DUTIES: To design and implement a communication strategy plan, policies and procedures. To ensure the provision of effective and efficient communication services to the Department including government and external stakeholders. To conduct meetings with Heads of departments and regional managers to ensure that payroll data is accurate and reconciled. To maintain accounting records. To provide advice and guidance on financial administration matters. To ensure the budget and financial planning process are followed. To communicate key financial information to senior management. To attend monthly budget monitoring meetings to ensure that pressure on revenue is communicated. To ensure profitability targets are met. To monitor budget variances. To ensure that South Africa Meteorological Service (SAMSA) is effectively managed and performing its role.

ENQUIRIES: Mr Hector Tsosane, at tel: (011) 355 0200.

DEPUTY DIRECTOR: CORPORATE IT SUPPORT SERVICES

BRANCH: STRATEGIC PLANNING

REF NO: H02003/04

SALARY: R68 167 plus per annum (All-inclusive remuneration package of which a Portion could be structured within applicable rules, according to the individual’s needs).

CENTRE: Head Office, Johannesburg

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