



The Mpumalanga Provincial Treasury invites applications from suitably qualified candidates for the following vacancy

Post	Assistant Director: Expenditure Management Office of the Chief Financial Officer
Ref No	MPT 46/2023
Salary Level	10
Salary Package	R 527 298 per annum
Location	Mbombela

Requirements: A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Accounting, Cost & Management Accounting/Commerce/Internal Audit with a minimum of 3 years functional experience in financial management environment at supervisory level. Practical knowledge of LOGIS and BAS. A valid driver's license will be an added advantage.

Skills and Competencies: Knowledge of PFMA, Treasury Regulations, Public Service Act, Public Service Regulations, collective agreements and directives. Good communication and people management skills. Computer literacy (Excel, Word and PowerPoint). Problem solving, report writing, analytical and conflict management skills. Ability to work in a team and to work under pressure.

Responsibilities: Authorize supplier invoices and entities on LOGIS and BAS system. Compile monthly reports and reconciliations on expenditure related matters. Coordinate compilation of quarterly accruals reports. Ensure suppliers are paid within 30 days. Attend to suppliers related queries. Ensure uploading of payments stubs on the invoice tracking system. Render expenditure management. Ensure compliance with internal control systems and legislative prescripts. Render audit and risk management function as well as general office administration. Maintain and safeguard value documents. Supervise issuing of documents on request by users. Supervision and mentoring of staff.

Applications must be submitted by email to: mptrecruitment@mpg.gov.za. Applications must be sent on pdf format and indicate on email subject: Name of Post and Post Reference Number.

PLEASE NOTE THE FOLLOWING:

- The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote representivity in terms of (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply.
- All appointments will be subjected to a personnel suitability check process not limited to the following: - (criminal record, credit record, qualification verification, citizenship, employment reference and social media).
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Successful candidate will be required to enter into a performance agreement.
- Applicants who previously submitted their applications are encouraged to apply.
- Shortlisted candidates may be required to undergo skills assessment where necessary.
- Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to within 90 days seek reasons for the above administrative action in terms of section 5, of Promotion of Administrative Justice, 2000 (Act No. 3 of 2000).
- No facsimile, post or hand delivered applications will be accepted. Only applications submitted via email will be accepted.
- For full details of the advertised posts, applicants are advised to visit the Mpumalanga Provincial Treasury, website: <http://treasury.mpg.gov.za>
- The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

Enquiries: Mr Dumisani Sibiya, Mr Sithembiso Ntimba, Mr Banele Twala 013 766 4386/4435/4478

Closing Date: 7 July 2023

Note: Persons with disabilities are encouraged to apply

