



MPUMALANGA PROVINCIAL TREASURY INVITES APPLICATIONS FOR THE FOLLOWING VACANCIES

Post : **Director: Norms and Standard**
Chief Directorate: Financial Governance
Ref No. : **MPT 34 / 2021**
Salary Level : **13**
Salary Package : **R 1,057,326 per annum**
(all-inclusive remuneration package)
Location : **Mbombela**

Requirements: Minimum three year Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Commerce with a minimum of 5 years practical experience in PFMA/MFMA compliance monitoring or internal auditing or external auditing at middle management level. Compulsory pre-entry certificate for Senior Management Service (SMS) post. 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 : **Deputy Director: Human Resource Management**
Ref No. : **MPT 35 / 2021**
Salary Level : **12**
Salary Package : **R 869 007 per annum**
(all-inclusive remuneration package)
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 7) in Human Resource Management with 3 years' experience in junior management level and thorough understanding of the Human Resource prescripts. A valid driver licence.

Skills and Competencies: Knowledge of Public Service Act, Public Service Regulations, DPSA Circulars, Collective Agreements, Basic Conditions of Employment Act, Labour Relations Act, PFMA, Treasury Regulations and other relevant prescripts. Proficient knowledge of PERSAL system and Vulindlela. Computer literacy (i.e. excel spreadsheets, report writing and drafting of word documents as well as powerpoint presentations). Knowledge of PERSAL system and interpretation of PERSAL reports. Excellent report writing skills. Good communication and interpersonal skills. Planning and organizational skills. Analytical and problem solving skills. Policy formulation. Project management. People management and Innovative thinking skills. Must be able to promote harmonious and supportive relationships with others.

Responsibilities: Draft, review and ensure implementation of human resource policies. Manage human resources administration, human resource development and human resource organisational strategy and planning. Draft, maintain and monitor implementation of human resource plan, human resource development plan and employment equity plan. Manage implementation of performance management development system. Compile human resource annual report. Provide professional advice and support on human resource related matters. Ensure compliance with human resource legislative requirements. Manage human and financial resources of the sub directorate.

Post : **Deputy Director: Security Management**
Sub Directorate: Security Management
Ref No. : **MPT 36 / 2021**
Salary Level : **12**
Salary Package : **R 869 007 per annum (all-inclusive remuneration package)**
Location : **Mbombela**

Requirements: Minimum three years National Diploma in Security Management/Policing (NQF Level 06). Professional registration with PSIRA Grade A, SSA Security management advisory course. 5-7 years working experience in the field of security preferably in the public sector with at least 3 years proven experience at junior management level. No criminal record or any cases pending against you. A valid driver's license.

Skills and Competencies: Knowledge in security organisation and administration, physical security, personnel security, information security and ICT security. Knowledge of investigation processes. Knowledge of Public Service Regulation Framework. Project management skills, risk assessment and mitigation. Effective communication skills (written and verbal) at all levels. Report writing and presentation skills, planning, organisational relationship, conflict management and leadership skills. Detection, analytical thinking and decision making abilities.

Responsibilities: Implement physical security in line with the MPSS, MISS and security legislations throughout the department. Draft, review and implement security policies and procedures in line with MISS and other relevant and applicable security legislation and regulations. Provide guidelines on implementing an effective classification system for the department in line with MISS. Conduct security awareness workshops and campaigns. Conduct security assessments in all Provincial Treasury facilities. Follow-up on assessment to ensure recommendations from previous assessment are being implemented. Coordinate vetting of all vetting forms, all security clearance for the Provincial Treasury to and from State Security Agency (SSA). Ensure standardized access control are implemented and reported on from Provincial Treasury offices. Investigations on security breaches conducted. Ensure investigations are coordinated in all reported cases of security breach incidents. Manage all control room operations to safeguard the department's assets; Manage administrative and related functions; and supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies.

Post : **Deputy Director: Infrastructure Coordination**
Directorate: Infrastructure Coordination
Ref No. : **MPT 37 / 2021**
Salary Level : **12**
Salary Package : **R 869 007 per annum (all-inclusive remuneration package)**
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech/ BEng/BSc Engineering (NQF Level 7) in Built Environment (Civil Engineering or Quantity Survey) with minimum 6 years' applied experience in various facets of Infrastructure Development e.g. Planning and Design, Construction, Maintenance. A valid driver's license.

Skills and Competencies: Proven construction experience in Roads or Buildings Construction, Construction Supervision and Maintenance. Excellent technical report writing and presentation skills. Innovative problem-solving ability. Ability to work independently at strategic, production and execution level. Applied knowledge of the relevant built environment legislative/regulatory requirements of national and international standards (CIBD/ ISO /SANS). Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

Responsibilities: Support and monitor infrastructure departments in the province. Review, evaluate and analyse infrastructure reports and details against industry best practice norms as applicable to strategic infrastructure planning, new, upgrading and maintenance contracts. Provide technical, hands-on, specialised support and technical reports to project managers in evaluating the effectiveness and efficiency of proposed infrastructure projects. Undertake regular inspections and/or evaluations of infrastructure projects within the province. Undertake ad hoc auditing of professional accounts and construction contract final accounts. Provide mentorship to build environment graduates. Management of human and financial resources.

Post : **Deputy Director: LOGIS**
Directorate: Interlinked Financial Systems
Ref No. : **MPT 38 / 2021**
Salary Level : **12**
Salary Package : **R 869 007 per annum (all-inclusive remuneration package)**
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 7) in Financial Management/Supply Chain Management/Public Administration with a minimum of 3 years' public sector experience in transversal systems at junior management level. A valid driver's licence.

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

Responsibilities: Provide business support to the Provincial Administration through utilization of Interlinked Financial 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. 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 of the sub directorate.

Post : **Deputy Director: PERSAL**
Directorate: Interlinked Financial Systems
Ref No. : **MPT 39 / 2021**
Salary Level : **12**
Salary Package : **R 869 007 per annum (all-inclusive remuneration package)**
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 7) in Financial Management/Accounting/Human Resource with a minimum of 3-5 years' experience in PERSAL systems at junior management level. A valid driver's licence

Skills and Competencies: Knowledge of PFMA, Public Service Act, Public Service Regulations, DPSA Circulars, Collective Agreements, Basic Conditions of Employment Act, Labour Relations Act, Treasury Regulations and other relevant prescripts. Knowledge of all PERSAL system courses, BAS and Vulindlela. Knowledge of services provided by provincial banker for the purpose of payment interfaces. Excellent report writing skills. Good communication and interpersonal skills. Planning and organizational skills. Competency in computer skills with proficiency in Ms Excel. Analytical and problem solving skills. Policy formulation. Project management. People management. Innovative thinking and numeracy skills. Must be able to promote harmonious and supportive relationships with others.

Responsibilities: Manage the monitoring of compliance and enforcement of prescribed legislation, policies and guidelines relating to all PERSAL processes. Manage the maintenance of the Provincial PERSAL User Database. Manage the monitoring of the Provincial Departments user access and activities. Monitor the Provincial Departments use of departmental tables (Table 800 upwards). Manage the analyzing of PERSAL System data and the reporting to Accounting Officers. Departmental PERSAL Controllers. Manage the monitoring of ACB (Automated Clearance Bureau) limits. Monitor PERSAL integrity. Manage the support service rendered to all Provincial PERSAL Users. Manage and assist Provincial Departments to amend their establishment on the PERSAL System. Manage and monitor new implementation processes in consultation with National Treasury. Manage and assist Provincial Departments to create their departmental tables. Manage the Provincial PERSAL-Helpdesk functions (functional support calls, registering of SCC's, etc.) that are rendered to all Provincial Departments. Manage the capacity building of the PERSAL users. Overall managerial responsibility for PERSAL training in the Province. Ensure the PERSAL System functions and capabilities are optimally utilized. Chairs the Provincial PERSAL User Forums and represent the Province at the National PERSAL User Forum. Perform strategic and operational planning. Manage stakeholder relationships. Management of human and financial resources of the sub directorate.

Post : **Deputy Director: Interlinked Financial Systems**
Directorate: Interlinked Financial Systems
Ref No. : **MPT 40 / 2021**
Salary Level : **12**
Salary Package : **R 869 007 per annum (all-inclusive remuneration package)**
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 7) in Financial Management/Information Systems/Supply Chain Management with a minimum of 3 years' experience in transversal systems at junior management level. A valid driver licence

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

Responsibilities: Provide business support to the Provincial Administration through utilization of Interlinked Financial 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. Provide 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. Management of human and financial resources of the sub directorate.

Post : **Deputy Director: Supply Chain Management**
Office of the Chief Financial Officer
Ref No. : **MPT 41 / 2021**
Salary Level : **12**
Salary Package : **R 869 007 per annum (all-inclusive remuneration package)**
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 7) in Supply Chain Management/Commerce/Public Administration with a minimum of 3 years work experience in all elements of supply chain management at junior management level. A valid driver's license

Skills and Competencies: Knowledge of Public Finance Management Act, Treasury Regulations, Supply Chain Management, Regulatory Frameworks and relevant prescripts governing the

procurement in the Public Service. Operational knowledge of procurement processes and financial management systems i.e. LOGIS and BAS. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

Responsibilities: Manage and ensure compliance in the implementation of Supply Chain Management and related prescripts. Provide advice on supply chain management key functions such as Demand and Forecasting, Procurement planning, Acquisition management, Utilisation management, Supplier performance, Contract management, and Assets management. Develop effective and appropriate Supply Chain Management internal control system. Ensure that spending on goods and services are in line with the Demand Management. Develop and maintain manuals on Supply Chain Management Policies and procedures. Ensure compliance with Supply Chain Management policies and procedures. Source goods and services within a fair, equitable, transparent, competitive and cost-effective system. Set performance standards with respect to service delivery and departmental clients. Liaise and interact with all business units in the department and stakeholders involved with procurement. Coordinate, compile and manage the submission of reports. Prepare monthly and yearly reports. Monitor and ensure proper allocation and utilization of resources. Liaise with the Provincial and National Treasury on existing relevant transversal contracts and submissions. Implement system and controls that are compliant to ensure sound procurement practices and management. Manage the tender processes in line with applicable legislation and supply chain management prescripts. Manage the provisioning of effective and efficient Demand and Procurement Plans. Facilitate the establishment and functioning of bid committees. Facilitate monthly reconciliation and reporting and develop a credible Loss Control Register. Provide effective and efficient logistics services. Management of human and financial resources.

Post : **Deputy Director: Public Sector Liabilities**
Sub Directorate: Public Sector Liabilities
Ref No. : **MPT 42 / 2021**
Salary Level : **12**
Salary Package : **R 869 007 per annum (all-inclusive remuneration package)**
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 7) in Financial Management/Assets Management with a minimum of 3 years work experience in financial management environment at junior management level. 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 management guidelines. Provide support and advice on liabilities related matters. Provide support to Departments, Public Entities and Municipalities to improve audit outcomes on liabilities. Provide guidance and training to Departments, Public Entities and Municipalities. Assess the impact of fruitless and wasteful expenditure. Management of human and financial resources.

Post : **Deputy Director: Provincial Supply Chain Management**
Directorate: Provincial Supply Chain Management
Ref No. : **MPT 43 / 2021**
Salary Level : **12**
Salary Package : **R 869 007 per annum (all-inclusive remuneration package)**
Location : **Nkangala Region (KwaMhlanga)**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 07) in Management Studies/Public Management with a minimum of 3 years work experience supply chain management and administration. 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. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

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 Supply Database (CSD) registration. Manage and coordinate departmental plans and activities in the region. Management of human and financial resources for the Nkangala region.

Post : **Deputy Director: Information Technology Network Support Services**
Directorate: Information Technology
Ref No. : **MPT 44 / 2021**
Salary Level : **12**
Salary Package : **R 869 007 per annum (all-inclusive remuneration package)**
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 07) in Computer Science/Information Technology and Cisco Certified Network (CCNP/E) qualification with a minimum of 5 years in junior management level with proficiency in data and Voice-over-IP (VoIP) networking experience. A valid driver's license.

Skills and Competencies: Extensive knowledge of Local Area Network (LAN) and Wide Area Network (WAN). Exposure to Linux, Windows Server 2010-2019, TCP/IP (v4 & v6), Cloud 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 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 : **Assistant Director: Municipal Finance (x 3)**
Directorate: Municipal Finance
Ref No. : **MPT 45 / 2021**
Salary Level : **10**
Salary : **R 470,040 per annum**
Location : **Mbombela**

Requirements: Minimum three (3) years Bachelor Degree/Advanced Diploma/BTech (NQF Level 07) in Financial Management/Management Accounting/Financial Accounting with a minimum of 3 years' experience in municipal finance. A valid driver's license

Skills and Competencies: Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Good people management and problem-solving skills. Good communication (verbal and written), interpersonal and writing skills. Knowledge of financial systems. Knowledge of PFMA, Treasury Regulations and related frameworks.

Responsibilities: Provide support in the monitoring, enforcement and reporting on the effective implementation of the MFMA, Treasury regulations and standards to ensure compliance. To provide oversight on the implementation of policies and procedures in the management of financial and non-financial performance information. Advice on training gaps and provides guidance on the utilisation of the Monitoring Indicators tools for municipalities. Analyse and report on the effective implementation of the Financial Management Capability Maturity Model action plans.

Post : **Senior Data Technologist: Information Technology Governance**
Directorate: Information Technology
Ref No. : **MPT 46 / 2021**
Salary Level : **10**
Salary : **R 470,040 per annum**
Location : **Mbombela**

Requirements: Minimum three (3) years Bachelor Degree/Advanced Diploma/BTech (NQF Level 07) in Information Technology/Information Science with minimum of 3 years in IT Governance. COBIT 4/5 will serve as an added advantage. A valid driver's license

Skills and Competencies: Knowledge and experience in IT Governance, IT support services and related legislative frameworks, Information Security Monitoring, IT Risk Management, Network Management Monitoring, HR practices and procedures, Administrative procedures, Information Technology Management processes and procedures. Comprehensive understanding of the IT Governance, IT Risk and ITIL V3 Foundation Frameworks will be an added advantage. Technical knowledge of transversal systems will be an added advantage. Business and process analysis and monitoring, innovative, problem solving, good interpersonal, conflict management and report writing. Project management. People management and customer relations.

Responsibilities: Implement IT Governance processes (development of IT support policies, standards and procedures, IT support services, IT support and IT Risk assessments). Ensure implementation of IT Governance Processes Act in the Provincial Departments, Public Entities and Municipalities. Attend to escalated calls. Manage and implement IT Governance Framework and related projects. Provide dedicated IT support services for implementation of IT Governance Framework. Ensure monitoring of SLA's and MoU's related solutions in the IT environment.

Post : **Assistant Director: Accounting Services**
Directorate: Accounting Services
Ref No. : **MPT 47 / 2021**
Salary Level : **10**
Salary : **R 470,040 per annum**
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 07) in Accounting/Commerce with a minimum of 3 years' experience in bookkeeping, analytics and compiling of financial statements. Completed articles with a registered accounting firm will be an added advantage. Valid driver's license.

Skills and Competencies: Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Good people management and problem-solving skills. Good communication (verbal and written), interpersonal and report writing skills. Planning, organising and analytical skills. Knowledge of financial systems. Knowledge of PFMA, Treasury Regulations and related frameworks. Knowledge of IFRS and GRAP. Knowledge of financial systems and financial management.

Responsibilities: Develop and implement systems and processes to improve sound financial management and audit outcomes. Compile provincial standard operating procedures to ensure implementation and adherence by all provincial Departments. Facilitate the implementation of National Treasury prescripts and approved accounting standards. Assess and report on the quality of interim and annual financial statements. Analyze the clearing of monthly control accounts for provincial Departments. Review the implementation of National Treasury instruction notes by Departments. Prepare consolidated financial statements for departments and entities. Prepare Accounting Officers report. Prepare an audit file to support the consolidated Annual Financial Statements (AFS).

Post : **Assistant Director: Budget**
Office of the Chief Financial Officer
Ref No. : **MPT 48 / 2021**
Salary Level : **10**
Salary : **R 470,040 per annum**
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 07) in Accounting/Commerce with a minimum of 3 years' experience in Public Sector budget process at supervisory level. A valid driver licence.

Skills and Competencies: Good Knowledge of BAS. Knowledge of PFMA, Treasury regulations, Public Service Regulations, PFMA debt management, numeracy and financial administration. Knowledge of the MTEF. Good communication (written and verbal) skills. Presentation, facilitation, problem solving, conflict resolution, research and time management skills. Computer skill with proficiency in Ms Excel. Ability to work under pressure and beyond normal working hours.

Responsibilities: Coordinate and manage various budget processes i.e. Adjusted Estimates, Estimates Expenditure and Medium Term Expenditure Framework. Request and consolidate inputs. Support departmental officials in costing of business plans. Handle documents and information with strict confidentiality. Manage expenditure control for the department. Manage compilation and submission of In Year Monitoring (IYM) to Provincial Treasury on a monthly basis. Capture budget on Basic Accounting System (BAS). Liaise with Provincial Treasury on budget matters. Ensure that requirements of the Public Finance Management Act and Treasury Regulations, as well as departmental financial policies, and procedures are adhered to. Correct expenditure misallocation through journalizing the expenditure. Manage financial reports. Management of human and financial resources.

Post : **Assistant Director: Bookkeeping**
Office of the Chief Financial Officer
Ref No. : **MPT 49 / 2021**
Salary Level : **10**
Salary : **R 470,040 per annum**
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 07) in Accounting/ Management Accounting with a minimum three (3) years' experience in financial management at supervisory level. A valid driver licence

Skills and Competencies: Good Knowledge of BAS and LOGIS. Knowledge of PFMA, Treasury regulations, Public Service Regulations, Risk Management, PFMA debt management, numeracy and

financial administration. Good communication (written and verbal) and interpersonal skills. Presentation, facilitation, problem solving, conflict resolution, research and time management skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

Responsibilities: Manage bookkeeping, payments, internal control and systems, debts management. Ensure effective implementation of the PFMA and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Monitor the bank balance on daily basis by checking the disbursed amounts on BAS and on PERSAL, also check the PMG bank reconciliation via the bank portal. Manage, monitor and implement financial systems, accounts and control. Provide accurate information in preparation of financial statements. Ensure effective and efficient management of internal and external audit queries. Manage financial management quality control services. Management of human and financial resources.

Post : **Assistant Director: Asset Management**
Office of the Chief Financial Officer
Ref No. : **MPT 50 / 2021**
Salary Level : **10**
Salary : **R 470,040 per annum**
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 07) in Supply Chain Management/Commerce/ Public Administration with 3 years' experience in asset and inventory management environment at supervisory level. A valid driver licence.

Skills and Competencies: Sound knowledge of PFMA, BAS, LOGIS, Treasury regulations, PFMA debt management, numeracy and financial administration. Good communication (written and verbal communication) and interpersonal skills. Presentation, facilitation, problem solving, conflict resolution, research and time management skills. Track record in preparation and management of operational plans, business plans and budgeting. Ability to implement internal systems and control to ensure sound asset management. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

Responsibilities: Develop, manage and monitor the implementation and adherence to the Asset Management Policy. Effectively manage the assets of the e-Government as required by the Public Finance Management Act, Treasury Regulations and Asset Framework. Manage and Monitor the development and implementation of the Asset Management Strategy in line with the business plans on programmes. Develop, monitor and implement an acquisition, maintenance and disposal plans for assets. Effective Coordination of assets management activities and to report accurately on the asset within Provincial Treasury at all times. Coordinate and monitor asset management initiatives (Regional Offices Assets). Manage and maintain a comprehensive asset register. Manage the acquisition, losses and disposal of assets. Manage departmental annual verification of asset. Ensure effective integration and working procedure between the Asset Management Unit, Supply Chain Management and Budget Control Unit within the department. Manage the preparation of monthly reconciliation between the Asset Register and ledger as well as an annual reconciliation of the register. Annual Financial Statements (AFS) and the ledger. Manage the barcode tagging, movement, disposal of assets. To ensure officials within the asset management function are sufficiently trained on asset management function are sufficiently trained on asset management systems, processes and procedures.

Post : **Assistant Director: LOGIS**
Directorate: Interlinked Financial Systems
Ref No. : **MPT 51 / 2021**
Salary Level : **10**
Salary : **R 470,040 per annum**
Location : **Mbombela**

Requirements: Minimum three years 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. A valid driver's licence

Skills and Competencies: Sound knowledge of PFMA, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, report writing, analytical, numerical, 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 warehouse management. 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. Management of human and financial resources.

Post : **Assistant Manager: Transversal Systems (Training)**
Directorate: Interlinked Financial Systems
Ref No. : **MPT 52 / 2021**
Salary Level : **10**
Salary : **R 470,040 per annum**
Location : **Mbombela**

Requirements: Minimum three years National Diploma (NQF Level 6) in Financial Management/Supply Chain Management/Public Administration. Train the trainer certificate with a minimum of 3 years' experience in transversal systems at supervisory level. A valid driver licence

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 a 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

Post : **Assistant Director: Fiscal Policy Analysis X2**
Directorate: Provincial Administration and Fiscal Discipline
Ref No. : **MPT 53 / 2021**
Salary Level : **10**
Salary : **R 470,040 per annum**
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 07) in Business Management/Economics/Finance with a minimum 3 years' experience in financial management at supervisory level. An experience in banking will be an added advantage. A valid driver's licence.

Skills and competencies: Knowledge of PFMA, DORA, Treasury Regulations and other relevant prescripts and practices. Knowledge of BAS will serve as an advantage. Excellent technical report writing and presentation skills. Innovative problem-solving ability. Ability to work independently. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Project Management. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

Responsibilities: Support and monitor provincial collection of own revenue. Review and analyse collection trends reports against the projections of departments. Assist with monitoring and implementation of revenue enhancement strategy through inputs on revenue proposals from departments. Advise on exploration of all revenue sources and revenue tariffs. Conduct site visits on various revenue collecting institutions. Provide inputs in the development of revenue policies. Analysis monthly revenue trend and provide quarterly feedback.

Post : **Assistant Director: Banking Services**
Directorate: Provincial Administration and Fiscal Discipline
Ref No. : **MPT 54 / 2021**
Salary Level : **10**
Salary : **R 470,040 per annum**
Location : **Mbombela**

Requirements: Minimum three years Bachelor Degree/Advanced Diploma/BTech (NQF Level 07) in Financial Management/Economics with a minimum 3 years' experience in financial management at supervisory level. An experience in banking will be an added advantage. A valid driver's licence.

Skills and Competencies: Knowledge of PFMA, DORA, Treasury Regulations and other relevant prescripts and practices. Knowledge of BAS will serve as an advantage. Excellent technical report writing and presentation skills. Innovative problem-solving ability. Ability to work independently. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Project Management. Computer skill with proficiency in Ms Excel.

Responsibilities: Monitor the opening and closing of bank accounts. Maintain provincial Automated Clearing Bureau (ACB) limits. Provide support to the departments with regard to online banking systems, maintain signing profiles of the departments, maintain business online user profiles of the departments, reconciliation of bank charges. Assist in the monitoring of the provincial banking contract. Monitor daily bank balance for departments, monitor banking queries and requisition, receive and issue face value documents to departments.

Post : **Assistant Director: Office of the Head: Provincial Treasury**
Ref No. : **MPT 55 / 2021**
Salary Level : **10**
Salary : **R 470,040 per annum**
Location : **Mbombela**

Requirements: Minimum three years National Diploma (NQF Level 6) in Management Assistant/ Public Administration with a minimum 3 years practical experience in administration at supervisory level. A valid driver's licence

Skills and Competencies: Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Report writing and presentation skills. Sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. Knowledge of PFMA, Treasury Regulations and other applicable prescripts. Ability to work under pressure. Planning and organising skills. Ability to maintain confidentiality. Be flexible to work extended hours.

Responsibilities: Ensure effective and efficient management of Office of the Head: Provincial Treasury. Provide administrative support. Ensure proper management of confidential documents and maintain filing system in the Office of the Head: Provincial Treasury. Manage the correspondence and document flow. Manage the diary of the Head: Provincial Treasury. Manage official trips and accommodation requirements of the Head: Provincial Treasury. Serve as secretariat in Head: Provincial Treasury meetings/workshops and record proceedings. Arrange logistics for meetings of the Head: Provincial Treasury. Manage human resources and assets in the Office of the Head: Provincial Treasury.

APPLICATIONS: Applications must be submitted on the newly prescribed Z83 application form obtainable from any public service departments or www.dpsa.gov.za. The application form must be fully completed and valid 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 on pdf format by email to: mptrecruitment@mpg.gov.za

PLEASE NOTE THE FOLLOWING:

- The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer.