

evaluation report and submit via email to the relevant Bid Evaluation Committee Members. Serve as Bid Adjudication Committee Secretariat. Facilitate Bid Adjudication outcomes. Provide guidance and support to the clients. Provide management response for audit queries / request and submit to supervisor. Review and implement risk register. Implement external and internal audit action plan. Advice on supply chain management risk control and fraud preventions.

ENQUIRIES : Ms P Muchanga Tel No: (013) 754 8072
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Nelspruit, 1200.

NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 14/16 : **ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2022/083**
Directorate: Financial and Supply Chain Management Services

SALARY : R382 245 per annum (Level 09)
CENTRE : Mpumalanga (Nelspruit)
REQUIREMENTS : National Diploma in Financial Management / Accounting / Commerce. 3 years' in the relevant field. Job related knowledge: Knowledge of the Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different levels of management. Job related skills: Computer literacy skills, Communication skills (verbal and written), Organising skills, Supervisory skills and Liaison skills. A valid driver's licence.

DUTIES : Ensure that finance systems are regularly maintained. Consolidate monthly reports. Ensure that faulty systems are attended to. Manage accounts and financial control systems services. Manage payments on BAS, LOGIS and ACCPAC. Ensure payments of invoices within 30 days. Authorise payments on systems. Ensure that payments are compliant with PFMA, Treasury Regulations and departmental policies and procedures. Manage Financial Audits and Risk Management recommendations. Manage lease payments on Proactive Land Acquisition Strategy (PLAS) farms. Provide management information, statistics and reports. Submit reports and portfolio of evidence for accruals and payables. Coordinate year-end closure for audit purposes. Consolidate inputs for interim and annual financial statements. Conduct farmers progress aging report. Ensure farmers progress aging report supporting documents are valid and complete. Compile farmers progress aging report. Manage data capturing services. Update Balance of Grant System (BOG). Ensure that payment registers are kept. Ensure that all financial documents are captured and recorded.

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APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Nelspruit, 1200.

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POST 14/17 : **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/2/1/2022/086**
Directorate: National Rural Youth Service Corps

SALARY : R382 245 per annum (Level 09)
CENTRE : Western Cape
REQUIREMENTS : A National Diploma in Business Management / Community Development / Project Management / Public Administration. 3 years' working experience in the Youth Development field. Job related knowledge: Project management life cycle, Skills Development Act, South African Qualifications Act, Youth Development. Job related skills: Planning and organising skills, Financial management skills, Decision-making skills, Communication and interpersonal skills, Computer literacy skills (Microsoft Word, Project, Excel, PowerPoint, Internet), Skills development and Youth development skills. A valid driver's licence.

- DUTIES** : Coordinate and facilitate the recruitment and the management of the youth enrolled in the National Rural Youth Service Corps (NARYSEC) Programme within the District. Engage local stakeholders regarding eminent NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Chair interviews and keep minutes. Arrange orientation of new youth into NARYSEC programme. Facilitate recruitment of youth who meet criteria and submit required documents. Facilitate signing of contract with recruited youth. Monitor youth participation in the programme and compile monthly reports. Update records of youth in different training colleges, community services and leadership training. Facilitate election of NARYSEC Participation Committee members by youth periodically. Hold monthly meetings with NARYSEC Youth Committee members, keep records of meetings and submit monthly reports. Facilitate and coordinate logistical arrangements for youth attending training, meetings and events. Administer attendance registers during training and community service for the payment of stipend and additional allowance to youth. Compile monthly report on youth that have absconded / not active whose stipend / additional allowance must be frozen or terminated. Manage the performance of community service by youth within the District municipality. Facilitate the securing of place where youth will perform community service. Facilitate signing of attendance registers when youth performing community service. Monitor at least once a month to assist with monitoring attendance, training progress and compile reports. Coordinate and facilitate skills development of the NARYSEC youth within the District municipalities. Facilitate and coordinate career guidance sessions through Deputy Director: Skills Development. Facilitate youth signing of training commitment letters. Educate and explain to the youth on how the additional allowance is paid and mentioned. Visit training venues monthly to assist with monitoring of attendance, training progress and compile reports. Coordinate, facilitate and support exit opportunities for the NARYSEC youth. Assist with the facilitation and coordination of awareness campaigns on entrepreneurship skills and other existing opportunities. Link youth to identified internal and external existing opportunities. Assist with the facilitation and coordination the establishment of cooperative and support for the existing ones.
- ENQUIRIES** : Mr N Mgoqi Tel No: (021) 409 0300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 14/18** : **ASSISTANT DIRECTOR: FINANCIAL PLANNING REF NO: 3/2/1/2022/098 (2 POSTS)**
Directorate: Management Accounting
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Financial Management / Commerce. 3 years' supervisory experience in the budget management environment. Job related knowledge: Budget systems. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Job related skills: Advanced computer literacy skills especially in spreadsheets, Analytical and numerical abilities, Project management skills, Accuracy and an eye for detail, Interpersonal skills, Computer literacy skills, Problem solving and decision-making skills, Time management skills, Communication skills (verbal and written) and Basic numeracy skills. A valid driver's licence. Ability to work under pressure and in a team.
- DUTIES** : Initiate budget compilation process annually. Develop, implement and evaluate budget inputs for budget framework processes Adjusted Estimates of National Expenditure (AENE), Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and Roll-overs. Manage the Branch budget process as per the action plan. Attend information Sessions for Budget Programme Managers. Consolidate budget inputs from the Branch. Monitor budget in accordance with the vote. Monitor budget implementation for programmes in accordance with the appropriation bill. Monitor the implementation for capturing the original budget (ENE) and adjusted budget (AENE) on BAS annually. Monitor Standard Chart of Accounts (SCOA) segment aligned to the vote. Monitor the implementation of BAS budget