

OFFICE OF THE ACCOUNTANT-GENERAL

CAA Administrator: CAPACITY BUILDING

Salary: R389,145.00 per annum (Excluding benefits) Ref. S088/2016 Pretoria

Purpose: To manage and support the implementation of CAA strategies contributing to the development of chartered accountants for government and government institutions, in fast-tracking financial management skills.

Requirements: National Diploma/ Degree in Human Resources Management/ Public Administration • 3-5 years' in HR Management or Public Administration • Knowledge and experience in the administration of chartered accountants training programme A good understanding of the training environment and government practices coupled with knowledge of the PFMA and Treasury regulations • An understanding of and experience in people management, and especially knowledge of labour legislation • A good grasp of all SAICA prescriptions and regulations pertaining to the administration of CA programme.

Key outputs: Contribute towards the development of a CAA policy for National Treasury • Assist with the development of a competency framework as prescribed by the South African Institute of Chartered Accountants (SAICA) • Assist stakeholders with the consultative processes for accreditation with SAICA and developing agreements to improve relationships • Engage internal and external stakeholders pertaining to the CAA programme and benefits • Consult with stakeholders to improve relationships • Provide advice to CAA trainees regarding contract registrations, and developmental programmes • Develop training programme for CAA trainees, stakeholders and provide updates prior to apply changes to assessments • Inform stakeholders and CAA steering committee of interventions to improve standards and procedures • Advice management about impact pertaining to proposed strategies relating to recruitment and deployment of CAA candidates post articles • Develop and maintain an information management system • Register and manage training contracts for National Treasury and primary sites with SAICA and re-accreditation process that meet the required standard • Promote the Chartered Accountancy programme at all the SAICA accredited universities in consistence with National Treasury and SAICA requirements • Manage allocated projects from proposal and funding stage though to contracting, implementation, reporting and closure • Ensure that projects are implemented in accordance with their contractual terms and effectively manage budget pertaining to specific projects • Track the progress and evaluate success of programme • Contribute in the development and implementation of a communication strategy for SAICA run university events and promotional activities amongst students and other stakeholders • Attend graduate recruitment initiatives at universities and coordinate information sessions Manage and maintain the database of all relevant information, including the results of the trainees' board examinations • Analyse and report on these outcomes with a view to inform future initiatives.

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

Only applications accompanied by a completed Z83 form will be considered with a comprehensive CV and copy of the ID. Certified copies of qualifications will only be requested and accepted from

shortlisted candidates. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or e-mail: recruit.oag@treasury.gov.za

Closing date: 6 May 2016 at 12:00pm. No late applications will be accepted.