

MPUMALANGA PROVINCIAL TREASURY INVITES APPLICATIONS FOR THE FOLLOWING VACANCIES

Post : **Director: Norms and Standards**
Chief Directorate: Financial Governance
Ref No. : **MPT 01/2022** | Salary Level: 13
Salary Package : R 1 073 187 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Commerce with a minimum of 5 years experience in PFMA/MFMA compliance monitoring or internal auditing or external auditing at middle management level. A valid driver's license.

Skills and Competencies: Knowledge of government legislation and Treasury Regulations. Competency in Microsoft Office Suite (Advanced Excel, Word and PowerPoint). Good written and verbal communication, report writing, presentation, strategic thinking and managerial skills.

Responsibilities: Monitor public institutions (Departments, Public Entities and Municipalities) on financial management legislation. Support public institutions (Departments, Public Entities and Municipalities) with information management prescripts. Analyse audit action plans of public institutions (Departments, Public Entities and Municipalities) for content and completeness. Render strategic and technical financial support to Departments, Public Entities and Municipalities. Provide strategic direction in the Directorate. Compile strategies in terms of objectives and responsibilities of the unit. Management of human and financial resources of the Directorate.

Post : **Director: Information Technology**
Chief Directorate: Assets and Liabilities Management
Ref : **MPT 02/2022** | Salary Level: 13
Salary Package : R 1 073 187 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Computer Science/ Information Technology with a minimum of 5 years experience in middle management within the Information Technology environment. A valid driver's license.

Skills and Competencies: Knowledge and experience in IT Management, IT Programme/Projects or Enterprise Architecture environment, PFMA, IT Governance Framework implementation and monitoring, ICT Support Management, Information Security Monitoring, IT Risk Management and Network Management Monitoring, HR practice and procedures, administrative procedures, Information Technology Management processes and procedures and other such legislative frameworks. Extensive knowledge of Local Area Networks (LAN) and Wide Area Networks (WAN). Exposure to Unix, Windows Server, TCP/IP, GROUPWISE and M365.

Must be knowledgeable in the management and monitoring of IT Governance Steering Committee Compliance, Project management, Strategic and Innovative thinking. Possess good Diagnostic, Strategic and Conceptual Orientation skills, Innovative thinking, Problem solving skills and be Self-driven. Be willing to travel.

Good Communication and Interpersonal skills. Change management. Time management skills. Analytical skills. Ability to manage an IT Directorate, with multiple projects. Knowledge and experience in the implementation of Enterprise Architecture strategies, IT Strategies, policies, processes and methodologies. Leadership experience in implementing, multi-layer/large, cross-functional IT projects. Comprehensive understanding of the PFMA, Treasury regulations and other related prescripts, IT Governance, IT Programme/Projects or Enterprise Architecture environment, IT Risk Management and related Frameworks will be an added advantage.

Responsibilities: Managing the IT Directorate, with multiple client Departments. IT Project Management. IT Governance Framework implementation. IT Security Planning, Management, Implementation and Monitoring. Manage information technology contracts and SLA's. Responsible for overall direction of IT in the Province and portfolio monitoring and advise for decision-making. Ensuring Directorate activities remain in line with Departmental and Provincial Strategies. Maintain an IT Service Desk for client departments. Co-ordinate the IT need analysis to identify changes in business functions and processes, information and technology capabilities. Align ICT investments with business direction, while minimizing risk, balancing cost and delivering higher-quality information and adaptive solutions. Ensure that the respective business applications, data and technology perspectives are in line with the organisation's technology and governance strategies, policies and standards. Recommend and participate in the analysis, evaluation and development of enterprise long-term strategic and operating plans to ensure that the EA objectives are consistent with the enterprise's long-term business objectives. Implement the strategy for the development of Systems/IT/technology architecture. Manage the customer's requirements with resource constraints (e.g. application size network bandwidth, hardware/software/equipment, budgets, etc) to ensure that the value of projects is realized. Develop the IT Strategy. Management of human resources, finance and assets. Develop and monitor implementation of IT audit action plan

Post : **Director: Planning**
Directorate: Planning
Ref No. : **MPT 03/2022** | Salary Level: 13
Salary Package : R 1 073 187 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Public Administration with a minimum of 5 years experience in public sector policy and planning at middle management level. A valid driver's license.

Skills and Competencies: Knowledge of government legislation and Treasury Regulations. Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Good written and verbal communication, report writing, presentation, strategic thinking and managerial skills.

Responsibilities: Facilitate and coordinate operational and strategic planning process. Monitor and report on organisational performance and policy development. Coordinate change management and service delivery improvement. Facilitate, coordinate and support the implementation of priority programmes/projects. Coordinate and compile institutional performance and strategic reports. Coordinate the evaluation of the impact of departmental projects and programmes. Coordinate Batho Pele programmes. Management of human and financial resources of the Directorate.

Post : **Deputy Director: Labour Relations**
Directorate: Human Resource Management and Development
Ref No. : **MPT 04/2022** | Salary Level: 12
Salary Package : R 882 042 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Labour Relations/Labour Law/Human Resource Management with a minimum of 3 years experience in labour relations environment at junior management level and thorough understanding of the labour law and related prescripts. A valid driver license.

Skills and Competencies: Excellent report writing skills. Good communication and interpersonal skills. Planning and organizing skills. Analytical and problem solving skills. Strong negotiation skills. Project management. People management and innovative thinking skills. Must be able to promote harmonious and supportive relationships within the department.

Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resource Management Policies, DPSA Circulars, Collective Agreements, Public Finance Management Act, Treasury Regulations and other relevant prescripts. Computer Literacy (MS Word, MS Excel, and MS Power point).

Responsibilities: Ensure effective and sound administration of employer employee relations. Process and finalize all misconduct cases. Coordinate and provide support in terms of representing the Provincial Treasury in all disputes referred to the Commission for Conciliation, Mediation and Arbitration. Develop and manage information and records of all activities in the Labour Relations unit. Coordinate and finalize all disciplinary cases. Finalize all grievances and complaints received from employees. Prepare reports and submissions. Provide expert advice on labour relations matters. Perform any other duties related to the post. Management of human and financial resources of the sub-directorate.

Post : **Deputy Director: Business Systems Analysis**
Directorate: Interlinked Financial Systems
Ref No. : **MPT 05/2022** | Salary Level: 12
Salary Package : R 882 042 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Business Administration/ Computer Systems Engineering/Information Technology in Business Systems/ Information and Communication Technology with a minimum of 3 years experience in systems at junior management level. A valid driver license.

Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts and ICT prescripts. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, report writing, innovative thinking, analytical, networking, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

Responsibilities: Provide assessment of institutions/departments and come up with business solutions to institutions' operations. Analyse financial reports, market research and operating procedures, strategize ideas to improve business operations. Engage institutions executives and other stakeholders to provide suggestions/solutions based on the analysis. Gather and analyse data for potential business expansion. Identify specific business opportunities. Influence stakeholders to support business projects. Coordinate project management for selected projects. Coordinate with different departmental teams to produce better business outcomes. Test business processes and recommend improvements. Provide business support to the Provincial Administration through utilization of Transversal Systems. Plan, coordinate, organize human and technological resources of the Province in order to operate, support and monitor the effective and efficient use of transversal systems to maximize production. Coordinate training and information provision in order to give support to Provincial Departments for effective and efficient use of the systems in their daily activities. Providing support to the Provincial Departments by assisting them in obtaining management information through the use of systems. Compile standard policies and procedure manuals for internal security profiles and control deviations. Manage human and financial resources.

APPLICATIONS: Applications must be submitted on the newly prescribed Z83 application form and must be fully completed and signed, accompanied by a comprehensive Curriculum Vitae, copies of qualifications, RSA identity document and valid driver's license (where applicable). The above-mentioned copies need not be certified when applying for a post. Communication regarding requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR.

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*.

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- The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote representivity (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 (criminal record, credit record, qualification verification, citizenship, employment reference and social media).
- Successful candidates will be required to enter into a performance agreement.
- All Senior Management Service (SMS) and Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment.
- Appointment of Senior Management post will be subject to successful completion of the Senior Management Pre-Entry Programme offered by the National School of Government. The full details can be sourced from the following link: .
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- 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, sub section 1 and 2 of Promotion of Administrative Justice Act 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>.
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 Persons with Disabilities are encouraged to apply

MPUMALANGA PROVINCIAL TREASURY INVITES APPLICATIONS FOR THE FOLLOWING VACANCIES

Post : **Deputy Director: Information Technology Network Support Services**
Directorate: Information Technology
Ref No. : **MPT 06/2022** | Salary Level: 12
Salary Package : R 882 042 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Computer Science/Information Technology and Cisco Certified Network Associate (CCNA) qualification, with a minimum of 3 years experience in junior management level with proficiency in data and Voice-over-IP (VoIP) networking experience. Cisco Certified Network Professional (CCNP) qualification will be an added advantage. A valid driver's license.

Skills and Competencies: Extensive knowledge of Local Area Networks (LAN) and Wide Area Network (WAN). Exposure to Linux, Windows Server 2010-2019. TCP/IP (v4 & v6), Cloud Computing Technology. High level of communication skills will serve as strong recommendation. Good administration and report writing skills. Technical knowledge of transversal systems will be an added advantage. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

Knowledge and experience in IT Project Management, PFMA, IT Management, ICT Support Management, Information Security Implementation and Monitoring, IT Risk Management and Network Design, Configuration, Management and Monitoring. Strategic and Innovative thinking. Diagnostic Research. Problem solving. Self-driven and Team Playing abilities. Good Communication and Interpersonal skills. Change management skills. Time management skills. Analytical skills.

Responsibilities: Establish client Department's needs. Design IT network solutions and ensure implementation, including through agents/service providers. Contribute to the development and implementation of IT strategies. Evaluate and give recommendations and guidelines on technical solutions. Manage, review and monitor IT Networking Service Level Agreements and Committees. Ensure policies, processes, procedures and standards are implemented throughout the Provincial administration. Conduct and/or actively participates in meetings related to the IT projects. Provide leadership in implementing multiple large, cross-discipline IT projects. Maintain records of ICT assets (software and hardware). Management of human and financial resources. Develop and monitor implementation of IT audit action plans.

Post : **Deputy Director: Information Technology Support Services**
Directorate: Information Technology
Ref No. : **MPT 07/2022** | Salary Level: 12
Salary Package : R 882 042 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Computer Science/Information Technology with Information Resources/ITIL certification with a minimum of 3 years' experience in helpdesk system environment at junior management level. System Analysis/Development knowledge and/or qualification will be an added advantage. A valid driver's license.

Skills and Competencies: Extensive computer, hardware, software, and analytical skills. Exposure to ITIL implementation and system development. Knowledge of Cloud Computing Technology. High level of communication skills will serve as strong recommendation. Good administration and report writing skills. Technical knowledge of Government transversal systems will be an added advantage. Competency in Microsoft Office Suite support (Excel, Word and PowerPoint). Knowledge and experience in IT Project Management, PFMA, IT Helpdesk Management, ICT Support Management, Information Security Implementation and Monitoring, IT Risk Management. IT Helpdesk management and monitoring. Innovative and strategic thinking. Diagnostic research. Problem solving. Self-driven and team leading abilities. Good communication and interpersonal skills. Change management skills. Time management skills. Analytical and process mapping skills.

Responsibilities: Establish departmental needs and develop preventative and remedial action plans. Design IT support processes and ensure implementation, including, through agents/service providers. Contribute to the development and implementation of IT strategies. Evaluate, recommend and provide guidelines on technical solutions. Manage, review and monitor IT End-user Support Service Level Agreements and Committees. Ensure policies, processes, procedures and standards are implemented throughout the Provincial administration. Conduct and/or actively participates in meetings related to the IT projects. Provide leadership in implementing multiple large, cross-discipline IT projects. Maintain records of ICT assets (software and hardware). Management of human and financial resources. Develop and monitor implementation of IT audit action plans.

Post : **Senior Budget Advisor: Data Management**
Directorate: Budget and Expenditure Management
Ref No. : **MPT 08/2022** | Salary Level: 12
Salary Package : R 882 042 per annum (all-inclusive remuneration package)
Location : Mbombela

Requirements: Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Economics/Public Finance/Accounting/Statistical Analysis. Minimum 3 years' experience obtained within the field of public finance and budgetary allocation system at junior management level. A valid driver's license will be an added advantage.

Skills and Competencies: Knowledge of applicable public finance laws and regulations. Understand public sector budgeting principles, statistical analysis and computer science. A valid driver's licence (minimum Code B). Knowledge and experience of the following financial systems (PERSAL, BAS/Vulindlela, SAP). Knowledge of government policies, practices and related Acts and regulations such as PFMA, DORA, Treasury Regulations. Advanced technical Microsoft Office Suite (especially Excel, Word, PowerPoint) skills including Visual Basic for Applications (VBA) in Excel. Excellent skills in spreadsheet modelling and data mining. Innovative, data analysis and problem-solving ability. The ability to work independently.

Responsibilities: **Develop and consolidate a credible main MTEF and adjustment budget for the province** - Provide technical assistance to departments and public entities in formulating budget proposals. Review and assess budget proposal (database and cost of employees) for accuracy, compliance and provide advice to departments. Ensure that client department Estimates of Provincial Revenue and Expenditure (EPRE) chapter adheres to the prescribed guidelines and formats.

Support Medium Term Expenditure Committee (MTEC), benchmark, National Treasury (NT) visits deliberations by providing data analysis. Analyse client departments' annual MTEF submissions, and compile recommendations to MTEC. Provide appropriation bill schedule for the province. **Manage and provide training in line with budgeting, reporting frameworks and reforms** - Provide advice, guidance and training on the budget process, budget reforms and budget formats to all departments and public entities. Conduct trainings on the IYM model, budget database model and personnel model. Provide technical assistance to departments. **Co-ordinate the reporting process in line with reporting frameworks** - Facilitate the reporting to National Treasury and other stakeholders on expenditure for the province. Update and consolidate Provincial In-year Management, Monitoring, and Reporting models/reports including datasets, graphs and dashboards on a monthly basis. Ensure complete and accurate reporting on financial information as required by PFMA and DoRA. Monitor that all expenditure is in line with budget allocation and priorities. Exercise oversight to provincial Public Entities reporting through monitoring and evaluation of their performance in compliance with prescribed legislation. Verify provincial reports for publishing. **Develop, maintain and implement data models relating to budget and expenditure** - Compile reporting templates and develop analysis tools during budget implementation and monitoring process and other ad hoc data analysis reports.

Post : **Deputy Director: Provincial Supply Chain Management**
Directorate: Provincial Supply Chain Management
Ref No. : **MPT 09/2022** | Salary Level: 12
Salary Package : R 882 042 per annum (all-inclusive remuneration package)
Location : Ehlanzeni Region (Bushbuckridge)

Requirements: Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Financial Management/Commerce/Supply Chain Management/Public Administration with a minimum of 3 years work experience in supply chain management at junior management level. A valid driver's license.

Skills and Competencies: Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Supply Chain Management, Regulatory Frameworks, and relevant prescripts governing procurement in the public service. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Must have good communication (verbal and written), interpersonal, project management, report writing, innovative thinking, analytical, planning and coordination skills.

Responsibilities: Oversee implementation of tender administration processes. Monitor compliance on bid administration processes in accordance with supply chain management guidelines and prescripts. Monitor advisory service on public procurement and support provided on Central Suppliers Database (CSD) registration. Manage and coordinate departmental programmes, plans and activities in the region. Management of human and financial resources for Ehlanzeni region.

Post : **Assistant Director: Transversal Systems (Training)**
Directorate: Interlinked Financial Systems
Ref No. : **MPT 10/2022** | Salary Level: 10
Salary : R 477 090 per annum
Location : Mbombela

Requirements: National Diploma (NQF Level 6) in Financial Management/Supply Chain Management/Public Administration with a minimum of 3 years' experience in transversal systems at supervisory level. Skills Development Facilitator certificate will be added advantage. A valid driver license.

Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking report writing, analytical, numerical, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Knowledge of assessment of assignments/tests, moderation of assessments. Designing training programmes/intervention.


Responsibilities: Provide business support to the Provincial Administration through utilization of transversal Systems. Render a support services to all provincial Transversal Systems users. Building capacity of transversal systems users. Rendering transversal systems training administration. Monitoring compliance of prescribed legislation, policies and guidelines relating to all procedures. Providing support to the Provincial Departments by assisting them in obtaining management information through the use of systems. Compiling standard policies and procedure manuals for internal security profiles and control deviations. Conduct training and workshops on transversal systems

APPLICATIONS: Applications must be submitted on the newly prescribed Z83 application form and must be fully completed and signed, accompanied by a comprehensive Curriculum Vitae, copies of qualifications, RSA identity document and valid driver's license (where applicable). The above-mentioned copies need not be certified when applying for a post. Communication regarding requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR.

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- All appointments will be subjected to a personnel suitability check process (criminal record, credit record, qualification verification, citizenship, employment reference and social media).
- Successful candidates will be required to enter into a performance agreement.
- All Senior Management Service (SMS) and Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment.
- Appointment of Senior Management post will be subject to successful completion of the Senior Management Pre-Entry Programme offered by the National School of Government. The full details can be sourced from the following link: .
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
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Post : **Assistant Director: Basic Accounting System (BAS) x2**
Directorate: Interlinked Financial Systems
Ref No : **MPT 11/2022** | Salary Level: 10
Salary : R 477 090 per annum
Location : Mbombela

Requirements: National Diploma (NQF Level 6) in Financial Management/Supply Chain Management/Systems with a minimum of 3 years' experience in transversal systems at supervisory level. A valid driver's license.

Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking report writing, analytical, networking, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

Responsibilities: Provide business support to the Provincial Administration through utilization of transversal Systems. Render a support services to all provincial Transversal Systems users. Facilitate forum meetings. Conduct users' workshops. Monitor and support departments on Basic Accounting System (BAS). Perform systems controller's functions. Provide capacity building on Standard Chart of Account (SCOA). Monitoring compliance and enforcement of prescribed legislation, policies and guidelines relating to all procedures. Provide support to Provincial Departments by assisting them in obtaining management information through the use of systems. Compile standard policies and procedure manuals for internal security profiles and control deviations. Management of human and financial resources.

Post : **Assistant Director: Public Sector Liabilities**
Sub Directorate: Public Sector Liabilities
Ref No. : **MPT 12/2022** | Salary Level: 10
Salary Package : R 477 090 per annum
Location : Mbombela

Requirements: Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Financial Management/Assets Management with a minimum of 3 years experience in financial management environment at junior management level. A valid driver's license

Skills and Competencies: Knowledge of PFMA, MFMA, Treasury Regulations, Supply Chain Management frameworks and other relevant prescripts. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Good communication (verbal and written), interpersonal, project management, report writing, innovative thinking, analytical, planning and coordination skills

Responsibilities: Monitor Departments, Public Entities and Municipalities on compliance to liabilities and debt management policies. Provide support and advice on liabilities related matters. Provide support to Departments, Public Entities and Municipalities to improve audit outcomes on liabilities. Provide expert guidance and training to Departments, Public Entities and Municipalities. Coordinate workshops for the Departments, Public Entities and Municipalities on debt and liabilities management policies. Coordinate submission of debt management reports. Analyse availability of funds for contractual obligations. Analyse accruals payables and invoice payment cycles. Compile unauthorised expenditure reports. Prepare analysis reports on fruitless and wasteful expenditure. Prepare analysis reports on theft and losses and debt write-off in all provincial departments and public entities. Assess the impact of fruitless and wasteful expenditure.

Post : **Assistant Director: Provincial Supply Chain Management**
Directorate: Provincial Supply Chain Management
Ref No : **MPT 13/2022** | Salary Level: 10
Salary : R 477 090 per annum
Location : Mbombela

Requirements: Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Commerce/Accounting/Supply Chain Management with a minimum of 3 years functional experience in supply chain management environment at supervisory level. A valid driver's license.

Skills and Competencies: Knowledge of supply chain management prescripts, Public Service Act, PFMA, Public Service Regulations, relevant practice notes and directives. Knowledge of BAS and LOGIS. Good communication and people management skills. Strategic thinking and negotiation skills. Report writing skills. Computer literacy (Excel, Word and PowerPoint).

Responsibilities: Research and develop provincial SCM policy, norms and standards. Analyse and identify gaps in relation to Instruction Notes. Support the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. Research, analyse, review and improve SCM policies, norms and standards as informed by National and Provincial priorities. Coordinate and conduct training on SCM policy. Provide advice and guidance to departments, municipalities and entities on SCM policy.

Post : **Assistant Director: Provincial Supply Chain Management**
Directorate: Provincial Supply Chain Management
Ref No : **MPT 14/2022** | Salary Level: 10
Salary : R 477 090 per annum
Location : Mbombela

Requirements: Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Commerce/Accounting/Supply Chain Management with a minimum of 3 years functional experience in supply chain management environment at supervisory level. A valid driver's license.

Skills and Competencies: Knowledge of supply chain management prescripts, Public Service Act, PFMA, Public Service Regulations, collective agreements and directives. Knowledge of BAS and LOGIS. Good communication and people management skills. Strategic thinking and negotiation skills. Report writing skills. Computer literacy (Excel, Word and PowerPoint).

Responsibilities: Research and develop provincial SCM policy, Norms and Standards. Analyse and identify gaps in relation to Instruction Notes. Support the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. Research, analyse, review and improve SCM policies, norms and standards as informed by National and Provincial priorities. Coordinate and conduct training on SCM policy. Provide advice and guidance to departments, municipalities and entities on SCM policy. Manage the tender administration component, which includes receiving of tender documents, closing of tender, stamping and submission to departments. Preparing and publishing of tender bulletin/s on a monthly basis. Supervise staff performing tender administration. Manage human and financial resources.

Post : **Assistant Director: Expenditure Management**
Office of the Chief Financial Officer
Ref No : **MPT 15/2022** | Salary Level: 10
Salary : R 477 090 per annum
Location : Mbombela

Requirements: 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: Applications must be submitted on the newly prescribed Z83 application form and must be fully completed and signed, accompanied by a comprehensive Curriculum Vitae, copies of qualifications, RSA identity document and valid driver's license (where applicable). The above-mentioned copies need not be certified when applying for a post. Communication regarding requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR.

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