

**POST 01/61** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/1/1/1/2026/13**

Directorate: Restitution Finance and Supply Chain Management

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R468 459 per annum (Level 09)  
: Gauteng (Pretoria)  
: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Accounting / Cost and Management Accounting / Financial Management or related equivalent qualification (NQF Level 6). Minimum 3 years' supervisory experience in the financial management field. Job related knowledge: Policies, procedures and prescripts, Financial systems including Basic Accounting System (BAS), Public Financial Management Act, Treasury regulations, Budget and reporting procedures. Job related skills: Financial management, Supervision, Corporate governance, Communication (verbal and written), Ability to produce management reports and presentations, Supervision and Interpersonal. Willingness to travel. A valid driver's licence.

**DUTIES**

: Control and coordinate the budget. Manage and coordinate the Medium-Term Expenditure Framework (MTEF), drawings, budget adjustment and Estimates of National Expenditure (ENE) process. Ensure that the appropriate budget of the branch is correctly allocated to the relevant responsibilities / cost centres. Realign the budget in line with operational needs for the branch. Manage the funds shift process. Manage restitution households and current payment. Ensure compliance to internal and external financial prescripts when processing payments. Verify and authorise payments inline with the delegated responsibilities. Ensure that payments are processed within the laid down time frames and correctly in terms of SCOA allocations. Manage expenditure. Analyse and monitor the expenditure trends against the spending plans and drawings. Ensure that the expenditure of the branch is in line with allocated budget of the branch. Take effective and appropriate steps to avoid unauthorised, irregular and fruitless and wasteful expenditures. Compile and coordinate financial reports. Report on spending against the monthly cash flow projections (IYM) and spending plans for the branch. Provide expenditure reports and projects analysis reports to line managers. Provide financial management information and advice to line managers.

**ENQUIRIES**  
**APPLICATIONS**

: Mr M Mampholo Tel No: (012) 407 4475  
: Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [Post13@dlrrd.gov.za](mailto:Post13@dlrrd.gov.za)

**NOTE**

: EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

**POST 01/62** : **PERSONAL ASSISTANT REF NO: 3/1/1/1/2026/8**

Branch: Rural Development

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R325 101 per annum (Level 07)  
: Gauteng (Pretoria)  
: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management or relevant equivalent qualification. Minimum of 3 years' experience in rendering a support service to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures, Telephone etiquette, Basic knowledge on financial administration. Job related skills: Sound organisational, Computer literacy (Microsoft Office), Good interpersonal relations, High level of reliability. Communication (verbal and written), Language, Ability to communicate well with people at different levels and from different backgrounds, Ability to do research and analyse documents and situations, Ability to act with tact and discretion, Good grooming and presentation, Self-management and motivation. Willingness to work extended hours. Classified Secrets Security Clearance.

**DUTIES**

: Provide a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machine and photocopies are in good working order. Record the engagements of the senior manager. Utilises discretion to decide whether to accept / decline

or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g: Progress reports, Monthly reports and management reports. Scrutinises routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to manager regarding meetings. Scrutinises documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms N Notshe Tel No: (012) 312 9332
- : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [Post8@dlrrd.gov.za](mailto:Post8@dlrrd.gov.za)

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