

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.

APPLICATIONS

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.

CLOSING DATE:

27 November 2020, 15h30

NOTE

Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. Shortlisted candidates will be subjected to a practical test. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

POST:

**DEPUTY DIRECTOR: FINANCIAL MANAGEMENT
REF NO:DD/FM/10/2020**

SALARY:

All inclusive remuneration package of R733 257 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE:

**PUBLIC SERVICE COMMISSION HOUSE,
PRETORIA**

REQUIREMENTS:

A three-year Degree in Accounting/ Financial Management or a three-year National Diploma in Accounting/ Financial Management or equivalent qualification with 3-5 years relevant experience in the Finance field • Generic competencies: Planning and organizing • Coordination. Problem solving and decision-making • Project management. People management and empowerment. Client orientation and customer focus • Team leadership • Diversity management. Communication (verbal and written). Technical competencies: Knowledge and understanding of: Public Finance Management Act (PFMA). Treasury Regulations. Modified Cash Standard (MCS). Extensive knowledge of Basic Accounting System (BAS) • General ledger reconciliation and analysis • Salary and employee tax administration • Debtor control and creditor payments. All other financial administration duties • An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution and how these CVPs contribute towards effective public service delivery • An understanding of how this post supports the role of the PSC regarding the CVPs • A valid driver's license (with an exception of people with disability).

DUTIES:

Key performance areas: Administer and implement revenue management system • Administer and implement salary system • Manage and monitor accounting and bookkeeping functions • Manage departmental expenditure and payments system • Oversee the Loss Control function • Manage compilation of MTEF, AENE and ENE Budget Processes • Manage compilation of year-in monitoring reports • Provide advisory and secretariat functions to the Budget Committee • Develop, review, monitor and implement financial policies, procedures and internal controls • Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements.

ENQUIRIES:

TEL NO:

**MS NP VUTUZA
(012) 352 1168**