



**treasury**

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

**PROVINCIAL BUDGET ANALYST**

**REF NO: KZNPT17/38**

**SALARY: R 779 295 PER ANNUM**

**PURPOSE:** To provide provincial budget support services to departments in terms of the financial management reforms required by the Public Finance Management Act.

**REQUIREMENTS:** A 3 year NQF level 7 Degree or 3 year NQF level 6 National Diploma in (Economics, Public Finance or any related 3 year NQF level 6 or 7 qualification). A minimum of 3 years' experience in the Public Finance field. (e.g. financial management, revenue and expenditure management and budgeting systems).

**KEY RESPONSIBILITIES:** Preparation of annual Adjustment Estimates, Budget Process (departmental chapter in MTEC report, departmental inputs into MTBPS, assist in drafting annual Treasury Guidelines). Provide inputs into the preparation of annual Main Budget (Estimates of Provincial Revenue and Expenditure). Assess departmental cash flows before the start of each financial year, in year monitoring of monthly expenditure of departments (IYM), quarterly budget performance reports (departmental chapter) at the end of each quarter. Preparation of annual close-out reports and input into monthly cabinet memorandum. Evaluate departmental requests (e.g. roll overs, virements, commitment suspensions) and compliance to the PFMA by departments. Assess departments' compliance with cost cutting measures.

**COMPETENCIES, KNOWLEDGE AND SKILLS:** PFMA and Treasury Regulations, Division of Revenue Act, Provincial Exchequer Act, Provincial Service Regulatory Framework, Public Finance Management- Best Practices, National Treasury Guideline documents, South Africa's fiscal and monetary policy, Provincial policy priorities, Performance budgeting- best practices and guidelines, Vulindlela, Budget formulation, Basic Accounting System (BAS) and Standard Chart of Accounts (SCOA), In Year Monitoring (IYM) Legislation applicable to allocated departments, political and socio-economic environment surrounding allocated departments.

Problem-solving, analytical and numeracy skills, verbal communication and presentation skills, good interpersonal skills, computer skills, research and analysis, report writing and general writing skills, monitoring and forecasting, basic project management, budgeting and budgeting systems, performance budgeting and strategic planning.

Enquiries: Ms N Mjuza (033) 897 4540

**Closing date: 11/08/2017**

**Preference will be given to African Females and African Males and people with disabilities who meet the requirements.**

***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, 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.**