



treasury

Department:

Treasury

PROVINCE OF KWAZULU-NATAL

Project Manager: Municipal Support Program (3 year contract)

KZN PT18/70

Salary: R1 005 063 p.a. (All-inclusive Package).

PURPOSE: To provide an effective and efficient specialized support services to Provincial Treasury and delegated Municipalities to assist with sound financial management and sustainability.

REQUIREMENTS: An NQF level 8 Post Graduate degree in Financial Management/Accounting/Business Management. A minimum of 5 years middle management experience in Financial Management/Accounting and Strategic Management Support Environment. Must have managed at least one Public Sector project in either a Municipality, Public Entity or Provincial/National Department. A valid driver's license is necessary, applicants must be willing to travel and in a case of people living with disabilities who are unable to personally drive, proof of the ability to meet work related travel commitments is required. Applicants must have access to a roadworthy vehicle.

KEY RESPONSIBILITIES: Manage the provision of technical support services to delegated municipalities and municipal entities in terms of improving their financial management processes, including but not limited to: Manage the budget support provided to delegated municipalities to ensure compliance with applicable municipal legislation in implementing the budget framework. Provide support on budget planning, preparation and implementation whilst monitoring, evaluating and reporting on the implementation thereof. Manage and oversee the preparation and review of annual financial statements. Manage the implementation of audit action plans at delegated municipalities. Analyze and evaluate the performance of municipalities to determine their financial viability. Manage the review of financial management policies and standard operating procedures to identify gaps and weaknesses and ensure compliance. Manage the effective implementation of financial systems to ensure compliance with financial reforms, such as MSCOA. Manage the implementation of sound internal control processes over financial management functions. Provide support to delegated municipalities on effective revenue management to ensure enhanced policy and procedures as well as controls that are in compliance with all relevant municipal legislation. Provide support to delegated municipalities on debt management processes and systems, including improved debt collection procedures. Monitor the implementation of effective and efficient financial assets and liabilities management in compliance with relevant municipal legislation. Manage the provisioning of technical support to all municipalities and municipal entities on assets management. Manage the implementation of effective cash management and grant management policies and procedures. Manage the implementation of taxation related initiatives at delegated municipalities. Manage the execution of the support programs through the use of expertise from internal resources or external service providers. Design and facilitate training programs to advance the skills of employees in the municipal finance and financial management component. Undertake ad hoc work as required.

COMPETENCIES, KNOWLEDGE & SKILLS: Knowledge of MFMA, MSA, PFMA, GRAP, IFRS, Taxation Legislation, Provincial Appropriation Act, DORA, National Treasury practice notes and circulars. Good facilitation, presentation, report writing and analytical skills. Proficiency in Ms packages i.e. Word, Excel and PowerPoint.

Enquiries: Mr F Cassimjee(033) 897 4541

Closing date: 21 December 2018

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: Females and persons with disabilities who meet the requirements

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

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.