



## KWAZULU-NATAL PROVINCIAL TREASURY

Ref: s12/1/3 Enquiries: Ms L Mthimunye

Ext: 033-897 4387

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

### VACANCY CIRCULAR NO 10 OF 2018

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.

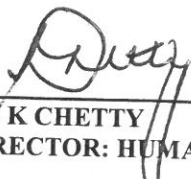
The department will conduct reference checks with the HR of current and/or previous employer(s) apart from the referees listed on the CV.

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

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

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

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

  
MS K CHETTY  
DIRECTOR: HUMAN RESOURCES

23/4/2018  
DATE



treasury

Department:  
Treasury  
PROVINCE OF KWAZULU-NATAL

Director: Forensic Investigations  
REF NO: KZN PT18/25  
R 948 174 per annum (All inclusive package) .

**Purpose:** To ensure the provisioning of forensic investigation services to client departments, municipalities and provincial public entities in terms of legislative mandates.

**Requirement:** A 3 year NQF level 7 tertiary qualification in Law /Commerce with Accounting /Risk management /Internal Audit /Law as majors or any other relevant 3 year qualification pitched at NQF level 7. A Minimum of 5 years middle management experience within a forensic investigation /auditing or performance audit environment. Valid Driver's license and in the case of persons with disabilities who are unable to personally drive, the ability to meet work related travel commitments. Computer literacy. **Recommendations:** Studying towards relevant post graduate degree or CIA (Certified Internal Auditor) qualification and completed articles will be an added advantage. Registered CFE (Certified Fraud Examiner) would also be an advantage.

**Key Responsibilities:** Conduct and oversee forensic investigations and ensure that the factual findings are correct and recommendations are legally sound. Ensure the reporting of fraud risk related to Risk and Advisory Services Unit. Provide transversal advice and guidance on forensic investigation services. Develop strategies, plans, policies, procedure manuals and best practices for forensic investigation services. Establish client relationship with internal and external stakeholders to ensure cooperation and that their needs are met. Ensure the effective and efficient management of allocated resources.

**Knowledge, Skills and Competencies:** The Constitution of the Republic of SA, Public Finance Management Act, Municipal Finance Management Act, Municipal Systems Act, Promotion of Access to Information Act, Annual Division of Revenue Act, Provincial Appropriation Act, Provincial Internal Audit Act, Preferential Procurement Policy Framework Act, Government Immovable Asset Management Act, Public Audit Act, Provincial Tax Regulations Process Act, Prevention and Combating of Corrupt Activities Act, Criminal Procedures Act, Public Service Act, Organized Crime Act, Financial Intelligence Center Act.

Problem solving skills, analytical and numeracy, auditing, analytical and quantitative methods tools, communication, presentation, interpersonal relations, research and analysis, report writing and general writing, project planning and management, change management, time management, policy development, statistical and quantitative analysis, financial management, people management, strategic planning and management, organizational development and dispute resolution, chairing of meetings.

**Enquiries:** Ms. M Radebe (033) 897 4309

**Closing date:** 11 May 2018

**Preference:** Females and people with disabilities who meet the requirements.

**Successful candidate 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**

**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**

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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.

**It is regretted that due to a large volume of applications, it is not possible for the department to acknowledgement receipt of every application received and that only those that will participate in the final selection process (interviews) will be notified of the outcome.**

**Please note that it is important that applicants must attach to their comprehensive CVs, an originally certified Service record(s) for all relevant experience, originally certified copy of ID, proof of management experience (where it is a requirement), salary advice, academic record(s) for qualifications and a letter from the respective Human Resources for occupying acting positions and an originally certified copy of driver's licence. Applications that do not comply with these instructions will not be considered.**

**Also, please note that if you do not hear from us after 3 months of the closing date, please consider your application unsuccessful.**

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 timorously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful.

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 for the attention of Ms SL Ngema.



treasury

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

**DIRECTOR: FINANCIAL AUDITS (SL13)**

**1 YEAR CONTRACT**

**REF NO: KZNPT18/26**

**SALARY:R948 174 PER ANNUM (ALL INCLUSIVE PACKAGE) .**

**PURPOSE:** To provide effective and efficient Internal Audit Services relating to financial processes within the KZN Provincial Administration.

**REQUIREMENTS:**

An NQF level 8 post graduate degree in Accounting or related field. A minimum of 5 years middle management experience in an auditing environment. Proven record of auditing financial statements or financial processes at a Provincial or National Department. A qualified CA (SA) will be an added advantage.

**KEY RESPONSIBILITIES:**

- Ensure the development and revision of project plans, methodologies, policies and procedure manuals for financial audits for the province based on the results of the provincial risk assessments.
- Manage the implementation of the financial audit project plans, policies, methodologies and procedure manuals.
- Ensure the provision of value adding recommendations to improve the provincial institutions financial performance and monitor the implementation thereof.
- Ensure the facilitation of training, development and support programmes on areas of financial auditing and governance to provincial departments.
- Manage relationships with client management and other internal and external stakeholders
- Ensure the reporting of financial audit activities to the relevant stakeholders.
- Ensure the effective and efficient management of resources.

**COMPETENCIES, KNOWLEDGE AND SKILLS:** PFMA and accompanying Treasury Regulations, PSRF (Public Service Regulatory Framework), Public Service Financial and other Systems, Standards for the Professional Practice of Internal Auditing, Modified Cash Standards (MCS) and related guides, manuals and templates, General recognized accounting principles, Public Service regulatory framework, Risk management, Operating and reporting procedures and work environment in the Public Service, Human Resource Management Practices, Knowledge of service delivery (Batho Pele). Skills in strategic planning and management, communication, lateral

and innovative/analytical thinking, decisiveness, business process re-engineering, auditing and report writing, maintain high standard of honesty, objectivity, diligence and loyalty, due professional care , problem solving, computer literacy, interpersonal relations, analytical and quantitative method tools, financial management, time management, application and interpretation of legislation, management principles, project management, research / policy development, chairing of meetings, staff motivation, organisational development and dispute resolution.

Enquiries: Ms M Radebe (033) 897 4309

**Closing date: 11 May 2018**

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

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**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.

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