



# cooperative governance

Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

## COMMUNITY WORK PROGRAMME

### Manager: Financial Administration (Two Posts)

**Salary: An all-inclusive remuneration package of R 532 278 per annum (Two Year Contract) (Deputy Director Level) (Salary Level 11) Centre: Pretoria**

**Requirements:** An appropriate three year Bachelor's degree in Finance or equivalent qualification with extensive relevant experience.

**Core Competencies:** Applied strategic thinking, managing and developing subordinates, planning and organisation of work, project management, diversity management, budgeting and financial management.

**Process Competencies:** Continuous improvement, problem solving and decision making, client orientation and customer focus, communication and information management.

**Technical Competencies:** Monitoring and evaluation tools and systems, data capturing and management, financial management, Information Technology, especially advanced competency in Excel.

**Duties:** The successful candidate will perform the following duties: Develop, implement and monitor the procedures and policies with regard to financial management • Manage and monitor the payment system • Manage, supervise and coordinate the work of subordinates • Manage the reconciliation of accounts • Prepare management reports, inclusive of expenditure and cash flow analysis • Ensure compliance with the Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regard to financial accounting.

### Deputy Manager: Financial Administration

**Salary: R 270 804 per annum  
(Two Year Contract) (Assistant Director Level)(Salary Level 9)  
Centre: Pretoria**

**Requirements:** An appropriate three year Bachelor's degree in Finance or equivalent qualification with extensive relevant experience.

**Core Competencies:** Applied strategic thinking, managing and developing subordinates, planning and organisation of work, project management, diversity management, budgeting and financial management.

**Process Competencies:** Continuous improvement, problem solving and decision making, client orientation and

customer focus, communication and information management.

**Technical Competencies:** Monitoring and evaluation tools and systems, data capturing and management, financial management, Information Technology, especially advanced competency in Excel.

**Duties:** The successful candidate will perform the following duties: Implement and monitor the procedures and policies with regard to financial management • Implement and monitor the payment system • Conduct reconciliation of accounts • Identify and address gaps in the system with regards to the wage and non-wage payments • Assists in preparation of management reports, inclusive of expenditure and cash flow analysis • Develop and maintain an accurate filing or record keeping system.

### Senior State Accountant (Nine Posts)

**Salary: R 227 802 per annum (Two Year Contract) (Salary Level 8)  
Centre: Pretoria**

**Requirements:** An appropriate three year Bachelor's degree in Financial Management / Accounting or equivalent qualification with relevant experience. Experience in payroll administration may be an added advantage.

**Core Competencies:** Planning and organisation of work, generic project management, budgeting and financial management.

**Process Competencies:** Continuous improvement, problem solving and decision making, client orientation and customer focus, communication and information management.

**Technical Competencies:** Financial administration, monitoring and evaluation tools and systems, data capturing and management, generic Information Technology, but advanced competency in Excel.

**Duties:** The successful candidate will perform the following duties: Capture relevant data and check all wage payments and claims • Monthly reconciliation of wage payments and claims, follow-up on outstanding wage payments and rejections • Process sundry payments for claims and wage payments • Maintain and clear of salary suspense accounts • Control the correctness of the distribution of item analysis reports to Financial Institutions • Manage enquiries regarding wage matters, claims and audit queries • Ensure compliance with the Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regard to Financial Accounting.

**Enquiries: Ms T Sethunya, at tel: (012) 334 0777.**

**Applications: Please forward your application, quoting the relevant reference number to the following address: P.O Box, 394, Menlyn, 0063, for attention: Ms Duduzile Ntuli, or email: cogta@basadzi.co.za**

**For application enquiries please contact: Ms Duduzile Ntuli, at tel: (012) 348 1513.**

Shortlisted candidates will be subjected to a written exercise as part of the interview process.

**NOTE:** Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.

**Incomplete applications or applications received after the closing date will not be considered.**

Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

**We thank you for the interest shown in the Department.**

**CLOSING DATE: 11 JULY 2014.**