

Assistant Manager: Finance and Provisioning

**Centre: Provincial Directorate: Eastern Cape: Provincial Office:
East London**

Reference no: HR 4/4/1/1

Salary: Commencing: R 240 318 per annum

All inclusive: R 314 866 per annum

Requirement: A relevant three-year tertiary or equivalent qualification in Cost and Management Accounting plus two to three years relevant experience. **Knowledge:** Knowledge of labour legislation relevant to the post, accounting knowledge, problem solving and auditing. **Skills:** Interpersonal, leadership, supervisory, communication, presentation and negotiation skills. **Duties:** • Manage finance and provisioning administration • Implement and enhance financial management system in line with PFMA through financial guideline and policies • Enforce compliance of Public Finance Management Act through financial guidelines • Compile expenditure reports to prevent over/under expenditure • Conduct regular inspections at Labour Centres and Provincial Offices • Advise provincial management on expenditure trends • Raise awareness on all financial and provincial policies • Manage provisioning • Ensure adherence to tender procedures • Interpret and analyse logic balance scored and take correct measures where there are deviations • Manage assets register • Coordinate Provincial Budget estimator • Compile and submit budget estimates in terms of MTEF • Ensure capturing of budget on BAS • Allocate approved budget allocations to business units and labour centres • Ensure proper record keeping • Implement Early Warning System (EWS) • Manage subunit.

To apply: Applications must be forwarded on a **Form Z83** (obtainable from any Public Service Department) and accompanied by a comprehensive CV and certified copies of all relevant qualifications to the relevant Provincial Office. No late applications will be accepted. **Please note that no faxes will be accepted.**

Head Office

Senior Executive Manager: Human Resources Management,
Department of Labour, Private Bag X117, Pretoria, 0001

Provincial Offices

Provincial Executive Manager: Western Cape, Department of Labour,
PO BOX 872, CAPE TOWN, 8000

Provincial Executive Manager: Eastern Cape, Department of Labour,
Private Bag X9005, EAST LONDON, 5200

Provincial Executive Manager: Department of Labour, Gauteng South,
PO Box 4560, JOHANNESBURG, 2000

Provincial Executive Manager: Mpumalanga, Department of Labour,
Private Bag X7263 WITBANK, 1035

Provincial Executive Manager: Limpopo, Department of Labour,
Private BagX 9368, POLOKWANE

Provincial Executive Manager: KwaZulu-Natal, Department of Labour,
PO Box 940 DURBAN, 4000

Provincial Executive Manager: Department of Labour, Gauteng North,
PO Box 393, PRETORIA, 0001

Closing date for applications: Monday, 8 March 2010.

Please note that no faxes will be accepted. If you have not been contacted within 8 weeks after the closing date of this advertisement, please consider your application to be unsuccessful. Please take note that all qualifications are subject to verification. Shortlisted candidates will be subjected to security clearance.

The Department of Labour is an equal opportunity, affirmative action employer. The

employment decision shall be informed by the Employment Equity Plan of the Department.



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

