



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

BUDGET OFFICE DIVISION

POLICY ANALYST: NATIONAL BUDGETS

Remuneration Package R470,040.00 per annum (Excl. benefits)

Reference: (Ref. S045/2020)

Pretoria

The incumbent will be required to: Assist with the implementation of processes and procedures pertaining to National Government budget determination, expenditure reporting processes and the monitoring of cash flow projections in accordance with relevant legislation and policies.

Qualifications and experience requirements: A Bachelor's Degree in Economics/ Public Management/ Administration/ Social Sciences or equivalent qualifications • A minimum of 2-3 years' experience related to national government's budget formulation and execution processes • Knowledge of the PFMA, Money Bill Amendment • Procedure and Related Matters Act (2009) and Treasury Regulations • Knowledge of operational and consultation processes, conceptualization and expenditure analyses • Knowledge to formulate recommendations • Knowledge of legislation and practices.

Some key outputs include: Drawings on the National Revenue Fund: Collect, verify drawings information of the budget cycle for pre-determined departments and assist with the drafting of memoranda • Coordinate and maintain control registers in comparison with the Office of the Accountant-General's info as implemented on the SafetyNet system • **Expenditure Reporting System Analysis and Enhancement:** Distribute, collection and verify data-file templates for specific departments' monthly expenditure reports • Coordinate, verify and maintain the distribution of

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 a fully completed Z83 (non-negotiable) comprehensive CV in pdf format and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position 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 consider. 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.



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expenditure to stakeholders • Provide inputs to pre-determined departments for assistance with the drafting of the under-spending report • Compile unauthorised expenditure schedules and assist with the drafting of the finance bills • Verify budget allocations for specific predetermined departments on transversal systems **Adjusted Estimates of National Expenditure (AENE)**: Collect, verify drawings information of the budget cycle for pre-determined departments and assist with the drafting of memoranda • Assist with roll-overs in the gathering of user requirements and the compilation of templates and summaries • Assist with the logistical arrangements pertaining to meetings and compile request for approval of recommendations • Compile letters and annexures for the shifting of funds between votes • Assist with unforeseeable and unavoidable expenditure and provide guidance and support with the Treasury Committee meetings • Verify the correction of AENE information contained in datafile templates, chapters and tables and allocation of letters • Provide assistance with additions to the appropriation bills pertaining to bill schedules **Medium Term Expenditure Framework (MTEF) and Estimates of National Expenditure (ENE)**: Collate, edit, verify and correct MTEF information and support the Medium Term Expenditure Committee • Assist with the compilation and verification of MTEF summaries, allocations frameworks and supporting documentation • Provide recommendation in respect of budget structure change requests and the coordinate the Public Finance approval.

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

Closing date: 14 April 2020 at 12:00pm

Please note: We only accept applications sent via email to the above 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.

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