



PROVINCIAL TREASURY CIRCULAR NO. 28 OF 2019

TO:

**HEADS OF DEPARTMENTS
MUNICIPAL MANAGERS**

The purpose of this Circular is to provide information regarding the support provided by and the mandatory role of the Provincial Treasury.

The Mpumalanga Provincial Treasury has the following four Programmes:

- Programme 1: Administration
- Programme 2: Sustainable Resource Management
- Programme 3: Assets and Liabilities Management
- Programme 4: Financial Governance

Programme 1 is the Administrative support Programme for the Provincial Treasury while Programme 2, 3 and 4 provide support to external stakeholders such as Departments, Public Entities and Municipalities in the Province.

Details of the executive management of the Provincial Treasury are as follows:

Name	Capacity	Contact Details (Telephone number, e-mail and cell phone number)
Gugu Mashiteng	Acting Head: Provincial Treasury	013 766-4564/4572 GMashiteng@mpg.gov.za 082 997 2041
Gladys Milazi	Programme Manager: Programme 2	013 766-4300 GMilazi@mpg.gov.za 072 211 6087
Robert Masambo	Programme Manager: Programme 3	013 766-4230 RMasambo@mpg.gov.za 082 772 6029
Janet Bezuidenhout	Programme Manager: Programme 4	013 766-4519 bezuidenhout@mpg.gov.za 083 676 1491

DETAILS OF SERVICES AND SUPPORT PROVIDED BY THE PROVINCIAL TREASURY

PROGRAMME 2: SUSTAINABLE RESOURCE MANAGEMENT

Unit: Budget and Expenditure Management

1. The Unit is responsible for the following:
 - a) Budget allocations to departments
 - b) Issue budget cycle, budget circular, Estimates of Provincial Revenue and Expenditure (EPRE) Guide, EPRE tables and Databases to departments to guide departments on budget compilation
 - c) Issue guideline for adjustment budget to departments
 - d) Conduct workshops on reforms/refreshers on budget compilation
 - e) Receive budget documents, analyse them, hold feedback sessions and provide feedbacks to departments
 - f) Hold workshop on In-Year-Monitoring (IYM) each year to refresh and for possible reforms
 - g) Receive, analyse monthly IYM reports and provide feedback quarterly as oversight to departments
 - h) One-on-One interactions with departments whenever it is necessary
 - i) Perform site visits

2. The following officials support Departments / Votes:

Department / Vote supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Departments / Votes	Matthews Madike (Senior Manager)	013-766-4281 Madikem@mpg.gov.za 082 375 9182
Office of the Premier	Innocent Sono	013 766-4282 Isono@mpg.gov.za 073 545 3606
Provincial legislature	Mabel Ntamane	013 766-4332 mntamane@mpg.gov.za 082 492 6350
Provincial Treasury	Cedric Magane	013 766-4344 cmagane@mpg.gov.za 084 420 9081
Corporative Governance and Traditional Affairs	Tswaedi Ntsoane	013 766-4333 tntsoane@mpg.gov.za 079 500 6496
Agriculture, Rural Development and Land Administration	Innocent Sono	013 766-4282 Isono@mpg.gov.za 073 545 3606
Economic Development and Tourism	Mabel Ntamane	013 766-4332 mntamane@mpg.gov.za 082 492 6350
Education	Tshepo rakometsi	013 766-4009 TRakometsi@mpg.gov.za 073 253 2367

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Department / Vote supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
Public Works, Roads and Transport	Samkie Dlamini	013 766-4295 SSilinda@mpg.gov.za 082 774 9320
Community Safety, Security and Liaison	Sonto Zitha	013 766-4309 SGZitha@mpg.gov.za 082 497 7082
Health	Thobile Magwaza	013 766-4286 MagwazaTN@mpg.gov.za 076 387 8055
Culture, Sport and Recreation	Cedric Magane	013 766-4344 cmagane@mpg.gov.za 084 420 9081
Social Development	Keneilwe Modise	013 766-4303 KModise@mpg.gov.za 082 553 9923
Human Settlements	Tswaedi Ntsoane	013 766-4333 tntsoane@mpg.gov.za 079 500 6496

Unit: Provincial Administration Fiscal Discipline

1. The Unit is responsible for the following:
 - a) Departments submit cashflow schedule, PT receives and analyses the cash payment schedule, issue a circular
 - b) Transfer cash to Departments on the second and last week of the month with the exception of the Department of Education and the Department of Economic Development and Tourism where transfers are made on the third week to cater for educators' salaries and transfers to entities respectively.
 - c) Assist Departments in reviewing own revenue tariffs , Issue circular
 - d) Issue guidance by analysing, giving feedback if necessary and approve tariffs
 - e) Conduct workshops / training on own revenue management
 - f) Assist Departments with projections for own revenue, issue circular in this regard
 - g) Issue a circular to Departments to submit the adjusted cashflow schedule.
 - h) One-on-One interactions with departments whenever it is necessary
 - i) Do site visits – when necessary and assist Departments on benchmark with other Provinces with an aim of enhancing own revenue.

2. The following officials support Departments / Votes:

Department / Vote supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
Office of the Premier	Ludwick Mnisi	013 766 4302 lmnisi@mpg.gov.za 083 453 1154
Provincial Treasury	Cecil Maponyane	013 766 4580 cmaoponyane@mpg.gov.za 082 407 5079

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Department / Vote supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
Corporate Governance and Traditional Affairs	Petros Hlatshwayo	013 766 4302 phlatshwayo@mpg.gov.za 071 576 9912
Agriculture, Rural Development and Land Administration	Ludwick Mnisi	013 766 4302 lmnisi@mpg.gov.za 083 453 1154
Economic Development and Tourism	Petros Hlatshwayo	013 766 4310 phlatshwayo@mpg.gov.za 071 576 9912
Education	Cedric Maponyane	013 766 4580 cmaponyane@mpg.gov.za 082 407 5079
Public Works, Roads and Transport	Cecil Mariri	013 766 4308 csmariri@mpg.gov.za 084 609 6600
Community Safety, Security and Liaison	Petros Hlatshwayo	013 766 4310 phlatshwayo@mpg.gov.za 071 576 9912
Health	Cecil Mariri	013 766 4308 csmariri@mpg.gov.za 084 609 6600
Culture, Sport and Recreation	Cedric Maponyane	013 766 4580 cmaponyane@mpg.gov.za 082 407 5079
Social Development	Cecil Mariri	013 766 4308 csmariri@mpg.gov.za 084 609 6600
Human Settlements	Ludwick Mnisi	013 766 4302 lmnisi@mpg.gov.za 083 453 1154
All Departments including Provincial Legislature (for Cash Management)	Sizwe Motha	013 766 4290 smotha@mpg.gov.za 082 448 9698
	Nkhensani Maluleke	013 766 4277 kmaluleke@mpg.gov.za 072 430 2047

Unit: Infrastructure Coordination

1. The Unit is responsible for the following:

a) Infrastructure Planning

- i. Supports the broader provincial developmental goals, strategies, plans, and makes final recommendations for budget allocations.
- ii. Participates in the development and updating of a longer term provincial infrastructure plan.

- iii. Assesses the U-AMPs, R-AMPs and C-AMPs.
- iv. Assesses IPMPs and IPIPs.
- v. Signs off on procurement strategies as included in the IPMPs [requirement for performance grant bid].
- vi. Assesses bids for performance grants.

b) Infrastructure Performance Improvement

- i. Enforces quality in the spending of funds.
- ii. Supports Department to develop institutional capacity required for infrastructure performance.
- iii. Monitors adherence to SDAs and reports to Office of the Premier.
- iv. Collects and provides support documentation in terms of any dispute that need to be mediated by the Office of the Premier in terms of non-adherence to the Provincial IDMS, signed Service Deliver Agreements [SDAs], Division of Revenue Act and/or National Treasury Regulations.
- v. Refers matters of dispute or non-adherence on the part of Departments in the terms of the implementation of the signed SDAs to the Office of the Premier.
- vi. Manages the implementation and revision of the IDMS in the Province.
- vii. Ring-fences adequate funding for maintenance of Facilities and/or Offices and/or Roads.
- viii. Takes into consideration life-cycle costs when decisions are taken within the limitations posed in terms of the Medium Term Expenditure Framework [MTEF] budgets.
- ix. Reviews performance and expenditure reports and make recommendations for improvements.
- x. Determines cases where planning time horizons and or requirements for pre-feasibility studies can be deviated from.

c) Procurement

- i. Provides inputs to the Chief Procurement Officer in terms of any construction procurement projects.
- ii. Facilitates the implementation of the Standards for Construction Procurement in the Province.
- iii. Validates physical progress of infrastructure projects against expenditure.
- iv. Certifies in collaboration with the Chief Procurement Officer that the appropriate tender processes were followed when tenders for infrastructure projects were awarded. The certification must include adherence to bid specifications and that the selected contractors have adequate capacity to deliver the project in time and within budget.

d) Monitoring

- i. Chairs the Provincial Technical Infrastructure Coordinating Committee if the Director General is not available.
- ii. Prepares consolidated provincial quarterly report for presentation to the Provincial Technical Infrastructure Coordinating Committee.
- iii. Conduct site visits.
- iv. Participates in Post Project and Post Occupancy Evaluations.
- v. Reviews projects expenditure and makes recommendations to National Departments on underperforming projects.

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2. The following officials support Departments / Votes:

Department / Vote supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All above Departments / Votes including the relevant National Departments and National Treasury	Lore Manonyane	013 766-4283 lrmanonyane@mpg.gov.za 084 673 6522
Agriculture, Rural Development and Land Administration	Sibongile Magagula	013 766-4227 smagagula@mpg.gov.za 079 706 3058
Education	Sibongile Magagula	013 766-4227 smagagula@mpg.gov.za 079 706 3058
Public Works, Roads and Transport	Sindiswa Msibi	013 766-4569 smsibi@mpg.gov.za 082 046 4590
Health	Sindiswa Msibi	013 766-4569 smsibi@mpg.gov.za 082 046 4590
Culture, Sport and Recreation	Sibongile Magagula	013 766-4227 smagagula@mpg.gov.za 079 706 3058
Social Development	Sindiswa Msibi	013 766-4569 smsibi@mpg.gov.za 082 046 4590

Unit: Municipal Finance

Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Municipalities	Basie Strauss (Senior Manager)	013 766-8682 BStrauss@mpg.gov.za 082 854 2497
	Pogisho Pasha (Senior Manager)	013 766-8716 PEPasha@mpg.gov.za 078 736 0681
	Clarence Sago (Acting Senior Manager)	013 766-8705 CSago@mpg.gov.za 082 415 6284

1. The Unit is responsible for the following:

- a) Provide assistance, support and guidance on Municipal budget planning.
 - i. Provide budget frameworks and budget tools to support with budgets compilation.
 - ii. Train municipalities on budget reforms

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- iii. Review draft budgets and budget supporting documents for delegated municipalities
 - iv. Provide advice through engagements as well as written comments to the municipality in terms of credibility, relevance and sustainability of the draft budgets.
 - v. Monitor the budget verification process to validate budgets on the NT database.
 - vi. Support Municipalities with submission of Grant roll over applications to National Treasury
- b) Monitor, evaluate and report on the In-year budget performance.
- i. Review the monthly outcome of municipal budget performance and provide written feedback to municipalities (s71)
 - ii. Review the quarterly outcome of the municipal budgets
 - iii. Coordinate engagements with municipalities and provide feedback on budget midterm performance with recommendations for adjustment budgets

2. The following officials support Municipalities on the above matters:

Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
Gert Sibande District Municipalities	Nimrod Hlabane	013 766-8713 NHlabane@mpg.gov.za 082 566 6523
Nkangala District Municipalities	Fanie Robberts	013 766-8760 SRobberts@mpg.gov.za 082 372 5463
Ehlanzeni District Municipalities	Lungile Mokoena	013 766-8715 MokoenaLmpg.gov.za 073 132 2959

- c) Monitor the submission and publication (municipal web-site) of municipalities' budget and Other relevant documents

3. The following official supports Municipalities on the above matter:

Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Municipalities	Lungile Mokoena	013 766-8715 MokoenaLmpg.gov.za 073 132 2959

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- d) Monitor and support municipalities on payments of bulk accounts and assist with development of realistic payment plans. (Eskom and Bulk Water)

4. The following official supports Municipalities on the above matter:

Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Municipalities	Nimrod Hlabane	013 766-8713 NHlabane@mpg.gov.za 082 566 6523

- e) Municipalities supported to improve revenue management and debt collection
- i. Coordinate and assist municipalities with tariff setting and submission of tariff applications to NERSA

5. The following officials support Municipalities on the above matter:

Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
Gert Sibande District Municipalities	Nimrod Hlabane	013 766-8713 NHlabane@mpg.gov.za 082 566 6523
Nkangala District Municipalities	Fanie Robberts	013 766-8760 SRobberts@mpg.gov.za 082 372 5463
Ehlanzeni District Municipalities	Lungile Mokoena	013 766-8715 MokoenaLmpg.gov.za 073 132 2959

- ii. Monitor and support municipalities with implementation of Revenue Management
- iii. Conduct reconciliation between Deeds office, valuation roll and billing system of municipalities.

6. The following official supports Municipalities on the above matters:

Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Municipalities	Fanie Robberts	013 766-8760 SRobberts@mpg.gov.za 082 372 5463

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iv. Coordinate and support municipalities with collection of Government Debt

7. The following official supports Municipalities on the above matter:

Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Municipalities	Shadrack Masombuka	013 766-4880 SMasombuka@mpg.gov.za 083 992 7436

f) Monitor the development and implementation of Financial Recovery Plans

i. Support municipalities with development of Financial Recovery Plans

8. The following officials support Municipalities on the above matter:

Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
Govan Mbeki Msukaligwa	Clarence Sago	013 766-8705 CSago@mpg.gov.za 082 415 6284
Lekwa Mkhondo	Nimrod Hlabane	(013 766-8713) NHlabane@mpg.gov.za 082 566 6523
Emakhazeni	Fanie Robberts	013 766-8760 SRobberts@mpg.gov.za 082 372 5463
Victor Khanye	Shadrack Masombuka	013 766-4880 SMasombuka@mpg.gov.za 083 992 7436

ii. Review and assess progress with implementation of Financial Recovery Plans

9. The following officials support Municipalities on the above matter:

Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
Govan Mbeki Msukaligwa Victor Khanye	Clarence Sago and Shadrack Masombuka	013 766-8705 CSago@mpg.gov.za 082 415 6284 and 013 766-4880 SMasombuka@mpg.gov.za 083 992 7436
Lekwa Mkhondo	Nimrod Hlabane	013 766-8713 NHlabane@mpg.gov.za 082 566 6523

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Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
Thaba Chweu	Fanie Robberts and Lungile Mokoena	013 766-8760 SRobberts@mpg.gov.za 082 372 5463 And 013 766-8715 MokoenaLmpg.gov.za 073 132 2959

- g) Coordinate and provide support on Municipal Finance Interns, Municipal officials and Councillors
- i. Coordinate and monitor the appointment of Municipal Finance Interns in Municipalities.
 - ii. Conduct Annual workshops for Municipal Finance Interns.
 - iii. Coordination of plans and Monitor the spending on Finance Management Grant and ensure compliance.
 - iv. Monitor the enrolment of Municipal Finance Interns on Municipal Financial Management Programme.
 - v. Ensure that Municipal Finance Interns, all managers and other officials of municipalities exercising financial management responsibilities and councillors enrol on MFMA Induction and DVD Interactive learning.
 - vi. Attend to and address the disputes between the interns and employer
- h) Coordinate and monitor the implementation of Municipal Public Accounts Committee
- i. Monitor the establishment of MPACs to all Municipalities and provide report on functionality.
 - ii. Provide training and workshops on rolls and responsibilities
- i) Monitor the implementation of Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.
- i. Monitor the implementation of Municipal Regulations on financial Misconduct Procedures and Criminal Proceedings.
 - ii. Provide training and workshops.
 - iii. Provide guidance to Disciplinary Board during meetings
- j) Monitor the Unauthorized, Irregular Fruitless and Wasteful expenditure in municipalities
- i. Review municipal reports on Unauthorized, Irregular Fruitless and Wasteful expenditure.
 - ii. Consolidate municipal reports on quarterly basis

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10. The following official supports Municipalities on the above matters:

Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Municipalities	Edwin Nkuna	013 766-8703 Ennkuna@gmail.com 076 332 2888

PROGRAMME 3: ASSETS AND LIABILITIES MANAGEMENT

Unit: Interlinked Financial Systems

1. Provide support on effective utilisation of transversal systems
 - a) Monitor compliance to National Minimum Information Requirement (NMIR)
 - b) Monitor Closure of books on BAS on a monthly basis and clearing of exceptions
 - c) Attend Monthly Systems Forums with Departments and National Treasury
 - d) Provide training, workshops and one on one capacity building on transversal systems
 - e) Providing Printing Services for Payroll like payslips

2. Provide support on access security profile
 - a) Support Departments by being system controllers for those Departments that do not have appointed system controllers
 - b) Monitor access security

3. The following officials support Departments per transversal system:

Transversal system	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Transversal systems	Lucky Radebe (Acting Senior Manager)	013 766-4380 LJRadebe@mpg.gov.za 082 571 2066
BAS	Judith Gama	013 766-4372 jgama@mpg.gov.za 083 690 8014
Logis	Joe Sibozza	013 766-4445 joeza@mpg.gov.za 082 979 5346
Persal Support	Schalk Jacobs	013 766-4362 jacobss@mpg.gov.za 082 574 2346
Persal Access Security	Johan Willemse	013 766-4360 Johanwil@mpg.gov.za 083 701 9827
Printing shop	Mike Lamprecht	013 766-4530 MLamprecht@mpg.gov.za 082 377 1925

Unit: Physical Assets Management

1. The Unit is responsible for the following:
 - a) Review and support on Major and Minor Asset Registers
 - b) Support on Auction procedures and process
 - c) Advice and approval on Gives and Donations
 - d) Support on Inventory Management
 - e) Support on Preparation of Financial Statements
 - f) Support provided during audit period where needed

2. The following officials support Departments / Votes and Municipalities on the above matters:

Department / Vote and Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Departments / Votes and Municipalities	Conja Ruthven (Senior Manager)	013 766-8714 CHoon@mpg.gov.za 071 673 1502
	Mavis Ramushu	013 766-4447 MRamushu@mpg.gov.za 071 302 0691
	Nditsheni Nendauni	013 766-4383 NjNendauni@mpg.gov.za 072 563 3300
	Robias Maunye	013 766-4343 MaunyeRA@mpg.gov.za 084 569 7590

Unit: Provincial Supply Chain Management

1. The Unit is responsible for the following:
 - a) Capacity building and training of bid committees on bid committee operations including supply chain management practitioners
 - b) Monitors compliance and deal with governance matters related to the implementation of supply chain management
 - c) Provide views, recommendations and opinions on supply chain management
 - d) Support institutions by arranging transversal contracts to ensure affordability, value for money and derive benefit from economies of scale

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2. The following officials support Departments / Votes on the above matters:

Department / Vote supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Departments / Votes	Caeser Twala	013 766-4224 CTwala@mpg.gov.za 060 992 6021
Public Works, Roads and Transport Human Settlements and Social Development	Zanele Magagule	013 766-4189 ZCMagagule@mpg.gov.za 082 077 6303
Health Education Cooperative Governance and Traditional Affairs	Queeneth Sibiya	013 766-4353 QSibiya@mpg.gov.za 072 217 5591
Culture, Sport and Recreation Economic Development and Tourism Community Safety, Security and Liasion	Themba Masuku	013 766-4240 TMasuku@mpg.gov.za 082 825 1663
Agriculture, Rural Development, Land and Environmental Affairs Provincial Treasury Office of the Premier	Sabelo Msimango	013 766-4226 PSMsimango@mpg.gov.za 072 147 2427

3. The following officials support Municipalities on the above matters:

Municipality	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Municipalities	Caeser Twala	013 766-4224 CTwala@mpg.gov.za 060 992 6021
Dr Pixley ka Isaka Seme LM Emakhazeni LM Ehlanzeni DM Victor Khanye LM	Zanele Magagule	013 766-4189 ZCMagagule@mpg.gov.za 082 077 6303
Nkangala DM Steve Tshwete LM Gert Sibande DM Lekwa LM	Queeneth Sibiya	013 766-4353 QSibiya@mpg.gov.za 072 217 5591
Thaba Chewu LM Chief Albert Luthuli LM Bushbuckridge LM Dipaleseng LM	Themba Masuku	013 766-4240 TMasuku@mpg.gov.za 082 825 1663
Mkhondo LM Nkomazi LM Govan Mbeki LM	Thuli Gumede	013 766-4452 ptgumede@mpg.gov.za 082 870 9107
Dr JS Moroka LM Emalahleni LM Thembisile Hani LM	Emah Mashiane	013 766-4285 emashiane@mpg.gov.za 072 263 3981

Unit: Liabilities Management

1. The Unit is responsible to provide support to Departments in order to comply with relevant legislation on liabilities management
2. The following officials support Departments / Votes on the above matters:

Department / Vote and Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
Education Social Development Provincial Treasury All Municipalities	Zama Hlophe	013 766-4233 Zama@mpg.gov.za 084 620 1393
Agriculture, Rural Development, Land and Environmental Affairs Public Works, Roads and Transport Culture, Sport and Recreation All Municipalities	Sifiso Maseko	013 766-4402 SEMaseko@mpg.gov.za 082 417 5963
Health Economic Development and Tourism All Municipalities	Phophota Lubisi	013 766-4264 pwlubisi@mpg.gov.za 071 855 0752
Human Settlements Cooperative Governance and Traditional Affairs Office of the Premier All Municipalities	Sam Ndlovu	013 766-4314 sndlovu@mpg.gov.za 078 400 2018

Unit: Information Technology

1. The Unit is responsible for the following:
 - a) Provides IT network infrastructure for all departments
 - b) Provides business support and resolves calls
 - c) Provides support to departments of IT governance
2. The following official supports Departments / Votes and Municipalities on the above matters:

Department / Vote and Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Departments / Votes All Municipalities on IT Governance	Godfrey Mashiane	013 766-4536 GodfreyM@mpg.gov.za 073 456 7319
	Charles Koli	013-766 4434 CKoli@mpg.gov.za 082 300 8126

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Department / Vote and Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Departments / Votes All Municipalities on IT Governance	Joseph Nyambi	013 -766 4455 JOENMBI@mpg.gov.za 082 294 3253

Unit: Transversal Contracting

1. The Unit is responsible for the following:
 - a) Provides support to the Departments on the implementation of transversal contracts
 - b) Facilitate participation by Departments on transversal contracts arranged by National Treasury
 - c) Monitors performance of concluded transversal contracts
2. The following officials supports Departments / Votes on the above matters: and Ms Conja Ruthven is responsible as Senior Manager and can be contact at 013-766 8714 or 071 673 1502 alternatively at CHoon@mpg.gov.za.

Department / Vote and Municipality supported	Official	Contact Details
All Departments / Votes	Conja Ruthven (Senior Manager)	013 766-8714 CHoon@mpg.gov.za 071 673 1502
	David Manzini	013 766 8689 DManzini@mpg.gov.za 082 883 2922
	Sbusiso Mpila	013 766 4321 SJMpila@mpg.gov.za 071 623 9185
	Abri Vermeulen	013 766 8706 AVermeulen@mpg.gov.za 082 493 4511

PROGRAMME 4: FINANCIAL GOVERNANCE

Unit: Accounting Services

1. The Unit is responsible for the following:
 - a) Preparation of Financial Statements,
 - b) Review of the Financial statements to improve material mistatements
 - c) Advise on accounting standards, application and interpretation,
 - d) Assist Department, Public Entities and Municipalities to resolve the audit queries
 - e) Provide training on the preparation of AFS and the application of the accounting standards to build capacity

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2. The following officials support Departments / Votes and Municipalities on the above matters:

Department / Vote and Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Departments / Votes All Municipalities	Claudia Makwela (Senior Manager)	013 766 4116 cmakwela@mpg.gov.za 082 781 6940
	Herbert Silaule	013 766 4292 hsilaule@mpg.gov.za 082 869 5174
	Sizakele Mshayisa	013 766 4550 MshayisaSP@mpg.gov.za 071 422 3116
	Nicotia Mokgalaka	013 766 4196 Nicotia@mpg.gov.za 072 666 2913
	Shoki Thaga	013 766 4548 ThagaSM@mpg.gov.za 071 364 1593

Unit: Norms and Standards

1. The Unit is responsible for the following:
- a) Review and analyse the payroll sheets, and delegations of authority to identify weakness for interventions to be instituted by MPT to provide hands on support where necessary to improve financial management processes.
 - b) Check if all employees sign the payroll sheet, and payroll sheets are managed properly by the managers responsible.
 - c) Check if delegated officials are appointed in writing.
 - d) Compiles reports with recommendations to Accounting officers
 - e) Issue AG framework to Public Sector Institutions on AG action plans.
 - f) Analyse the action plans for completeness and content and issue reports with recommendations
 - g) Monitor or make follow-up on Human Resources outstanding issues informed by the AG outcomes and findings and provide feedback to Accounting Officers.
 - h) Monitor Votes on fleet management in respect of the qualification criteria and adherence to Transport Policy to ensure correct implementation of the policy.
 - i) Analyse and review information received and issue reports with recommendations to accounting officers.

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3. The following officials support Departments / Votes and Municipalities on the above matters:

Department / Vote and Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Departments / Votes All Municipalities	Wynand Ngoma (Senior Manager)	013 766-8684 WNgoma@mpg.gov.za 082 465 2931
	Nothando Vilakazi	013 766-8699 nkvilakazi@mpg.gov.za 079 875 7612
	Andrew Chiloane	013 766-8695 DACHiloane@mpg.gov.za 083 305 4688
	Sibongile Mkhathshwa	013 766-8691 SAMkhathshwa@mpg.gov.za 072 452 8794
	Sarah Ngwenya	013 766-8717 SENgwenya@mpg.gov.za 083 277 4511
	Sibusiso Sibitane	013 766-8687 ssibitane@mpg.gov.za 061 496 4426

Unit: Provincial Internal Audit

1. The Unit is responsible for the following:
- a) Evaluate, analyse and provide feedback on Internal Audit plans
 - b) Attend Audit Committee meetings and assess Audit Committee meetings and members according to:
 - i. Composition and Quality
 - ii. Understanding Business and Risks
 - iii. Oversight of Internal and External auditors
 - iv. Process and Procedure
 - v. Communication
 - vi. Oversight of Internal Controls, Risk Management, Governance and Financial reporting
 - c) Issue feedback reports to the Accounting Officers and Audit Committee Chairpersons
 - d) Perform Quality Assurance Reviews
 - e) Conduct follow ups on the implementation of Quality Assurance review recommendations

PROVINCIAL TREASURY CIRCULAR NO. 28 OF 2019

2. The following officials support Departments / Votes and Municipalities on the above matters:

Department / Vote and Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Departments / Votes All Municipalities	Xolani Shongwe (Manager)	013 766-4553 xshongwe@mpg.gov.za 079 882 3450
Office of The Premier Culture, Sport and Recreation Human Settlements Agriculture, Rural Development, Land and Environmental Affairs Bushbuckridge LM Nkomazi LM Chief Albert Luthuli LM Msukaligwa LM Thaba Chweu LM Emakhazeni LM Steve Tshwete LM	Katlego Chembeni	013 766-4082 KBLetsoalo@mpg.gov.za 073 479 0488
Economic Development and Tourism Community Safety, Security and Liaison Health Provincial Treasury City of Mbombela LM Gert Sibande DM Victor Khanye LM Nkangala DM Lekwa LM Ehlanzeni DM	Mpho Seale	013 766-4296 MDSeale@mpg.gov.za 071 246 6894
Social Development Co-operative Governance and Traditional Affairs Education Public Works, Roads and Transport Emalahleni LM Dr JS Moroka LM Dipaliseng LM Govan Mbeki LM Thembisile Hani LM Dr Pixley Ka Isaka Seme LM Mkhondo LM.	Bonginkosi Mndawe	013 766-4291 MndaweBE@mpg.gov.za 081 814 4844

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Unit: Provincial Risk Management

1. The Unit is responsible for the following:
 - a) Attend and Evaluate the Risk management Committees and issue feedback reports to Accounting officers with recommendations
 - b) Evaluate the Risk Identification and Assessment and issue feedback reports to Accounting Officers with recommendations to add value
 - c) Revise and issue the Provincial Risk Management Framework and guidelines
 - d) Training on the Basic principles of Enterprise Risk Management
 - e) Assist with facilitation of Risk Identification and Assessment processes

2. The following officials support Departments / Votes and Municipalities on the above matters:

Department / Vote and Municipality supported	Official	Contact Details (Telephone number, e-mail and cell phone number)
All Departments / Votes All Municipalities	Faith Shitlhelana (Manager)	013 766-4425 FMShitlh@mpg.gov.za 079 263- 0629
	Moses Mnguni	013 766-4017 MMMnguni@mpg.gov.za 082 212 7552
	Ray Ngomane	013 766-4420 RMNgomane@mpg.gov.za 082 789 4072

Kind regards



MS GUGU MASHITENG
ACTING HEAD: PROVINCIAL TREASURY
DATE: 10/1/2019