

ENQUERIES : Dr T Makholela Tel No: 012 399 9150
CLOSING DATE : 17 October 2022

OTHER POSTS

POST 36/35 : **DEPUTY DIRECTOR: FINANCIAL CONTROL AND ACCOUNTING REF NO: CFO18/2022**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelors degree/National Diploma (NQF6) in Accounting/ Financial Management or equivalent qualification within the related field coupled with 3-5 years' experience in Financial management of which three (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent). Knowledge of financial management, accounting and business practices. Knowledge of strategic planning and budgeting. Project Management. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Financial management. Accounting, BAS and LOGIS. Public Service financial legislative frameworks. Skills & Competencies: Adequate skills in computer use; Advanced skills in financial; Good interpersonal relations; Relationship Management; Financial Management; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus.

DUTIES : Ensure Effective financial Management. Develop project plans for monthly, quarterly and Annual Financial Statements. Compile Financial Statements and Interim Financial Statements in line with the Preparation Guide as issued by the Office of the Accountant General. Attend to all audit queries in respect of the Financial Statements. Follow - up on Audit implementation plans. Review inputs for preparation of financial statement and ensure proper audit trail and working papers. Compile inputs and proof reading Annual Reports. Ensure compliance to the financial management performance indicators in accordance with the PFMA. Maintain ledger account for the vote of the Department. Manage the reconciliation of Bank (PMG) accounting. Manage cash flow fund requisition via safety net. Request bank statements on Safety net. Manage and Authorise Credit Transfer payment. Manage the maintenance of financial batches. Manage the safekeeping of reserved stock of face value forms. Supervise and authorise work that has been done in the section. Manage Entity Control. Ensure the effective Public Entities Oversight.

ENQUIRIES : Mr N Leshabane Tel No: 012 399 9115
CLOSING DATE : 10 October 2022

POST 36/36 : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT AND BILATERAL COORDINATION REF NO: BC09/2022**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelors Degree/National Diploma (NQF6) in Public Administration or equivalent qualification within the related field coupled with 3-5 years' experience in the related field of which thre (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent). Knowledge of project planning methodologies such as critical path planning. Knowledge of database/spreadsheet/ word processing software. Knowledge on Biodiversity Management, Conservation Management, Public Administration and Project Management. Knowledge of Public service prescripts and procedure. Ability to conceptualize and organize project-planning process. Ability to take responsibility and function under minimal supervision. Ability to work with wide range of people. Computer literacy, excellent communications and leadership skills; excellent planning and organizational skills and Problem solving skills. Ability to accurately review and complete detail oriented information and projects. Ability to conceptualize and organize project-planning process. Personal Attributes: Ability to work under pressure, take initiative and be creative. Ability to take responsibility and function under minimal supervision. Ability to work with wide range of people.

DUTIES : Manage and coordinate the implementation of bilateral activities arising from the Biodiversity related Memoranda of Understanding with other countries. Ensure implementation and reporting on the progress, the outcomes approach in terms of Outcome 10 and outcome 7. Facilitate the development of

implementation agreements with stakeholders for the advancement of the biodiversity science/policy interface. Develop and implement stakeholder engagement strategies for enhancing sector reporting. Provide secretariat functions for stakeholder engagement platforms (Convention on Biological Diversity (CBD), Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES).

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