

compile institutional performance and strategic reports. Compile and consolidate inputs into the Departmental annual report. Manage the development and maintenance of evaluation frameworks. Perform evaluation of strategic projects and programmes according to the departmental evaluation plan. Analyse and interpret evaluation data. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Manage the resources of the Chief Directorate. Provide guidance and adequate support for and development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit project plans and implementation plans. Evaluate infrastructure spending plans. Authorise expenditure. Set budget levels. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the branch. Monitor the planning, organising and delegation of work.

ENQUIRIES
NOTE

: Ms Constance Molope Tel No: (012) 309 3479
 : Candidates must quote the name of the post as follows; "Chief Director: Strategic Planning" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

POST 20/27

: **CHIEF DIRECTOR: FINANCIAL ADMINISTRATION AND SUPPLY CHAIN MANAGEMENT REF NO: DOT/ HRM/2024/03**
 Branch: Administration (Office of the Chief Financial Officer)
 Chief Directorate: Financial Administration and Supply Chain Management

SALARY

: R1 436 022 per annum (Level 14) of which 30% may be structured according to the individual needs.

CENTRE
REQUIREMENTS

: Pretoria
 : An undergraduate NQF level 7 qualification as recognised by SAQA in Financial Management / Accounting / Supply Chain Management with 5 years' experience at senior managerial level in financial management. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: Compilation of management reports. PFMA. Communication: Verbal & Written communication - English – above average - Computer literacy, Governance related to information, Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisation objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Client Orientation and Customer Focus: filling and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice. Change Management: Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitment.

DUTIES

: Maintain an effective and efficient system of financial management. Maintain effective, efficient and economical management of departmental revenue and expenditure. Provide salary administration, taxation & package structuring services. Manage travel and subsistence claims. Ensure compilation of Annual Financial Statements and Interim Financial Statements. Render an efficient and effective supply chain management service to the department. Provide procurement services to the department. Provide a bidding and acquisition

service. Provide contract administration service. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Manage the resources of the Chief Directorate. Provide guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the Chief Directorate. Prepare and submit implementation plans. Authorise expenditure. Monitor quality control of work. Ensure the compilation of the annual report, annual plan and strategic plan of the Chief Directorate. Ensure accurate compilation of quarterly reports. Ensure all staff comply to PMDS prescripts and submitted on time. Set budget levels. Monitor the planning, organising and delegation of work.

ENQUIRIES
NOTE

- : Mr Makoto Matlala Tel No: (012) 309 3727
- : Candidates must quote the name of the post as follows; "Chief Director: Financial Administration and SCM" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.