

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 representativity (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.

CLOSING DATE : 03 June 2022, 15H45

NOTES : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. 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 technical exercise 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. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. 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. A pre-entry certificate obtained from the National School of

Government (NSG) is required for all SMS applications. **Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.**

POST : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF: NO ASD/FR/04/22**

SALARY : SALARY LEVEL 9 R382 245

CENTRES : **PUBLIC SERVICE COMMISSION HOUSE (PRETORIA)**

REQUIREMENTS : Ideal Candidate Profile: A recognized three year Bachelor's degree/ Diploma (NQF Level 6/7) in with major in Accounting/Financial Accounting up to the third level • 3-5 years relevant experience in financial accounting. Added advantage is registration with any accounting professional body • Experience in preparing annual financial statements and interim financial statements in accordance with Modified Cash Standards and the Accounting Manual as issued by for departments as issued by the National Treasury • A Knowledge and experience in all the preparing PFMA Section 40 reports including internal and external reporting • Strong knowledge of accounting reporting standards. Knowledge of improving the system of internal control to ensure that both internal and external are reliable, accurate, error free and regulatory compliant • Extensive knowledge of Financial Prescripts in the public service [Public Finance Management Act, Treasury Regulations, Modified Cash Standards, The national Treasury Issued Accounting Manual and Treasury issued circulars (Instruction Notes, directives and guidelines), all general ledger accounts reconciliations, Supply Chain Management Budget and Expenditure Management in the Public service • Procurement, Government transversal financial systems (LOGIS, BAS and PERSAL) and processes. MS Office packages • Communications skills (Both written and verbal), Interpersonal skills • Report writing skills. Problem solving skills. Accounting and analytical skills • An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery • An understanding of how this post supports the role of

the Public Service Commission (PSC) regarding the CVPs • Possess a valid driver's license (with exception to people with disabilities) and be willing to travel extensively and ability to relate well with all levels of stakeholders.

DUTIES

: **Key Performance Areas:** Compile reliable, accurate, error free and regulatory compliant monthly, interim and annual financial statements in line with Modified Cash Standards and National Treasury reporting requirements • Oversee all monthly compliance financial reporting requirements as per Section 40 of the PFMA and as issued on National Treasury Practice Notes. Manage and record all fraud and loss cases reported • Perform BAS System Controller functions • Oversee the implementation of internal controls and propose corrective measures where necessary.

ENQUIRIES

: Ms Nozuko Vutuza

TEL:

: 012 352 1156