

ADVERTISEMENT

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded for the attention of Mr E Masindi to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

CLOSING DATE: 03 February 2017 at 16:30 (E mailed, faxed and late applications will not be considered)

NOTE: In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST: **DIRECTOR: FINANCIAL MANAGEMENT (NDT26/2016)**
(RE-ADVERTISEMENT. PERSONS WHO APPLIED PREVIOUSLY NEED NOT RE-APPLY)

SALARY: R898 743 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised B-degree (NQF7) in Financial Management or related qualification plus extensive relevant experience. At least 5 years relevant work experience at middle or senior management level. A sound understanding of government policies and prescripts. Thorough knowledge of the PFMA and Treasury Regulations. Experience in budget management and financial reporting. Attention to detail and ability to meet deadlines. Experience in working with BAS and Persal or other transversal systems will be an added advantage. **Skills:** Advanced financial management skills.

Strategic thinking and leadership skills, Good interpersonal relations. Excellent presentation and verbal communication skills.

DUTIES:

Management of the financial reporting process (Interim financial statements and annual financial statements). Establishing, implementing and monitoring financial management and internal controls to ensure compliance with subscribed legislation in terms of the Public Finance Management Act (PFMA) and Treasury Regulations. Managing the budget of the Department and ensuring compliance to timelines on submission of the Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE) and Estimates of National Expenditure (ENE). Manage monthly bank reconciliations. Management of daily debtors accounts. Ensure compliance to income tax laws. Manage the departmental payroll. Monitoring Transversal System Controllers. Monitor revenue classification and reconciliation for the submission to National Treasury. Consolidation of drawings against the budget and ensure correct drawings on a monthly basis. Management of project expenditure related to the Tourism Incentive Programme Projects as well as the Expanded Public Works Programme Projects. Management of Foreign Aid Assistance funding. Development and maintenance of financial management policies. Managing and resolving internal and external audit queries. Management of staff in the financial management unit.

ENQUIRIES:

Mr. R H Ackermann (012) 444 6240

NOTE:

All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.