



# treasury

Department:  
Treasury  
**PROVINCE OF KWAZULU-NATAL**

## **TRAINEE ACCOUNTANT PROGRAMME COORDINATOR**

### **3 YEAR CONTRACT**

**REF NO: KZNPT17/33**

**SALARY: R 898 743 PER ANNUM**

**PURPOSE:** The effective and efficient management of the operations of the Trainee Accountant Programme in line with legislative compliance, i.e. SAICA Training Regulations.

**REQUIREMENTS:** A qualified Chartered Accountant CA (SA) that is a registered SAICA Assessor. A minimum of three year's middle management experience in public finance management. A proven track record of experience in a SAICA Training Office for potential Chartered Accountants with direct involvement in the SAICA accreditation/re-accreditation processes, experience as an evaluator/assessor, development of training material and training plans, working knowledge of the Learner Tracking System (LTS)/TCMS.

Possession of a valid driver's licence and in the case of people living with disabilities who are unable to personally drive, the ability to meet work related travel commitments.

Be computer literate with proficiency in intermediate MS Excel, PowerPoint and Word.

### **KEY RESPONSIBILITIES:**

Provision and management of rotational and generic plans, policies, systems and processes aligned to SAICA's requirements. Manage, monitor and evaluate the delivery of training to trainees, their performance and conduct. Manage, monitor and evaluate the assessment process, inclusive of feedback engagements to assessment role-players and attending to non-compliance issues. Provide regular feedback reports to the Training Officer, SAICA and other relevant stakeholders. Maintain quality assurance of the programme in order to ensure accreditation standards at all times, inclusive of managing accreditation related processes. Development of training material and facilitation of training relating to public sector financial management. Mentor and provide appropriate support to assist trainees in the achievement of academic progress.

**COMPETENCIES, KNOWLEDGE AND SKILLS:** SAICA rules and regulations, including the SAICA Training Regulations, Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including the constitution, Public Financial Management Act, Municipal Financial Management Act, Treasury Regulations, Public Service Regulatory Framework (PSRF), Standards for the Professional Practice of Internal Auditing, Generally Recognised Accounting Principles, Generally Accepted Accounting Principles, Labour Relations Act, Basic Conditions of employment Act, Skills Development Act, Public service Code of conduct, Provincial Treasury Practice notes,

Problem-solving, analytical and numeracy skills, analytical and quantitative methods tools, verbal and written communication, good interpersonal relations, research, report writing, policy interpretation/analysis, project planning and management, financial management, change management,

organising, presentation, facilitation, time management, policy development, supervisory, driving, self-discipline and ability to work under pressure with minimum supervision.

Enquiries: Ms M Bhaw (033) 897 4429

**Closing date: 28/07/2017**

***Successful candidates will be subjected to security screening prior to employment***

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

**Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualification Authority (SAQA). Non-South African citizens who are permanent residency holders must submit a documentary proof together with their applications.**

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.

Applications must be submitted on the prescribed application form, Z83, available from any Public Service Department and must be accompanied by certified copies of qualifications (including senior certificate) and comprehensive Curriculum Vitae. Applications that do not comply with these instructions will not be considered.

**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 driver's license, academic record for all qualifications and a letter from the respective Human Resources for occupying acting positions. Where an applicant has lost a certificate, ID or driver's licence proof of application for a replacement must be attached and an affidavit explaining the loss must be attached. Applications that do not comply with these instructions will not be considered.**

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 driver's license, salary advice, academic records 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, and Directorate: Human Resource Management P.O. Box 3613, PIETERMARITZBURG, 3200 for the attention of Ms SL Ngema.**