Managers, Programme Managers, Colleagues, Service Providers, Provincial and National Treasury and Office of the Premier

KEY RESPONSIBILITIES: Ensure the provision of an effective and efficient management of expenditure and revenue and financial management support in terms of legislative mandates. Submission of various financial and strategic reports. Management of revenue and expenditure. Provide guidance to clients on transversal financial accounting issues. Ensure that all transversal audit queries within the Department have been dealt with. Evaluate all major capital projects prior to a final decision on the project. Prevent unauthorized, irregular and fruitless and wasteful expenditure and losses. Administration of Departmental assets. Ensure the budget planning, management and reporting in terms of the legislative mandate. Consolidation and compilation of the departmental Budget Planning submissions in terms of the Treasury Guideline document. Compilation of management reports in terms of the PFMA and Treasury Regulations. Provide advice and guidance on budget planning, management and reporting. Comply with any remedial measures imposed by the relevant treasury. Ensure the provision of effective & efficient supply chain management support to the Department. Oversee & manage the planning and acquisition of goods and services. Provide strategic advice and guidance in terms of SCM to internal clients and Service Providers. Provisioning of logistics(Stores) and contract management services. Provisioning of Auxiliary services. Administer tender processes. Co-ordinate infrastructure management and delivery in the Province. Monitor the implementation, progress and completion of expenditure of infrastructure related projects. Identify and report infrastructure expenditure and delivery bottlenecks through the application of early warning trend monitoring mechanisms. Ensure that a reliable inventory (asset register) of provincial infrastructure is developed and maintained by departments. Oversee the provision Security Management services. Oversee the provision of day-to-day maintenance services for all GDE Institutions. Ensure the development of financial accounting related policies and procedures and the implementation thereof; Ensure the development of supply chain management related policies and procedures and the implementation thereof. Develop procurement policies, procedure manuals and best practices. Manage all resources of the Branch as expected in the relevant Public Service Acts and policies. Compile and submit Job Descriptions, Performance Agreements / Assessments, Performance and development Plan for staff. Monitor, evaluate and report on the performance of the staff. Provide training in financial matters to officials of the Department. Provide support to the HOD and other Senior Managers in the execution of their functions

Enquiries: Lesiba Kgobe, at tel: (011) 355 0368.

Note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department.

Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools”

The Gauteng Provincial Government Is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability.

Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. A certified copy of your identity document and qualifications must be attached. Certification must not be 6 months old.

The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Applications must be delivered or posted to:

Postal address: PO Box 7710, Johannesburg

PLEASE NOTE: Due to the large number of applications we envisage to receive, applications will not be Acknowledged.

If you do not receive any response within 3 months, please accept that Your application was Ultra Asessed.

CLOSING DATE: 17 JULY 2015.