

## DEPARTMENT OF PUBLIC WORKS

*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.*



- 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** : 15 February 2019 at 16h00
- 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.
- ERRATUM:** Kindly note that the post of Accounting Clerk: Finance Account Payables with Ref No: 2019/20 (X3 Posts) Mthatha Regional Office advertised on Public Service Vacancy Circular 03 dated 25 January 2019 has been advertised erroneously with salary level R196 407, the correct salary level is R163 563 and the Requirements are A Senior Certificate (Grade 12) or equivalent qualification with relevant experience in Financial Management/Accounting. Experience within a financial environment (accounts payables) will be an advantage.

## MANAGEMENT ECHELON

- POST 04/51** : **CHIEF DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: 2019/23**  
(12 Months Contract)  
PMTE Finance and SCM
- SALARY** : R1 189 338 per annum (All-Inclusive Package) (Total Package to be Structured In Accordance With the Rules of the Senior Management Service)
- CENTRE** : Head Office (Pretoria)
- 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 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 Directorate: Financial Accounting and Reporting under the guidance of the CFO. Design, implement and maintain the 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 legislator requirements. Manage internal and external financial audits. Liaise with National Treasury. Manage the accounting functions, including payables, payroll and bank. Ensure effective corporate governance processes and sound resources management. Manage the budget and expenditures of the Directorate.

**ENQUIRIES** : Mr M. Sithole Tel No: (012) 406 1698

**POST 04/52** : **CHIEF DIRECTOR: FACILITIES MANAGEMENT COMPLIANCE REF NO: 2019/24**

**SALARY** : R1 189 338 per annum (All-Inclusive Package) (Total Package to be Structured In Accordance With the Rules of the Senior Management Service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : An Undergraduate qualification (NQF Level 7) in Safety Management, Built Environment, Facilities Management or Programme Management or equivalent qualification plus 5 years' experience at senior management level in the relevant field. Certificates in ISO 45001: 2018, ISO 14001: 2015 and ISO 9001: 2015 will be an advantage. Knowledge: Structure and functioning of the Department, Business functions and processes of the Department. Government Immovable Asset Management Act (GIAMA). Infrastructure Delivery Management System (IDMS). National Environment Management Act, Occupational Health and Safety Act (OHSA), ISO 45001, ISO 9001 and ISO 14001, ISO 50001:2018 (will be advantageous), Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Skills: Strategic capability and leadership, Programme and project management, Information and Knowledge management Policy analysis and development, Client orientation and customer focus, Stakeholder management, Planning and coordination, Presentation and facilitation, Quality Assurance, Ability to handle confidential information and work independently. Ability to work under pressure. A valid driver's licence.

**DUTIES** : Drive all aspects of the management of safety, health, environment and quality, including compliance with regulations and best practices, with alignment to the organisation's strategic objectives with regards to Facilities Management, Property Management and Construction Projects. Oversee compliance in existing, refurbished and new buildings. Development and implementation of appropriate standards in accordance with best practice to effectively manage Safety, Health, Environment and Quality Assurance aspects in an integrated and holistic manner. Development, implementation and maintenance of systems ISO 14001/19001/OHSAS 18001 and procedures to ensure legislative compliance. Act as an advisor to Management on SHE related matters, such as best practices, statutory changes and requirements. Lead the development and reviewing of strategies, standards, norms, policies and procedures in accordance with the National Building Regulation and Building Standard Act, OHS Act, Railway Safety Regulator and Green Building Policy to ensure compliance with procurement procedures and legislation. Oversee the implementation of waste management, water management and renewable energy initiatives by managing collaboration with stakeholders and developing business cases to inform green building policies and programme design. Effective management of the Facilities Management Component. Oversee the development and training of staff, manage and monitor the budget expenditure of the component. Compile budgetary reports. Provide reports on performance issues. Ensure capacity and sustainability of staff of the component.

**ENQUIRIES** : Ms N. Makhubele Tel No: (012) 406 1623

**POST 04/53** : **CHIEF DIRECTOR: STRATEGIC MANAGEMENT REF NO: 2019/25**  
Office of the Deputy Director-General: GRC

**SALARY** : R1 189 338 per annum (All-Inclusive Package) (Total Package to be Structured In Accordance With the Rules of the Senior Management Service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS**

: An Undergraduate qualification (NQF level 7) in Business Management or Strategic Management, Management Science or related field coupled with 5 years' relevant experience at Senior Management level. The following will serve as strong recommendations: Knowledge of PFMA and Treasury Regulations, National Treasury Public Sector Risk Management Framework, Knowledge of Public Service Regulations, Preferential Procurement Policy Framework Act, 5 of 2000 (PPPFA), National Treasury Public Sector Risk Management Framework, King III and IV of Corporate Governance, Strategic Planning Framework, GIAMA, Infrastructure Development Management System (IDMS), ISO 31000, COSO, Customer stakeholder relationship management, Good communication skills (verbal and written), Willingness to work and travel beyond normal working hours, Be professional, highly motivated and critical thinker who will be able to gather and analyse information skillfully, Initiative, Ability to think conceptually or strategically, Ability to work under pressure, Excellent verbal and written communication skills, Provide leadership, direction and team building, Knowledge in various policies and practices related to government regulations, Excellent project management, financial, analytical and strategic planning skills, Excellent interpersonal and coaching skills, Ability to analyse and interpret data in a variety of complex processes using standardized methods, Excellent organizational and planning skills flexible with ability to work on multiple projects simultaneously, Ability to organize and motivate others, who in many cases may be in a more senior position, Ability to establish and maintain effective working relationships, Sense of urgency and ability to identify and resolve problems in a timely manner, Business acumen, Ability to maintain confidentiality, Consultation, negotiation and networking skills.

**DUTIES**

: Manage the development and implementation of the Strategic Management policies, programmes and guidelines, Oversee the undertaking of researches on latest developments in the strategic management fraternity, Ensure consultation and sourcing of information on latest strategic management trends, Provide professional advice on the development of the strategic management frameworks and strategies, Manage the compilation of the 5-year Strategic Plan and Annual Performance Plan of the Department, Conduct environmental analysis/scanning for the Strategic Plan and Annual Performance Plan, Ensure provision of training to Branches and Business Units on Business Planning processes, Assess and review the implementation and impact of the SP and APP, Ensure alignment of the planning process with the budget and monitoring and evaluation processes, Manage, coordinate and implement Strategic, Annual Performance and Service Delivery Improvement Plans, Manage the provision of knowledge management services, Manage the identification of risk management strategies within the Department, Oversee the development and facilitation of the implementation of the Enterprise Risk Management Framework (ERMF), which includes the implementation of the risk implementation plan and supporting policies and procedures; Oversee the facilitation of strategic risk identification and assessment/qualification, guide the compilation of strategic and operational risk registers; oversee the facilitation and the development of risk mitigation plans by risk owners and the monitoring thereof. Implement appropriate risk reporting to the Risk Management Committee, EXCO and Audit Committee. Facilitate the implementation of the Combined Assurance Model. Provide strategic direction in the development and implementation of the Risk appetite Statement and BCM Framework, Policy, Strategies, and Business Continuity Management Implementation Plan. Improvement of Risk Management Maturity levels. Ensure that the Department has a functional Risk Management Committee in place. Oversee the establishment and administration of knowledge management and a learning system. Ensure the provision and maintenance of library services, Develop policies and strategies on Knowledge Management, Provide access to and advice on Knowledge management practices, Manage the physical information and statutory resources.

**ENQUIRIES**

: Mr I. Fazel Tel No: (012) 406 1681 / 1104

<b><u>POST 04/54</u></b>	:	<b><u>DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: 2019/26</u></b> Governance, Risk and Compliance
<b><u>SALARY</u></b>	:	R1 005 063 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	An Undergraduate qualification (NQF level 7) in Administration/Management. 5 years' experience at middle/senior in a Service Delivery Improvement, Knowledge of the Public Financial Management Act (PFMA), DPSA Operations Management Framework and other Public Service prescripts, Valid driver's licence, Skills and competencies: Strategic financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project management skills, People and resource management skills, Research and development expertise, Strategic change and risk management, Presentation and facilitation skills, To a tight work schedule in accordance with professional requirement, Drivers licence. Required to travel extensively.
<b><u>DUTIES</u></b>	:	Facilitate, coordinate and development the Service Delivery Improvement Plan in the Department; Monitor and report on the Service Delivery Improvement Plan; Review and update Service Delivery Improvement. Plan annually to ensure alignment to the strategic intent of the Department; Develop and review the Service Delivery Model(s) for the Department aligned to the mandate; Develop, coordinate, monitor and review the implementation of Operational Management Framework (including Business Process Mapping, Standard Operating Procedures, Service Delivery Standards and Service Delivery Charters) in the department. Carry- out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreement/service commitment charter; Establish appropriate systems to manage institutional performance on service delivery matters; Implement service delivery improvement programmes/projects and complaints mechanism; Promote awareness of the department's Batho Pele Belief Set, service standards and charters in the Department; Develop and monitor internal service delivery policies and strategy aligned to the DPSA Operations Management Framework.
<b><u>ENQUIRIES</u></b>	:	Mr Imtiaz Fazel Tel No: (012) 406 1681
<b><u>POST 04/55</u></b>	:	<b><u>DIRECTOR: STRATEGIC PLANNING REF NO: 2019/27</u></b> (Strategic Management Unit)
<b><u>SALARY</u></b>	:	R1 005 063 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	An Undergraduate qualification (NQF level 7) in Administration/Management, 5 years' experience in Middle/Senior in Strategic Planning and/or Monitoring and Evaluation, Knowledge of the Framework for Strategic Plans and Annual Performance Plans, Framework for Managing Programme Performance Information, Public Financial Management Act (PFMA), National Treasury Regulations and other Public Service prescripts, A Valid driver's licence. Skills and competencies: Strategic financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project management skills, People and resource management skills, Research and development expertise, Strategic change and risk management, Presentation and facilitation skills.
<b><u>DUTIES</u></b>	:	Coordinate, facilitate and guide the Department's strategic planning process towards the development of the 5 Year Strategic Plan, Annual Performance Plan and Operational Plans; Provide capacity development, technical advice and support to the Department in the development of the Strategic Plan, Annual Performance Plan and Operational Plans including the setting of appropriate indicators, targets and standards; Coordinate, facilitate and guide the Department's process towards the development of Implementation Plans in terms of the Department of Planning, Monitoring and Evaluation Guideline 2.3.3; Research and analyse Government's priorities including the NDP, MTSF, Growth & Development Strategies, the Performance Agreement between the Minister and any other relevant long-term government plans; Analyse Strategic Plans and

Annual Performance Plans of the Public Entities and BEPCs and provide guidance to the Public Entities and Built Environment Professional Councils during the strategic planning process; Develop and implement procedures, tools and systems for effective organisational performance information management and strategic planning; Manage the MPAT process for Strategic Management; Develop, maintain and update the Strategic Management System for planning purposes; Conduct strategic analysis and annual strategic reviews in the context of both Government and the Department's commitments; Ensure integration of the strategic planning processes with other processes such as budgeting, risk management, quarterly progress reports and audit action plans; Assist with the compilation of the MTEF budget submission, Annual Report and Estimates of National Expenditure of the Department; Manage and respond to audit queries, collect data for performance audits and document management; Develop policies and procedures to ensure that the Department maintains an efficient, effective and transparent system and internal controls regarding performance management; Assist in the compilation of relevant documents and speeches; Provide training and support to Head Office and Regional Offices on strategic business planning, government-wide planning and budgeting.

- ENQUIRIES** : Mr Imtiaz Fazel Tel No: (012) 406 1681
- POST 04/56** : **DIRECTOR: RISK MANAGEMENT REF NO: 2019/28**  
Office of the Deputy Director-General: GRC
- SALARY** : R1 005 063 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Commerce or Risk Management coupled with five (5) years relevant experience at Middle/Senior Management Level in Risk Management, Affiliation with a professional body (e.g. IRMSA, IIASA, ACFE, etc.), Knowledge of PFMA and Treasury Regulations; National Treasury Public Sector Risk Management Framework; Knowledge of Financial Management and Provisioning Administration; Strategic Planning Framework; GIAMA; Infrastructure Development Management System (IDMS); Medium Term Strategic Framework (government priorities); Principles and Practice of risk management; Preferential Procurement Policy Framework Act, 5 of 2000 ('PPPFA'); Government and accountability; Internal control and assurance; ERM concepts, and methodologies; Risk Management environment; Risk Maturity Model; Risk Management policies and procedures; Risk Management principles and practice; Customer stakeholder relationship management; Good communication skills (verbal & written); The candidate must be willing to work and travel beyond normal working hours, Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully, Sound understanding of Enterprise Risk Management principles and philosophy, Ability to think conceptually or strategically, Work under pressure, Excellent oral and written communication skills, Provide leadership, direction and team building, Knowledgeable in various policies and practices related to government regulations, Excellent project management, financial, analytical and strategic planning skills, Have excellent interpersonal and coaching skills, Have ability to analyse and interpret data in a variety of complex processes using standardised methods, Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously, Ability to organise and motivate others, who in many cases may be in a more senior position, Establishing and maintaining effective working relationships, Have sense of urgency and ability to identify and resolve problems in a timely manner, Business Acumen, Maintain confidentiality, Consultation, negotiation and networking skills.
- DUTIES** : Develop and facilitate the implementation of the Enterprise Risk Management Framework (ERMF), which includes the implementation of the risk implementation plan and supporting policies and procedures; facilitating risk identification and assessment/qualification, the compilation of strategic and operational risk registers; facilitating the development of risk mitigation plans by risk owners and the monitoring thereof. Implement appropriate risk reporting to the Risk Management Committee, EXCO and Audit Committee. Facilitate the

implementation of the Combined Assurance Model. Develop and implement the BCM Framework, Policy, Strategies, and Business Continuity Management Implementation Plan. Ensure implementation of Audit findings from both internal and external Auditors.

**ENQUIRIES** : Mr I. Fazel Tel No: (012) 406 1681/1104

**POST 04/57** : **SENIOR ANALYSTS: OFSP: FINANCE MODEL, USER CHARGES MODEL AND REVENUE GENERATION REF NO: 2019/29 (X3 POSTS)**  
(36 Months Contract)

**SALARY** : R1 005 063 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Accounting, Finance, Statistics or Economics and 5 years relevant working experience at Middle/Senior level in business finance or other relevant environment where data mining and monitoring and the building of financial models were the primary focus. Proven experience in managing similar projects and leading teams. Knowledge: MS Office-Word, Excel & Power Point; SAS, Research and Information gathering; budgeting, financial planning and forecast; Work with and understand large data files; Data management tools such as Access, SQL and Analysing large data using quantitative techniques, Skills: Strong analytical (quantitative as well as qualitative) skills; Building models, data mining and on line market research skills; Advanced MS Excel skills; extract, analyse and interpret data; planning; report writing; presentation; problem solving, Research; analytical thinking; resourcefulness; understanding advance financial concepts and ability to communicate at all levels, Personal Attributes: Innovative; trustworthy; approachable; assertive; people orientated; hardworking; interpersonal skills; self-motivated and self-starter; passion to improve business efficiencies and work tight deadlines, Other: Willing to adapt work schedules in accordance with office requirements.

**DUTIES** : Undertake researches on latest revenue generation trends. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all revenue management policies contribute to the PMTE strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Analysis of the property portfolio into categories meaningful to the financial modelling process. Conduct market research, data mining, business intelligence and valuation compilation with a view to improve the financial position of the PMTE. Conceptualization, design and modelling of potential revenue opportunities for a financial model for forecasting the impact of revenue generation initiatives and cost drivers. Analyze financial data after sourcing, compilation and collating other operational input data from other line functions. Prepare profit and loss analyses, incorporate market research and benchmarks into the design and population of business scenarios. Analyzing forecasted results; monitoring actual and projected variances; identifying trends; and recommending adjustments to management to improve the financial position of the PMTE. Compare and analyze actual financial results with plans and forecasts and recommend corrective action. Developing automated reporting, summarized into dashboards and forecasting tools for the management of quarterly and annual targets. Provide framework and manage the development and implementation of analytical tools, models and best practice policies. Research on best practices for revenue generation and financial sustainability strategies. Participates with public and private organizations and keep abreast of emerging innovations and trends in revenue organizations and financial sustainability strategies. Support the planning, inventory management and performance management of OFSP. Provide advisory services to various stakeholders. Research on the immediate improvements in the availability and accessibility of reliable data. Establishment of an integrated, reliable database, Suggest income generating asset class strategies for implementation by the trading entry. Commission and navigate study on identifying and capitalizing hidden assets. Comparative research and analysis to identify investment opportunities among specific metropolitan areas located within a region or

nationally. Work with other institutions to leverage off latest innovations. Determination of tariffs to be charged to different clients based on property management criteria. Manage all the resources allocated to the directorate. Develop and maintain continuous communication with stakeholders. Facilitate capacity building initiatives. Oversee timely resolution of audit queries. Ensure effective utilization of all resources allocated to the unit. Compile and present reports on the functioning of the chief directorate. Contribute to the strategic input and the overall management of the department. Preparing annual budget.  
 Mr. C Mokgoro Tel No: (012) 406 2165

**ENQUIRIES** :

**OTHER POSTS**

**POST 04/58** : **DEPUTY DIRECTOR – PMG AND RECONCILIATION REF NO: 2019/30**

**SALARY** : R697 011 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification in Financial Accounting or related qualification. Extensive relevant experience and middle management. A candidate must have knowledge of PFMA and Treasury Regulations, ERP systems and Government transversal systems (Safety Net, PMIS, WCS, Persal and Logis) and knowledge of accounts payables and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

**DUTIES** : Overall management of the PMG unit, internal controls and reconciliation of suspense and general ledger and accounts and approval of related journals. Manage the entity's bank account – inflow and outflow of funds, monitor and authorise duly signed and supported telegraphic transfers and ensure transactions are verifiable and in compliance with the PFMA and Treasury Regulations. Authorise monthly bank reconciliations, general ledger and/or suspense accounts and clear suspense accounts timeously. Ensure that period closure is timeous and complete with no open transactions for the period. Ensure effective document control of all journals. Assist with the development and review of policies and procedures. Review and sign off all monthly reporting to the National Treasury. Provide PMG related inputs for the preparation of financial statements in line with GRAP and respond to AGSA audit queries on related matters. Maintain good working relations with employees, clients and all stakeholders.

**ENQUIRIES** : Mr KTE Seletela Tel No: (012) 406 1222

**POST 04/59** : **ASSISTANT DIRECTOR – PAYROLL REF NO: 2019/31**

**SALARY** : R356 289 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : A three year tertiary qualification in Financial Accounting or related qualification. Extensive relevant experience. A candidate must have knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, ERP systems and Government transversal systems, payroll and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

**DUTIES** : Authorisation of manual payments and journals on ERP system. Verify manual payment to authorised signatories and banking details. Authorisation of journals. Review and approve PAYE reconciliations and suspense accounts, Monitor and clear clearing of PERSAL exceptions and errors and suspense accounts. Initiate and prepare EMP 2014 through e-filing to SARS. Prepare monthly, Bi-Annual and Annual Tax reconciliation. Effective document control of manual payment batches and journals. Submission of EMP 501 to SARS. Make inputs to payroll policies and procedures Prepare system reconciliation to Persal. Provide payroll related inputs for the preparation of financial statements and respond to audit queries on related payroll matters. Provide management support with general office functions related to the accommodation portfolio of Justice and Commissions clients; liaise with project managers on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients

executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub-directorate. Plan and allocate work. Quality control the work delivered by employees.

**ENQUIRIES** : Mr KTE Seletela Tel No: (012) 406 1222

**POST 04/60** : **ASSISTANT DIRECTOR – ACCOUNTS PAYABLE REF NO: 2019/32**

**SALARY** : R356 289 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : A three year tertiary qualification in Financial Accounting or related. Relevant experience. A candidate must have knowledge of Public Service At and Regulations, Basic Conditions of Employment Equity, ERP systems and Government transversal systems, accounts payable and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

**DUTIES** : Authorisation of manual payments and journals on ERP system. Verify and authorise payments from source systems to the banking details and authorised signatories as well as perform daily scheduled payment systems runs. Timeous updating and data cleansing of invoice tracking system. Review and authorisation of all related journals. Effective management of petty cash. Review and approve individual creditor's reconciliations. Monitor and clear open transaction on SAGE. Effective document control of payment and journal batches. Timeous preparation and submission of bank reconciliation – outstanding payments and resolution of regional and client queries. Make inputs to accounts payable policies and procedures. Provide accounts payable related inputs for the preparation of financial statements in line with GRAP and respond to AGSA audit queries on related accounts payable matters. Effective management and functioning of the unit and ad hoc requests in the absence of the immediate supervisor.

**ENQUIRIES** : Ms N Ngwenyama Tel No: (012) 406 1236

**POST 04/61** : **STATE ACCOUNTANT – ACCOUNTS PAYABLE REF NO: 2019/33 (X3 POSTS)**

**SALARY** : R242 475 per annum

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification in Financial Accounting or related with relevant experience. A candidate must have knowledge of PFMA and Treasury Regulations, ERP systems and Government transversal systems, accounts payables and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

**DUTIES** : Effective processing of payments - capture and process duly supported payments on ERP system, verify payment batches to the checklist, authorised signatories and banking details. Initiate WCS payment and daily run, daily data cleansing and updating of invoice tracking system, perform monthly bank reconciliations, creditors' control and suspense accounts, effective document control of payment batches and journals. Make inputs to accounts payable policies and procedures. Prepare and complete monthly reporting to the National Treasury. Provide accounts payable inputs for the preparation of financial statements in line with GRAP and respond to audit queries on related accounts payable matters.

**ENQUIRIES** : Ms T Sedibana Tel No: (012) 406 1799

**POST 04/62** : **STATE ACCOUNTANT – PAYROLL REF NO: 2019/34**

**SALARY** : R242 475 per annum



<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Financial Accounting or related with relevant experience. A candidate must have knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, ERP systems and Government transversal systems, payroll and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.
<b><u>DUTIES</u></b>	:	Effective processing of manual payments - capture and process duly supported manual payments (e.g. SARS, GEPP and GEMS) on ERP system, verify manual payment to authorised signatories and banking details. Compilation and capture journals. Prepare PAYE reconciliations and suspense accounts, Monitor and clear clearing of PERSAL exceptions and errors and suspense accounts. Initiate and prepare payroll e-filing to SARS. Prepare Bi-Annuals and Annual Tax reconciliation. Effective document control of manual payment batches and journals. Make inputs to payroll policies and procedures. Provide payroll related inputs for the preparation of financial statements and respond to AGSA audit queries on related payroll matters.
<b><u>ENQUIRIES</u></b>	:	Mr KTE Seletela Tel No: (012) 406 1222
<b><u>POST 04/63</u></b>	:	<b><u>STATE ACCOUNTANT – ENTITIES REF NO: 2019/35</u></b>
<b><u>SALARY</u></b>	:	R242 475 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification Degree in Financial Accounting or related qualification with relevant experience. A candidate must have knowledge of PFMA and Treasury Regulations, ERP systems and Government transversal systems, accounts payables and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.
<b><u>DUTIES</u></b>	:	Effective document control of entity forms, processing of entity details - capture and process duly supported entity details on business systems, verify details supporting documentation. Rectification of rejected entities details with the regions and follow up with the National Treasury. Prepare and complete monthly reporting to management.
<b><u>ENQUIRIES</u></b>	:	Ms M Jooste Tel No: (012) 406 1696