



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE ACCOUNTANT-GENERAL

FINANCIAL SYSTEMS ADMINISTRATOR

Remuneration Package R257,508.00 per annum (Excl. benefits)

Reference: (Ref. S105/2020)

Pretoria

The incumbent will be required to: Provide an administrative support service to the financial systems business unit and facilitate technical requirements on training matters pertaining to Persal, BAS, LOGIS and VULINDLELA.

Qualifications and experience requirements: A minimum Grade 12 coupled with 12 months' certification in Office Administration from a reputable institution • A minimum 12 months' experience obtained in an administrative environment • Knowledge of the government SCM process on procurement • Knowledge of financial systems, (Persal/Logis/BAS).

Some key outputs include: Administrative Support Service: Coordinate meetings and manage electronic document tracking system • Assist with proceedings during meetings and take minutes, where necessary • Assist the business unit with logistical arrangements during meetings and workshop pertaining to technical training on systems • Draft acknowledgements on receipt of correspondence and update and maintain the filing systems **Financial Systems Technical Requirements:** Assist with the drafting of submissions on technical updates and maintenance of the systems • Assist the technical projects business unit with the administrative and financial aspects of initiated systems projects • Assist with quotes and engage service providers and internal stakeholders **Procurement and Logistical Support Management:** Obtain quotes from designated service providers and verify with Supply Chain Management prior to placement to purchasing of goods • Confirm orders and verify the correctness thereof prior to escalation to

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by the newly amended a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be considered. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

correct unit • Execute requests on procurement and related administrative matters in support of the business unit
Stakeholder Engagement: Engage stakeholders on training dates and assist with the updating of the online training schedules • Assist with logistical requirements for the business unit • Assist with technical matters concerning Persal, BAS, LOGIS and VULINDLELA.

Applications may be sent via e-mail to Recruit.OAG@treasury.gov.za

Closing date: 12 March 2021 at 12:00pm

Please note: Applications must be submitted using the newly implemented Z83 form obtainable on the National Treasury website career page as well as the Department of Public Services and Administration vacancy page. Please note that should you not use the newly amended Z83 and complete it in full, the department reserves the rights to disqualify your application. We only accept applications sent via email to the mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.

Please also ensure that you read the full advert for guidance on how to send your applications.

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Human Resources on 012 315 5100, follow the voice prompts and press number 2.

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by the newly amended a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be considered. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.