

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 posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.

NOTE: In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required copies (uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a 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 applicants 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 pre-employment screening and security vetting to determine the suitability of a person for employment. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants for SMS positions should complete the National School of government Public Service SMS pre-entry certificate and submit a copy along with the application.

POST: **ASSISTANT DIRECTOR: BUDGETING (DT11/2022)**

SALARY: R 382 245 per annum excluding service benefits (Level 9)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised NQF 6 qualification in Finance, Accounting or any related fields. Minimum of 3 years' working experience in a supervisory position in management accounting. Proven work experience on Estimates of National Expenditure (ENE) Budget, Adjustment Estimates of National Expenditure (AENE) Budgets and Medium Term Expenditure Framework (MTEF). Sound knowledge and working experience on BAS. Knowledge of relevant prescripts (PFMA, Treasury regulations, GRAP), Statutes, Government priorities, policies, e.g. PFMA, TR, auditing and accounting standards, Knowledge of the Standard Chart of Accounts, IT skills, analytical skills, strategic planning, monitoring and reporting, high level of computer literacy, administration, communication, HR practices and procedures, project management, financial(budget) management, leadership, analytical thinking, innovative and creative, strategic thinking, research and policy formulation, communication(verbal, written and other) and negotiation skills.

DUTIES: The successful candidate will be responsible for capturing of Estimates of National Expenditure(ENE) Budget on BAS, provide advice to directorates on the allocation of budgets, verify budget inputs from directorates and ensure that the budget inputs balance to allocation received from National Treasury, capturing of approved budget on BAS, capturing of Adjustment Estimates(AENE), verify any submitted adjustments from directorates which take place after the AENE and ensure that these inputs balances to allocation from National Treasury, capturing of approved final Virements on BAS, assist with all queries relating to the use of the Requisition Form, verification of Requisition Forms, printing and distribution of expenditure reports to all directorates, creation/updating of the monthly expenditure reports, perform in-depth analysis of

expenditure reports to all directorates, capture journals to correct misallocations, provide advice regarding the use of the Standard Chart of Accounts, administrative duties.

ENQUIRIES: Mr F Rajah (012) 444 6267

EE REQUIREMENTS: Preference will be given to African Male, Coloured Male and White Male Candidates.

CLOSING DATE: 16 May 2022 at 16:30 (Late applications will not be considered)