

## CHIEF DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING (PMTE FINANCE)

**SALARY:** ALL-INCLUSIVE PACKAGE OF R1 189 338 PER ANNUM (TOTAL PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF THE SENIOR MANAGEMENT SERVICE)  
**CENTRE:** HEAD OFFICE (PRETORIA) • **REF NO:** 2019/63

**REQUIREMENTS:** An undergraduate qualification (NQF Level 7) in Finance or Accounting with extensive experience of which 5 years must have been at senior management level and financial accounting and reporting in GRAP/IFRS • Financial professional membership will be an advantage • A valid driver's licence and the willingness to travel.

**KNOWLEDGE:** Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP/IFRS • Knowledge or experience in the property and construction asset industry will be an advantage.

**SKILLS:** Strong analytical and communication skills (both written and verbal) • Computer literate with advanced MS Excel • Presentation • Planning and organising • Problem solving • Ability to work under pressure to meet tight deadlines • Good interpersonal skills • Strong negotiation skills.

**DUTIES:** Lead the Chief Directorate: Financial Accounting and Reporting under the guidance of the Head of Finance • Design, implement and maintain the Chief Directorate's strategic and operational plans • Identify and manage risks • Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks • Compile and present reports on the functioning of the Chief Directorate and other financial reports required by EXCO and other governance structures • Manage and coordinate the compilation of all financial reports, including the financial statements (interim and annual) in accordance to the Standards of GRAP, PFMA and other legislative requirements • Manage internal and external financial audits • Liaise with National Treasury, Accounting Standard Board, Auditor-General SA and other internal and external governance structures • Manage the accounting functions, including payables, payroll and bank • Provide technical accounting support for accounting related queries from line functions • Provide inputs on behalf of the Department on ASB Exposure Drafts • Ensure effective corporate governance processes and sound resources management • Manage the budget and expenditures of the Chief Directorate • Ensure effective corporate governance processes and sound resource management

**ENQUIRIES:** Mr M. Sithole, Tel: (012) 406 1698.

## DIRECTOR: PROPERTY PAYMENTS

**SALARY:** ALL-INCLUSIVE SALARY PACKAGE OF R1 005 063.00 PER ANNUM(TOTAL PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF THE SENIOR MANAGEMENT SERVICE)  
**CENTRE:** HEAD OFFICE • **REF NO:** 2019/64

**REQUIREMENTS:** An undergraduate qualification (NQF 7) in Real Estate Management/Financial Management/Accounting/Economics or Business Studies or relevant qualification • Five (5) year's relevant working experience at middle/senior management level in Property-related Finance or expenditure and revenue management • Management experience • Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage • Willingness to travel • Valid unendorsed drivers licence.

**KNOWLEDGE:** Knowledge of the property industry • Property management processes and systems • Procurement and tender regulations • Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation.

**SKILLS:** Effective communication skills • Advanced report writing skills • Numeracy and accounting • Computer literacy • Ability to work with service providers and clients at various levels • Organisation and planning • Relationship management • Project management • Interpersonal and diplomacy skills • Presentation skills • Analytical thinking • Problem solving skills • Decision making skills • Negotiation • Conflict resolution • Motivational skills.

**PERSONAL ATTRIBUTES:** Innovative • Creative • Solution orientated – ability to design ideas without direction • Ability to work under stressful situations • Ability to communicate at all levels • People orientated • Hard-working • Highly motivated.

**DUTIES:** The development of policy guidelines on processing of property payments and its associated revenue • Development and monitoring the implementation of business processes • Provide guidelines and inputs on drafting plans regarding payments and revenue • Development of internal control measures • Reconciliations of expenditure and revenue of all leased and state-owned properties • Manage property payments and revenues through effective implementation of the property expenditure management system • Manage property revenues • Maintain an effective property asset register • Ensure correct and timeous payments of creditors • Maintain and update creditors and customers master data files • Ensure compliance with related prescripts, delegations and procedures • Implement and monitoring of internal control measures • Development of policy guidelines • Manage budgets of the Section • Liaise with clients regarding property payments issues • Provide leadership and direction on all property-related expenditure and revenue • Identify opportunities for optimisation of properties under custodianship of the Entity for revenue and expenditure management • Identify opportunities to minimise costs and ensure efficiency in the properties of the Entity and advise management on cost cutting measures • Respond to audit queries • Manage budget and expenditure allocated to the Directorate • Provide adequate development and training for all staff with the directorate • Manage staff and employment related processes • Management of the Directorate.

**ENQUIRIES:** Mr L Toona, Tel: (012) 406 2123.

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

**NOTE:** An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

**APPLICATIONS:** The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria, **FOR ATTENTION:** Ms N.P Mudau

**CLOSING DATE: 19 APRIL 2019 AT 16H00**



public works

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA