

## 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 representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of 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](mailto:recruitment@opsc.gov.za).

**CLOSING DATE** : 10 May 2019, 15h45.

**NOTES** : 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 not older than 3 months 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. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. **If an applicant wishes to withdraw an application, this must be done in writing.** Failure to submit the required documentation will automatically disqualify applications. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**POST** : **CHIEF FINANCIAL OFFICER REF NO: CFO/04/2019**

**SALARY** : All-inclusive remuneration package of R1 189 338 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** : **HEAD OFFICE, PRETORIA**

**REQUIREMENTS** : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have

- An appropriate recognised Bachelor's Degree (NQF level 7) in Accounting, Financial Management and related fields
- A postgraduate qualification, Chartered Accountant (South Africa) qualification coupled with extensive Public Sector Financial Management experience will serve as an added advantage
- Eight (8) years' experience in an accounting environment, of which a minimum of 5 years' experience at senior management level
- Expertise knowledge of the Basic Accounting Systems, PERSAL, Medium Term Expenditure Framework and Budget process, Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, Division of Revenue Act, Income Tax Act, Supply Chain Management, Treasury Regulations and associated practice notes
- Extensive experience in the application of Strategic management, Business planning and design, Performance measurement, Financial accounting (including principles of GRAP/MCS), Management accounting, Cost Accounting, Internal control, Internal and external audit, Information systems and Supply Chain Management
- Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195
- An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs.
- Exceptional written, communication skills and report writing skills
- Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management
- Analytical thinking, problem solving and conflict resolution skills
- Well-developed research skills
- Negotiation and interpersonal skills
- Solid experience in the Microsoft Office Suite
- A Valid driver's license (with exception of disabled applicants).

## DUTIES

: **Key Performance Areas:** The successful candidate will be responsible for supporting the Public Service Commission, the Accounting Officer (Director-General) and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. It will be expected of the incumbent to manage the financial, supply chain management and Information Technology functions of the Department. Specific focus areas will include the following:

- Establishing sound financial management in the Department
- Establishing and maintaining appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources
- Ensuring an appropriate supply chain management system which is fair, equitable, transparent, competitive and cost effective
- Ensuring the effective, efficient, economical and transparent use of the resources of the Department
- Taking effective and appropriate steps to collect all money due to the Department, prevent unauthorised, irregular and fruitless and wasteful expenditure
- Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department
- Settling all contractual obligations and paying all money owing, including inter-governmental claims, within the prescribed or agreed period
- Ensuring compliance by the PSC to the provisions of the PFMA
- Ensuring that expenditure of the PSC is in accordance with the vote of the PSC and the main divisions within the vote
- Ensuring that full and proper records of the financial affairs of the PSC are kept (including preparation of financial statements for each financial year)
- Prepare management account reports for the preparation of periodic non-financial performance reports, e.g. financial reports, quarterly reports etc.
- Formulating creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department
- Advising the Accounting Officer (Director-General) pertaining to matters that have strategic and financial implications
- Coordinating Medium-term Expenditure Framework (MTEF) and Estimate of National Expenditure (ENE) processes in respect of the PSC
- Liaising with the relevant role-players in the financial environment regarding transversal financial matters
- Oversee the information technology function of the department and to ensure the establishment of sound information management systems
- Align the department's information management system and information technology (enabler) strategy with the strategic direction, management plans and the business processes of the department
- Overseeing the management of financial and human resources of the Chief Directorate: CFO.

**ENQUIRIES** : MR DC NDLONDLOLOZI  
**TEL:** : (012) 352 1212