

Budget Office

Senior Policy Analyst: National Budgets (S113/2016)

Pretoria

Salary: R612 822.00 per annum (all – inclusive)

Purpose: To develop, coordinate and implement systems and processes for national government budget determination, expenditure reporting and budget analyses. To develop and maintain accurate data templates and records for government budgeting processes; and to draft memoranda containing analyses seeking approval for expenditure allocations.

Requirements: A degree in Economics/Public Management and Administration/Social Sciences. A post-graduate degree will be an added advantage • preferably 4 - 6 years' experience related to national government's budget formulation and execution processes. (Consideration might be given to applicants with lesser years of work experience, however with a higher qualification than the requested minimum requirement) • The ability to provide guidance, develop operational and consultation processes, conceptualise and undertake expenditure analyses, formulate recommendations and draft memoranda • Knowledge and ability in using computers and technology efficiently, in particular MS Office • Knowledge and experience in the application of legislation and practices related to national government's budget formulation and execution processes, in particular of the Public Finance Management Act (1999), the Money Bills Amendment Procedure and Related Matters Act (2009), the Disaster Management Act (2002) and the Treasury Regulations will be an advantage.

Key outputs: Gather required inputs from users for the data templates needed to more effectively assess data submissions made by departments, in terms of the PFMA and the guidelines issued by the National Treasury

- Create and maintain data templates and tables, including those for reporting and publication purposes
- Gather financial and non-financial inputs, edit and assess them in order to draft recommendations and reports
- Draft memoranda seeking approval for recommendations made and reports put forward
- Verify and maintain data records
- Assist with the compilation, verification and finalisation of appropriation bills, adjustments appropriation bills, finance bills, estimates of national expenditure publications as well as adjusted estimates of national expenditure publications.

Applications may be sent via e-mail to recruit.bo@treasury.gov.za. Closing date: 24 June 2016 at 12:00.

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

Applications should be accompanied by a 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 in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned. No late applications will be accepted.

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. 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 1 month of the closing date, please regard your application as unsuccessful.