



## KWAZULU-NATAL PROVINCIAL TREASURY

**TO : ALL MEMBERS OF STAFF WITHIN KZN TREASURY**

**VACANCY CIRCULAR NO 15 OF 2016**

This circular is issued in terms of the Public Service Regulations Part V11.C.2.4.

The content of this circular must, without delay be brought to the notice of all eligible officers in your department. All potential candidates who may qualify for the post in terms of this circular, must be notified even if they are absent from their normal place of work.

### DIRECTIONS TO CANDIDATES

Applications must be submitted on the prescribed application form, Z83, available from any Public Service Department and must be accompanied by certified copies of all educational qualifications (not copies of certified copies), including senior certificate, a comprehensive CV as well as certified copies of an ID document and driver's license. No late or faxed applications will be accepted. The Department discourages applications that are sent via registered mail and will not be held responsible for such applications which are not collected from the post office.

The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.

Candidates will be subjected to security screening prior employment.

The department will conduct reference checks with the HR of current and/or previous employer(s) apart from the referees listed on the CV.

Onus is on the applicant to obtain and submit their foreign qualifications verified with SAQA. Non-South African citizens or permanent residency holders must submit a documentary proof together with their applications

Applications, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, Directorate: Human Resource Management and Development, P.O. Box 3613 PIETERMARITZBURG, 3201 or hand delivered to 145 Chief Albert Luthuli Street, Treasury House, Ground floor, Pietermaritzburg 320.

**NB: Failure to comply with the above instructions will result in your application being disqualified.**

  
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MS K CHETTY  
SENIOR MANAGER: HRM & DEVELOPMENT

2016/11/28  
DATE



treasury

Department:

Treasury

PROVINCE OF KWAZULU-NATAL

**Project Manager: Municipal Support Program (3 year contract position)**

**KZN PT16/59**

**Salary: R898 743 p.a.**

**PURPOSE:** To provide an effective and efficient specialized support services to Provincial Treasury's Municipal Finance Unit and delegated Municipalities in terms of the Financial Management reforms required by Municipal Finance Management Act.

**REQUIREMENTS:** A degree in Management Accounting/Financial Accounting or related field (a qualified Chartered Accountant (CA)/ post graduate qualification will be an advantage). Working knowledge of the various government financial systems. At least 5 years middle management experience in Public Finance/Treasury/External Auditing or related field. Knowledge and experience in project management essential. (Preference will be given to candidates with experience in the municipal environment).

**KEY RESPONSIBILITIES:** Develop and structure a program of work in line with the purpose of the Municipal Support Programme. Facilitate the implementation of the project through communication with municipalities, sub programs within Treasury, Provincial Departments and Treasuries as may be required. Analysis of financial information available to identify municipalities requiring support. Evaluate the suitability of the service providers on the panel to undertake specific assignments and assist in selecting the appropriate ones. Organize, manage the distribution amongst, and execution of project management work by, the directors (specialists). Develop the Terms of Reference, Engagement Letters and supporting project documentation for each project. Manage the contracts of each service provider to ensure not only compliance with the terms and conditions of the respective service level agreements/engagement letters but also ensures delivery of quality outputs by each service provider. Review progress reports on active projects weekly and be aware of progress or otherwise on all active projects. Constantly work towards ensuring service providers complete projects in the estimated time period and within the allotted budget. Provide guidance on technical and strategic matters relating to the projects undertaken. Advise and keep the Chief Director informed on projects, impediments to completion, news of significant events at municipalities MSP is involved in and any important news. Ensure expenditure on projects is incurred regularly and reflect the outputs of the service providers. Monitor and manage components budget and logistical requirements. Train and mentor staff in the municipal finance unit as required. Provide guidance to Directors involved in management MSP projects. Attend to *ad hoc* projects.

**COMPETENCIES, KNOWLEDGE & SKILLS:** Understanding of GRAP accounting standards used by local government. Extensive working knowledge of public sector, particularly local government sphere. Detailed knowledge of public sector financial management systems and relevant legislative/statutes, including: Constitution (as amended), PFMA and Treasury Regulations, Municipal Finance Management Act (MFMA), Municipal Systems Act (and amendments), Municipal Structures Act, Local Government Transition Act, PSRF (Public Service Regulatory Framework), PFMA Regulations (in respect of Supply Chain Management), Provincial Procurement Act and Regulations, Provincial Internal Audit Act, PGDS (Provincial Growth and Development Strategy), National Treasury guideline documents. In year monitoring and National Treasury Returns. Performance Measurement systems – best practice and guidelines. Asset Management principles. Public Finance management principles and practice. Problem-solving, analytical and numeracy. Verbal communication and presentation. Good interpersonal relations. Computer skills: Spreadsheets (MS Excel), word processing (MS Word). Research and analysis. Report writing and general writing. Monitoring, follow-up and forecasting. Project management. Budgeting. Change management. Statistical and quantitative analysis. Financial management. Budget planning. People management. Strategic Planning. Training and mentoring staff. Co-ordinating activities of different service providers.

Enquiries: Mr F Cassimjee( 033) 897 4541

Closing date: 15 December 2016

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**Candidates will be subjected to security screening prior employment.**

**The department will conduct reference checks with the HR of current and/or previous employer(s) apart from the referees listed on CV.**

**Onus is on the applicant to obtain and submit their foreign qualifications verified with SAQA.**

**Non-South African citizens or permanent residency holders must submit a documentary proof together with their applications**

Preference: African Females, African Males and persons with disabilities who meet the requirements

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Applications must be submitted on the prescribed Application Form for Employment Z83 (which must be originally signed and dated) obtainable from any Public Service Department and it must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications as stipulated in the advertisement and driver's license (where a driver's license is a requirement). Under no circumstances will faxed, e-mailed or late applications will be accepted. Therefore, the onus is on applicants to ensure that their applications are posted or hand-delivered timeously.

The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful.

It is regretted that due to the large volume of applications received, it is not possible for the Department to acknowledge receipt of every application received and that only those that participate in the final selection processes (interviews) are notified of the outcome.

**Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and originally certified copies of ID and drivers license and a letter from the respective Human Resources for occupying acting positions.**

**Applicants, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, Directorate: Human Resource Management P.O. Box 3613, PIETERMARITZBURG, 3200 for the attention of Ms SL Ngema.**