

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF TREASURY**

*The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.*

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also be submitted via the e-services system, please assess this site ([eservices.gov.za](mailto:eservices.gov.za)).
- FOR ATTENTION** : Ms Z Ndlela
- CLOSING DATE** : 04 June 2025
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only Provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

**OTHER POST**

- POST 16/334** : **PROVINCIAL BUDGET COORDINATOR REF NO: KZNPT 25/22**
- SALARY** : R896 436 per annum, (A remuneration package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3-year (NQF Level 7) Degree or higher qualification in Economics, Public Finance etc. Three (3) years experience in the public finance field (e.g. financial management, revenue and expenditure management and budgeting systems). A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge, And Competencies: Public Finance Management Act and Treasury Regulations. Division of Revenue Act. Provincial Exchequer Act. Public Service Regulatory Framework. Public Finance Management–Best practices. National Treasury Guideline documents. South Africa's fiscal and monetary policy. Provincial policy priorities. Performance budgeting best practices and guidelines. Vulindlela. Budget formulation. Basic Accounting Systems (BAS) and Standard Chart of Accounts (SCOA). In Year Monitoring (IYM). Legislation and socio-economic environment surrounding allocated departments. Problem-solving, analytical and numeracy skills. Verbal communication and presentation skills. Good interpersonal relations. Computer skills :(Advanced Excel- Spreadsheets, Formulas, Macros, Pivot tables, Large Excel Database), word processing (MS Word). Research Analysis. Report writing and general writing skills. Monitoring and forecasting. Basic project management. Budgeting and budgeting systems. Performance budgeting and strategic planning.
- DUTIES** : Consolidate and analyse data pertaining to In-year monitoring. Consolidate and analyse data pertaining to the Adjustments Estimate. Provide guidance support on templates and formats during the Budget preparation process. Consolidate and analyse data pertaining to the Main Budget. Provide management and analysts with specific data.
- ENQUIRIES** : Ms. G Rankane Tel No: (033) 897 4540