

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

Applications must be submitted on form Z83 and should be accompanied by a comprehensive CV and certified copies of qualifications in order to be considered, to The Director-General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012. Take note that the Department will verify all qualifications and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA.

The National Department of Environmental Affairs and 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 and candidates whose appointment / promotion / transfer will promote representivity will receive preference.

DIRECTORATE: Financial Management

POST : DIRECTOR: FINANCIAL MANAGEMENT (SR13) – MLRF
MARINE LIVING RESOURCE FUND

REF NO. : MCM 15/2008

SALARY : All inclusive remuneration package of R540 429.00 – R581 880.00 per annum (including basic salary: 60% of package), State's contribution to the Government Employees Pension Fund (GEPF) (13% of basic salary) and a flexible portion. It is not compulsory to be admitted to the GEPF. The flexible portion of the package can be structured according to the individual's personal needs.

CENTRE : CAPE TOWN

REQUIREMENTS: Be a qualified CA (SA) or at least have a BCom (Hons) and completed articles coupled with extensive relevant financial management experience, preferably exposed to operations in a back office environment. Proven experience in Financial Management and Financial Accounting at a strategic and operational level, including resolving complex reconciling items, reviewing work, statutory reporting as well as preparing year-end financials and audit schedules. Knowledge of all applicable financial legislation and regulations, including exposure to International Accounting Standards (IAS), South African Statements of Generally Accepted Accounting Practices (GAAP), Standards of Generally Recognised Accounting Practice (GRAP) and the Public Finance Management Act (PFMA). Proven leadership, management skills, project management, communication, interpersonal skills, conflict resolution, analytical, and financial management skills. Must be computer literate and be able to work under pressure.

DUTIES : Provide strategic direction, leadership and management with regard to the Financial Management function of the MLRF. Develop, manage and execute the key strategic objectives and business plan of the Financial Management unit of the MLRF. Ensure the necessary organizational capacity is created and managed for the delivery on Financial Management outputs. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management of the unit. Monitor, facilitate and coordinate the financial functions within the MLRF. Develop and implement relevant policies and procedures with respect to Financial Management and Accounting for the MLRF. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Plan, compile, and manage expenditure budgets within the accepted budgetary framework. Design and implement effective budgetary and cash management practices and systems.

Develop an audit plan for the MLRF. Manage and resolve all audit queries and resulting management actions for the MLRF. Analyse, review, and report on the MLRF financial performance. Provide a support service to the Chief Financial Officer: MLRF and other Senior Management in the execution of their functions (reporting and other) in terms of the Public Finance Management Act, 1999 and Treasury Regulations. Compile, review and submit monthly management accounts for Senior Management and statutory reporting to National Treasury.

ENQUIRIES : Mr. Saliem Mohamed, Tel: (021) 402-3027

FOR ATTENTION : 6th floor Registry: Integrated Human Resource Management

CLOSING DATE : 19 May 2008

NOTE: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

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DIRECTORATE: Financial Management
DIVISION : Financial Accounting

POST : Senior Accounting Clerk (SR6)

REF NO. : MCM 17/2008

SALARY : R85 362.00 per annum (All inclusive package of R133 813 .00 per annum)

CENTRE : CAPE TOWN

REQUIREMENTS: Senior Certificate (or equivalent) and relevant experience. Knowledge of the PFMA, Treasury Regulations and Accrual Accounting. Computer literacy in MS Office. Possession of a code 08 driver's license. Excellent communication skills (written and verbal). Ability to work under pressure.

DUTIES : Follow up of outstanding Bank Reconciliation items. Monthly reconciliation of Balance Sheet accounts. Capturing of Travel and Subsistence advances and claims. Control Inter Departmental claims. Assist with queries. Assist with month- and year-end processes.

ENQUIRIES : Mrs B Rutgers Tel – 021 402 3372

FOR ATTENTION : 6th floor Registry: Integrated Human Resource Management

CLOSING DATE : 26 May 2008

NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

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DIRECTORATE: Financial Management
DIVISION : Financial Accounting

POST : Senior State Accountant (SR8)

REF NO. : MCM 19/2008

SALARY : R132 054.00 per annum (All inclusive package of R190 466 .00 per annum)

CENTRE : CAPE TOWN

REQUIRMENTS: A B-degree or equivalent in the accounting field and / or relevant experience in the Financial Accounting Arena. Knowledge and experience of the PFMA, Treasury Regulations and Accrual Accounting. Knowledge and/or experience in ERP based systems, i.e. Oracle/SAP. Computer literacy in MS Office. Possession of a code 08 driver's license. Excellent communication, report writing and organizational skills. Ability to work under pressure.

DUTIES : The successful candidate will be responsible for the following main objectives:
Monthly reconciliation of Balance Sheet Accounts. Daily Bank Reconciliation. Month- and year-end closure. Inputs into the drafting of Quarterly and Annual Financial Statements. Inputs into the drafting of financial procedures, policies and circulars for the MLRF. Administer Subsistence and Travel for the MLRF. Supervision of staff.

NOTE : The shortlisted candidates will be expected to do a written exercise.

ENQUIRIES : Mrs B Rutgers Tel – 021 402 3372

FOR ATTENTION : 6th floor Registry: Integrated Human Resource Management

CLOSING DATE : 26 May 2008