

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



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| <u>APPLICATIONS</u> | : | To apply visit: https://erecruitment.treasury.gov.za/eRecruitment |
| <u>CLOSING DATE</u> | : | 06 December 2024 at 12:00 am (Midnight) |
| <u>NOTE</u> | : | The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we only accept applications hand delivered/post should an applicant prove that he/she tried to apply via e-Recruitment with no success. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application it also means you consent to National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA. |

MANAGEMENT ECHELON

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| <u>POST 43/58</u> | : | <u>DIRECTOR: CHARTERED ACCOUNTANTS ACADEMY (CAA) PROGRAMME REF NO: S048/2024</u> Division: Office Of the Accountant-General (OAG) Purpose: To provide strategic guidance in the management of the Chartered Accountants Academy and providing technical advice to Provincial Treasuries on the establishment and maintenance of similar Chartered Accountants Academy. |
| <u>SALARY</u> | : | R1 216 824.per annum (all-inclusive remuneration package) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Finance or Accounting or Economics. A Chartered Accountant qualification will be an added advantage. 5 years' experience at a middle/senior managerial level obtained in Finance or Auditing or Training and Development, Chartered Accountant articles. Experience as a SAICA Registered Assessor, will be an added advantage. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment. |
| <u>DUTIES</u> | : | Some key Outputs include:- CAA Project Management: Develop and oversee implementation of the CAA marketing strategy to be applied at universities and other stakeholders. Develop and oversee management of the CAA training strategy for National Treasury and other government institutions. Mobilise financial resources for funding the CAA projects, effective budget control, ensuring compliance with relevant legislations and other prescripts. Provide reports of the strategic interventions to the Director-General and the Minister, Oversee the management of the Training Contract Management Systems pertaining to the SAICA compliance reviews and reporting. CAA Coordination: Develop a framework on co-ordination of trainee/ mentor/ supervisor/ assessor relationship building to enhance development of chartered accountants. Provide guidance on the identification and coordination of the interaction with universities, National Treasury divisions, SAICA and other government institutions that are part of the CAA and State-Owned Entities (SOE)'s in establishing lasting relationships. Provide guidance and |

support stakeholders in the accreditation application and implementation processes. Provide guidance on CAA policy reforms and update stakeholders on implications. CAA Policy Development and Implementation: Develop and oversee the implementation of CAA policy. Develop and implement CAA competency framework as prescribed by SAICA. Develop a successful CAA marketing strategy applicable to stakeholders. Recommend an absorption strategy for CAA candidates post training with participating institution. Develop the CAA employment agreement industry's best practices in consultation with SAICA, Legal Services and HRM with National Treasury. Develop and update Memoranda of Understanding with partnering institutions on trainees' secondment arrangements. Monitoring and Evaluation: Assess and review implementation of the training programme within National Treasury and its stakeholders. Assess and review the effectiveness of each secondment partner, through assessments of their offering for further development. Conduct trainee assessments. Stakeholder Management and Advisory Services: Establish, formalise and maintain relationships with other departments and SOE's to strengthen the CAA through secondment opportunities and trainee absorption post training. Develop a framework for managing relationship with the regulatory body to ensure continuous CAA compliance with SAICA. Develop a stakeholder management framework for all other key stakeholders including universities, service providers, secondment partners, primary sites, provincial treasuries, departments, SOEs, etc. Support Programmes: Identify and engage with potential stakeholders that can provide solutions with regards to education, training and developmental needs for CAA. Establish and formalise relationships with solution providers through agreements and memoranda of understanding. Establish and maintain strategic partners that provide developmental programmes including secondment and academic support programmes. Financial Management Capacity Building: Contribute to the development of Public Financial Management talent pipeline framework for the whole of government. Contribute on the development of Public Financial Management professionalisation framework.

ENQUIRIES

: Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 43/59

: **DIRECTOR: SCM STRATEGIC PROCUREMENT REF NO: S053/2024**
 Division: Office Of the Chief Procurement Officer (OCPO)
 Purpose: To provide strategic procurement support services to improve performance and efficiency of the state procurement system including value for money and leveraged benefits in all three spheres of government

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824.per annum (all-inclusive remuneration package)
 : Pretoria
 : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Supply Chain Management or Logistics or Purchasing or Management or Commerce. 5 years' experience at a middle/senior managerial level obtained in Supply Chain Management environment. Knowledge of PFMA, Treasury Regulations, SCM Policies and prescripts. Knowledge and experience of policy analysis and development. Knowledge and experience in strategic procurement. Knowledge and experience in gathering, analysing, and dissemination of information. Experience in project management. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Some key Outputs include: - Strategy and Policy: Collaborate on and contribute to the design, development and maintenance of a strategic procurement framework including: national guidelines, processes, and standards for strategic procurement, a strategic procurement monitoring and evaluation system. Manage the dissemination of the strategic procurement framework to all three spheres of government. Provide input into the development of strategic procurement-related government policy, norms, standards, frameworks, and guidelines. Manage and support the design and development of a strategic procurement regulatory environment that responds to policy goals and government objectives. Stakeholder Management: Engage with government stakeholders to facilitate and coordinate the development and implementation of strategic procurement strategies and plans (national, provincial, and local spheres). Engage with public sector-specific strategic partners to support the development and implementation of strategic procurement strategies and plans. Engage with external stakeholders to facilitate and coordinate the development and implementation of strategic procurement services. Products and Services Management: Manage the scoping and analysis of demand management plans, budget documents, procurement plans, Auditor-General (AG) reports, and grant allocations (annually; as required). Contribute to and manage the design and development of strategic procurement strategies for universal products and services across government spheres. Manage the design and development of strategic procurement work plans for client engagement. Service Delivery: Manage the scoping and analysis of demand management plans, budget documents, procurement plans, AG reports, and grant allocations (annually/as required). Manage client environment and strategic procurement related reports and diagnostics. Manage the research, development and proposal of strategic procurement solutions for identified strategic procurement projects (client centric / commodity centric) including: strategic procurement best-practices, strategic procurement

spend analysis and research, strategic procurement recommendations, strategic procurement recommendations facilitation and implementation. Monitoring and Evaluation: Collaborate on and contribute to monitoring and evaluation systems for strategic procurement. Manage the monitoring, prediction and mitigation of strategic procurement project risks and performance management. Manage the monitoring, assessment, evaluation and reporting on strategic procurement projects governance and oversight to measure value for money and leveraging of benefits achievements. Manage monitoring and reporting on the progress of strategic procurement interventions. Evaluate and report on the impact of strategic procurement interventions including value for money and leveraging of benefits. Research and Development: Manage and perform research and benchmarking on strategic procurement good practice. Identify and recommend new and alternative solutions to strategic procurement services. Manage and report on strategic procurement trends analysis. Knowledge and Information Management: Manage strategic procurement-related knowledge and information.

ENQUIRIES

: Only (No applications): Recruitment.Enquiries@treasury.gov.za

OTHER POSTS

POST 43/60

: **SENIOR ECONOMIST: LOCAL GOVERNMENT BUDGET ANALYSIS REF NO: S049/2024**
 Division: Intergovernmental Relations (IGR)
 Purpose: To monitor the implementation of municipal budgets and budget and reporting reforms; provide advice and support to municipalities and provincial treasuries on the preparation, implementation and reporting on municipal budgets and the implementation of budget and reporting reforms, to assist in the identification of financial problems and crises in municipalities as per sections 138 and 140 of the MFMA and to support in the monitoring of financial recovery plans.

SALARY CENTRE REQUIREMENTS

: R1 003 890.per annum (all-inclusive remuneration package)
 : Pretoria
 : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Economics, Public Finance, Accounting or Commerce. 4 years' experience is required of which 2 years should be at an Assistant Director or equivalent level obtained in budget analysis, dissemination of financial reports. Knowledge of report writing, monitoring and evaluation of budgets. Knowledge and experience of the regulatory framework on budgets and financial management within municipalities and provinces.

DUTIES

: Some key Outputs include:- Budget Preparation and Support: Provide guidance on the budgets and long-term financial strategies to non-delegated municipalities, including issuing of budget circulars. Assess and provide feedback on municipal budgets of non-delegated municipalities in alignment with the provisions of the Municipal Finance Management Act (MFMA), DoRA, MBRR and mSCOA. Coordinate and participate in budget engagements with municipalities to discuss budget and related matters. Formulate budget assessment reports and annual budget reports to facilitate and support oversight by various stakeholders, including municipalities, National Treasury, Minister of Finance, TCF, Budget Council, Budget Forum, PCC, SCOF in the NCOP and Cabinet. Review consolidated reports on budgets of Provincial Treasuries. Implementation and Monitoring of Municipal Budgets and Revenue Management: Monitor in-year implementation of budget and trends in local government budgets and expenditure. Identify in consultation with provincial treasuries municipalities that are in financial distress as per Section 138 of the MFMA or municipalities that are in financial crisis as per Section 140 of the MFMA. Implement the appropriate corrective steps to turn around poor performance and deal with municipalities in distress, including supporting and participating in municipal interventions. Participate municipal mid-year budget and performance assessment. Formulate reports on budget implementation to internal and external stakeholders, including municipalities, DG: National Treasury, Minister of Finance, TCF, Budget Council, PCC and Cabinet. Review consolidated mid-year and S71 reports of Provincial Treasuries. Intergovernmental Co-ordination (Stakeholders Management: Participate in forums/ workshops related to scope of sector responsibilities. Compilation of routine publication on municipal budget and in-year financial performance, including the bi-annual Local Government Budget and Expenditure Review. Coordinate budget and financial data for IGFR, MTBPS, Budget Review and other National Treasury publications. Contribute to provincial and municipal CFO Forum meetings by presenting on municipal finances and budget and reporting reforms. Provide advice to sector departments and stakeholders on budgets, long term financial strategies and reporting requirements for municipalities and their finances and facilitate disputes between organs of state. Financial Management Reforms: Promote effective budgeting and financial management in non-delegated municipalities. Advice non-delegated municipalities and Provincial Treasuries on in-year financial reports and verify data. Monitor In-Year Financial Reports, Annual Financial Statements and Annual Reports by non-delegated municipalities and Provincial Treasuries. Follow-up on budget and financial returns from non-delegated municipalities and ensure Council-endorsed documents. Assess the SDBIP's of non-delegated municipalities in alignment with the annual budget of non-financial targets and indicators. Strengthening of provincial treasuries to perform their delegated functions in terms of Chapter 4 of the MFMA: Coordinate the monitoring of the implementation of the province specific strategies and support plans to

address municipal finance performance failures (key “game changers” are revenue management, funded budgets, asset management, *m*SCOA and SCM). Capacitate and support provincial treasuries on oversight and support to delegated municipalities on the matters related to budgets, financial management and reporting reforms and in-year reporting. Transversal Issues: Participate in *m*SCOA and MBRR governance structures and working groups, incl. FAQ committee, Technical Committee, Steering Committee, Coordinating Committee, national project team and LGBA Technical Working Group. Support the implementation of revenue management initiatives, including ESKOM Debt Relief Applications. Participate in the technical work, working groups and support the institutionalisation of City Support Programme initiatives. Support the monitoring of financial recovery plans for municipalities placed under intervention by provinces. Arrange the quarterly War Room Meetings for municipalities placed under national intervention.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 43/61 : **SENIOR FINANCIAL ANALYST: INTERNAL AUDIT POLICIES, FRAMEWORK AND GUIDELINES (TSS) REF NO: S056/2024**

Division: Office Of the Accountant-General (OAG)

Purpose: To facilitate transparency and effective management in respect of Revenue, Expenditure, Assets, Liabilities (REAL) through providing support to the financial management activities in the National and Provincial Governments and develop and publish frameworks, policies and guidelines in accounting, internal audit and risk management.

SALARY CENTRE REQUIREMENTS : R1 003 890.per annum (all-inclusive remuneration package)
: Pretoria

: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Commerce or Accounting. A minimum 4 years' experience of which 2 years should be at an Assistant Director or equivalent level obtained within research and policy development techniques, Knowledge of the broader public service frameworks, e.g., PFMA, MFMA, Treasury Regulations.

DUTIES : Some key Outputs include:- Development of frameworks, policies and standards: Research and development of the Modified Cash Standard and other financial management frameworks based on legislation and best practices. Research and development of policies based on standards and the identified gaps (provided by the support CD's), including the review of existing policies. Participate in the development of intervention strategies to financial management capability of clients based on the results of the financial capability maturity model and audit outcomes. Participate in the development of local and international standards on financial accounting (GRAP and IPSAS) by attending meetings and preparing the comment letters on exposure drafts. Report regularly on progress on framework, standards and policy formulation. Development of guidelines and tools: Research and development of user guidelines for frameworks. Research and development of implementation tools in support of the implementation of the GRAP and Modified Cash Standard(s). Development of financial reporting templates and specimens. Report regularly on progress on guidelines and tool development and implementation. Support the implementation of the accounting frameworks, standards and guidelines: Provide support and advice on financial accounting and management to chief directorates within the OAG and to key external stakeholders. Liaison with the auditor-general and the ASB on technical queries raised during the audits of entities. Participate in knowledge sharing initiatives. Conduct handover session with the support units on the frameworks, guidelines, standards and policies. Maintain the chart of accounts for national, provincial and local government: Develop and maintain the standard chart of accounts for government. Participate in the design of system requirements to support the accounting and internal control prescripts in government.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 43/62 : **SENIOR FINANCIAL ANALYST: FINANCIAL MANAGEMENT AND INTERNAL CONTROLS AUDIT SYSTEMS REF NO: S057/2024**

Division: Office Of the Accountant-General (OAG)

Purpose: To analyse financial information in the provision of internal controls auditing in all spheres of government, on a broad range of financial management and internal control systems in the Supply Chain Management of Public Procurement processes, in accordance with the Standards for Professional Practice of Internal Auditing of the Institute of Internal Auditors' and Association of Certified Fraud Examiners (IIA and other best practices).

SALARY CENTRE REQUIREMENTS : R1 003 890.per annum (all-inclusive remuneration package)
: Pretoria

: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Commerce or Internal Auditing or Auditing or Accounting or Bachelor of Commerce Science from an accredited educational institution. A minimum 4 years' experience of which 2 years should be at an Assistant Director level of equivalent obtained within the field of forensic and internal control systems. Knowledge and experience of the Local and Provincial Government

operational set-up, Knowledge and experience of the PFMA, MFMA, Treasury Regulations, and the broader Supply Chain Management Policy, and Public Service Regulatory Framework. Knowledge and experience of financial information analysis and interpretation; and Knowledge and experience of project management skills.

DUTIES : Some key Outputs include:- Internal Control Systems Auditing: Identify and prioritize risk areas for targeting for internal control auditing. Provide inputs to the internal control auditing approach and methodology. Initiate internal control auditing plans and resource requirements for specific projects on the performance auditing programme. Initiate internal control auditing, and development of reports projecting findings and conclusions. Follow-up on outstanding information required for reporting purposes and advice on corrective actions. Electronic data acquisition and analysis: Provide an electronic media platform for scrutiny of evidence, exporting and converting of forensic images. Analyse and validate documents, metadata, graphics, and e-mails. Scrutinise logs and data for meaningful information, trends, or anomalies, Initiate the analysis of social networks, commodity flow, telephonic and financial records. Compile a Data Investigation process plan that requires resource identification. Conduct Data Fraud examination process and compile an investigation report. Coordination of Law Enforcement Support: Review and verify records of allegations. Allocate and categories project support for differentiation of services rendered to clients. Maintain database of cases for record purposes. Provide a consultation advisory service to law enforcement agencies and testify during disciplinary and court proceedings, when requires. Stakeholder Engagement and Projects: Initiate the appointment of a panel of forensic investigating co-sourced firms and maintain a register for record purposes. Provide support to internal projects in the enhancement of relationships with internally and externally clients. Coordinate activities in collaboration with the panel of forensic investigating firms, clients, law enforcement agencies involve in the planning, development, and implementation of projects. Provide a client consultation services for corrective action.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 43/63 : **BUDGET ANALYST: PUBLIC FINANCE REF NO: S034/2024**
Division: Public Finance Division (PF)
Purpose: To provide fiscal and public financial management analysis; monitor, review and evaluate spending plans, service delivery trends and national policy proposals to measure allocative efficiency, spending effectiveness and value for money and assist in the management of National Treasury's relations with stakeholders in national departments and State-Owned Entities (SOEs).

SALARY CENTRE REQUIREMENTS : R552 081.per annum (Excluding Benefits)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Economic Sciences or Finance or Development Studies or Social Sciences or Public Administration. A minimum 3 years' experience obtained in policy development; policy analysis processes as well as public finance processes, e.g., MTEF and PFMA. Knowledge of the South African Public Financial Management System and the application of the related legislated framework e.g. the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, where applicable.

DUTIES : Some key Outputs include:- Monitor Budgets, financial management and service delivery outputs: Assist with the monitoring of compliance to the prescripts of the PFMA and Treasury Regulations. Assist with the monitoring of the achievement of output targets from a variety of sources. Analyse departmental MTEC submissions and assist in compiling recommendations to MTEC and MinComBud, Assist with the analysis of budgets and expenditure. Policy analysis and support: Assist with provision of policy analysis and advice to the Finance Ministry and National Treasury. Assist in the contribution and compilation of budget documentation, e.g. Medium-Term Budget Policy Statement, Budget Review, Intergovernmental Fiscal Review and Estimates of National Expenditure. Conduct research that will support policy advice and development. Budgetary analysis and interpretation: Conduct analyses and provide recommendations on client departments' budget submissions. Evaluate budgets in accordance with strategic business plans and provide recommendations. Provide accuracy and quality in the publication of budget information. Expenditure monitoring and evaluation through data and report analysis: Compile expenditure reports and evaluations. Provide inputs on expenditure reports pertaining to client Departments. Provide analysis of quarterly and annual reports.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 43/64 : **SENIOR FINANCIAL ADMINISTRATION SPECIALIST: BUDGETS REF NO: S051/2024**
Unit: Financial Management Chief Directorate
Purpose: To assist with the compilation and preparation of the Annual and Interim Financial Statement; in managing of the departmental budget, in the processing and analysing of inputs from Divisions, and provide info to internal stakeholders, and external like Auditor-General compliance with the Public Finance Management Act, 1999 and the Treasury Regulations.

SALARY : R444 036.per annum (Excluding Benefits)

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| <u>CENTRE REQUIREMENTS</u> | : | Pretoria |
| | : | A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) any of the following disciplines: Accounting or Cost & Management Accounting, or Financial Management or Internal Audit or Business Management or Economics and Finance. A minimum 3 years' experience obtained in budgets management, management accounting and financial management operational, Knowledge of BAS or/and other relevant government financial systems. |
| <u>DUTIES</u> | : | Some key Outputs include:- Annual Financial Statement Assist with the compilation and preparation of the quarterly interim and annual financial statements of the department. Configure applications in alignment with technical and business requirements. Prepare various financial statements and reports for management and submit to the Auditor-General. Coordinate regulatory audit processes with internal and external Auditors. Departmental Annual Budget: Monitor exception reports and review the departmental budget on the basic accounting system (BAS). Provide budget information in the required format. Review the shifting funds within economic classifications and between programmes. Consolidate Budgetary Inputs: Assist in coordinating and submission on an annual basis, Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE), Estimates of National Expenditure (ENE), Drawings, Rollovers, entertainment, catering, and gifts. Develop, Implement Budgeting Systems: Monitor budget implementation progress and identify variances against the budget. Prepare reports on performances and variances analysis for programmes. Consolidate reports and advice and caution on the risks of possible over / under-spending. Compliance with Public Finance Management Act, 1999, Treasury Regulations and Modified Cash Standard. Co-ordinate, consolidate and compile management reports. Perform budget cycle within the parameters of the applicable legislation and project plans. Assist with strategic and operational financial matters in compliance with the required regulations. Prepare financial statements within the parameters of the applicable legislation, where applicable. Assist with strategic and operational inputs into financial matters: Assist with strategic and operational inputs into financial matters pertaining to reports, notices and other information submitted to the Executive Authority, National Treasury and Auditor-General, as stipulated by the PFMA. |
| <u>ENQUIRIES</u> | : | Only (No applications): Recruitment.Enquiries@treasury.gov.za |
| <u>POST 43/65</u> | : | <u>FINANCIAL ADMINISTRATION SPECIALIST: BUDGET REF NO: S031/2024</u> Unit: Financial Management Chief Directorate Purpose: To assist with the compilation and preparation of the Annual and Interim Financial Statement, in managing of the departmental budget and processing and analysing inputs from stakeholders within the National Treasury and the Auditor-General in terms of the applicable regulations. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R376 413 per annum (Excluding Benefits) |
| | : | Pretoria |
| | : | A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Accounting or Cost and Management Accounting or Financial Management or Internal Audit or Business Management or Economics and Finance. A minimum 2 years' experience obtained in Budget Management, Management Accounting and Financial Management. Knowledge in the operations of BAS. |
| <u>DUTIES</u> | : | Some key Outputs include:- Departmental Annual Budget and Financial Statements: Monitor exception reports monthly. Capture departmental budget on the basic accounting system (BAS). Provide budgetary information in the required format. Shift funds on request within economic classifications, shift funds between Programmes on request. Assist with the compilation and preparation of the quarterly interim and annual financial statements of the department. Assist with compilation of budget: Assist with the compilation of budget inputs and submit inputs on: Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE), Estimates of National Expenditure (ENE), Drawings, Rollovers and entertainment, catering, and gifts. Maintenance of budgeting systems: Monitor expenditure against budget. Compile and submit monthly reporting on performances and variances analysis for budget programmes. Advice on possible over/ under-spending of budgets. Compliance with the Public Finance Management Act, 1999, Treasury Regulations and Modified Cash Standard: Provide information for the monthly management reports. Perform budget cycle within the parameters of the applicable legislation and project plans. Prepare financial statements within the parameters of the applicable legislation. Provide inputs into budgetary matters: Provide inputs into financial affairs and other information prior to the submitted to the Executive Authority, the national Treasury or the Auditor-General as required by the PFMA. |
| <u>ENQUIRIES</u> | : | Only (No applications): Recruitment.Enquiries@treasury.gov.za |
| <u>POST 43/66</u> | : | <u>FINANCIAL ADMINISTRATION SPECIALIST: PERSONNEL REMUNERATION REF NO: S052/2024</u> Unit: Financial Management Chief Directorate Purpose: To provide an administrative support service pertaining to the National Treasury's payroll, debtors' management, service terminations, and other allowances as stipulated |

SALARY : R376 413.per annum (Excluding Benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 coupled with a National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Financial Management or Management Accounting or Accounting. A minimum 2 years' experience obtained in a Personnel Remuneration and Debtor Management environment, In-depth knowledge and experience of the operations of PERSAL and BAS financial systems.

DUTIES : Some key Outputs include:- Support Processing of Department's Payroll: Calculate payroll related transactions in alignment with the necessary supporting documentation. Capture transactions on the PERSAL/BAS financial systems, where applicable. Prepare monthly and annual management reports of the Department's payroll for decision making purposes. Comply with relevant applications, statutes, regulations and departmental prescripts applicable to the Department's payroll. Execute project related activities in accordance with the approved projects deliverables. Distribute payroll reports to budget managers for certification and reconcile to eliminate discrepancies. Debtors Management: Identify, calculate, record and process amounts owed to the Department, and ensure that amounts owed are substantiated with necessary supporting documentation. Prepare monthly debtors reconciliations and distribute statements within allowable timeframes, whilst liaising with relevant stakeholders concerning the recovery or write-offs in lieu to the National Treasury. Prepare monthly management reports and/or supply such other information pertaining to debtor control/suspense accounts. Continuously comply with all relevant and application statutes, regulations and departmental prescripts applicable to debtors' management. Subsistence and Travel Claims: Calculate, record and process amount payable to employees supported by the correct documentation. Prepare monthly management reports and supply such other information regarding subsistence and travel. Continuously comply with all relevant and application statutes, regulations and departmental prescripts applicable to subsistence and travel advance/ claims, Execute project related activities in accordance with the approved projects deliverables. Service Terminations (resignations and transfers): Obtain the required documents and process termination of service supported by verified Asset and Liability documentation. Identify amounts owed to/by the employee and ensure that such amount are properly supported, accurately calculated, repaid to the employee or received by the Department within the relevant prescripts. Perform transactions in compliance with the relevant and application statutes, regulations and departmental prescripts. Deduct Tax Deductions of Service Providers/ Consultants: Obtain required documentation from service providers or consultants and complete and validate information. Initiate calculations and record tax payable by service providers or consultants supported by required documentation prior to transfer to South African Revenue Service. Monitor and ensure that amounts allocated to control/suspense accounts are cleared and reconciled on a timely basis: Engage institutions on the recovery and clearance amounts allocated to the suspense accounts. Prepare monthly reconciliations and on amounts allocated to control/ suspense accounts for clearance. Prepare monthly and annual reports in compliance with information pertaining to control/ suspense accounts.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 43/67 : **SECURITY ADMINISTRATION OFFICER: SECURITY BREACHES AND INVESTIGATIONS**
REF NO: S036/2024
Division: Corporate Services (CS)
Purpose: To safeguard and secure state information within the National Treasury through consultation with stakeholders and implementation of MISS documents as determined by regulatory requirements and other related security directives.

SALARY : R308 154.per annum (Excluding Benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in any of the following disciplines: Security Management or Policing or Criminal Justice or Public Management. A valid code B (formerly code 8) is required. A minimum 1-year experience is required obtained in the security management environment. Knowledge and experience of information security and compliance, Knowledge of the broader security framework on information security and compliance.

DUTIES : Some key Outputs include:- Implement Information Security measures: Implement security procedures for information security in the National Treasury. Develop a database of Foreign Nationals and Consultants attached to National Treasury and inhere to necessary security requirements. Administer the Commissioner of Oaths and affirmation, certification of documents and fingerprints. Compile information security awareness sessions for National Treasury employees, consultants, foreign nationals to sensitise them against the associated risks. Co-ordinate information security during special events hosted by the National Treasury. Liaise and partner with IT and Asset Management pertaining to disposable equipment storage prior to removal. Implement document security: Develop document security procedures. Conduct research and advice on proper handling and storage of sensitive documents. Conduct after-hours inspection in compliance with the Clean Desk Policy. Security Breaches Investigations: Investigate information security related to breaches and staff behaviours that might pose a threat to security of information. Review Security Policies and procedures: Review security

policies procedures and recommend alignment with the MISS. Compile management reports for implementation. Develop and maintain relevant data base to monitor progress of implementation pertaining to security measures.

ENQUIRIES

: Only (No applications): Recruitment.Enquiries@treasury.gov.za