



cogta

Department:
Co-operative Governance and Traditional Affairs
PROVINCE OF KWAZULU-NATAL

CHIEF DIRECTORATE: FINANCE

DIRECTORATE: BUDGET CONTROL AND PLANNING
POST TITLE: BUDGET ANALYST (4 POSTS)
SALARY: R 356 289 PER ANNUM
CENTRE: PIETERMARITZBURG
REFERENCE: 1/2018 (F)

REQUIREMENTS:

The ideal candidate must be in a possession of a National Diploma or NQF level 6 in Financial Accounting / Financial Management coupled with 3 years' experience in Provincial or National Government finance and budgeting.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Knowledge of Provincial or National Government budgetary processes, PFMA as well as other relevant legislations ■ Knowledge of policy analysis and project management ■ Planning and team development skills ■ Decision making and problem solving skills ■ Financial management and analytical skills ■ Ability to draw, interpret and reconcile BAS and PERSAL reports ■ Presentation skills ■ Good communication skills (verbal & written) ■ Computer literacy in MS office ■ A valid Drivers License

KEY RESPONSIBILITIES:

The successful candidate will be required to provide budget control services with the following key responsibilities: - ■ Revise cash flow and complete in-year monitoring schedule each month ■ Provide a ministerial monthly variance schedule for the relevant programme ■ Analyze budget of a programme and identify potential savings, veriments and rollovers ■ Analyze and verify input for all exercises throughout the budget process ■ Support and advice programme managers and line function management on budget related issues ■ Develop and implement proper control measures for the effective and efficient utilization of the budget in the department ■ Manage the training and development of staff under his/her control.

DIRECTORATE: SUPPLY CHAIN MANAGEMENT
POST TITLE: ASSISTANT DIRECTOR: DEMAND MANAGEMENT
SALARY: R 356 289 PER ANNUM
CENTRE: PIETERMARITZBURG
REFERENCE: 2/2018 (F)

REQUIREMENTS:

The ideal candidate must be in a possession of a National Diploma or NQF level 6 in Supply Chain Management coupled with 3 years' experience in supply chain management environment. Experience in working with Central Supplier Database System and BAS will be an added advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:- ■ Sound knowledge of PFMA, Treasury Regulations, SCM and other relevant regulations ■ Sound knowledge of Broad Based Black Economic Empowerment legislation and policies ■ Functional knowledge of preferential procurement and demand management ■ Knowledge of procurement systems and demand management ■ Sound knowledge of markets/suppliers ■ Decision making and problem solving skills ■ Presentation Skills ■ Good communication skills (verbal & written) ■ Computer literacy in MS Office ■ A valid code 8 driver's license.

KEY RESPONSIBILITIES:

The successful candidate will be required to provide and administer demand management services with the following key responsibilities: - ■ Facilitate procurement planning process ■ Monitor and evaluate the demand management cycle. ■ Undertake market research ■ Establish, monitor and report on preferential procurement objectives ■ Ensure supplier performance and risk management of suppliers ■ Staff management and supervision.

ENQUIRIES: MS APN MADLALA

TELEPHONE: (033) 395 3085

NOTE TO APPLICANTS:

Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates.

APPLICATIONS TO BE POSTED TO: The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or **HAND DELIVERED TO:** 330 Langalibalele Street, Pietermaritzburg for the attention of Mr LA Nylenda, Closing date: 21 September 2018 (Applications received after this date will not be accepted).

NOTE: Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted.

Should candidates not receive any response from us within three months of the closing date, please accept that your application was unsuccessful.

The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people.