



**CO-OPERATIVE BANKS DEVELOPMENT AGENCY**

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**JUNIOR TECHNICAL ANALYST X3: CO-OPERATIVE BANKS DEVELOPMENT AGENCY (CBDA)**

**INTERNAL APPLICANTS ONLY**

**REF: 20220905**

**REMUNERATION PACKAGE: FROM R 331,942 PER ANNUM (COST TO COMPANY)**

**CAPACITY BUILDING UNIT**

**PRETORIA**

**PURPOSE:**

To provide Cooperative Banking Institutions (CBIs) with Direct Technical Assistance (DTA) interventions, with greater emphasis on pre-registration support to organised groups in line with the Cooperatives Act No.14 of 2005 and the Cooperative Banks Act No.40 of 2007; collation of CBI performance information to ensure accurate and reliable financial information is submitted in the quarterly returns, as per Prudential Authority (PA) prescripts. The incumbent will report to the Senior Technical Analyst in the Capacity Building Unit.

**KEY OUTPUTS:**

It will be expected from the successful candidate to perform:

**Pre-registration Support:** Respond to registration queries and continuously follow up with the organized groups to support their quest to register as a CBI• Provide applicants with all supporting documentation with the PA and CIPC minimum requirements to register and operate a CBI• Conduct an information session on CBI model, legislative framework as well as roles and responsibilities of the board and members to ensure that all members understand what cooperative banking entails• Review the potential group's application pack prior to submission to the PA and provide feedback for consideration for submission• Create, manage and maintain an up-to-date and accurate quarterly register of all potential CBIs and Support Organisations that requested support from the CBDA.

**Conduct accounts verification:** Collate CBI data• Verify accuracy of membership, share capital, savings, loans, bank account balances against source documents• Compare figures with return submitted to the PA in the last quarter• Determine if there are any material differences between the return and the verified figures• Document and submit report as per CBU SOP prescripts, highlighting gaps for Technical Analysts (TAs) and STAs to provide Direct Technical Assistance and/or training.

The CBDA is an equal opportunity employer.

Please forward your 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 [CBDARecruitment@treasury.gov.za](mailto:CBDARecruitment@treasury.gov.za)

**NOTE:** Applications that are not compliant with the above request will not be considered. The Agency reserves the right not to fill the post. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules.

**Coordinate Training Programmes:** Publish Capacity Building Unit (CBU) annual training calendar as approved• Coordinate all training activities including but not limited to ensuring all training related forms pre, during and post training are completed by both CBDA personnel and participating CBIs• Ensure availability of training venues, catering, internal &/or external facilitators, training manuals, slides, facilitator notes, assessment sheets, attendance registers, etc• Communicate the venues to the CBIs including the starting times, ending times, check in dates and check out dates• Verify accuracy of all training related training related documentation, submit and ensure safekeeping as per CBU Standard Operating Procedure (SOP) prescripts.

**Direct Technical Assistance:** Take direction from TA or Senior TA and assist with modernisation efforts as assigned• Ensure monthly financial reports are submitted by CBIs to ascertain their accuracy• Analyse CBI quarterly returns for accuracy and completeness in preparation for the Prudential Authority quarterly submission.

#### REQUIREMENTS:

- An appropriate 3-year Diploma or equivalent (NQF level 6) in accounting, finance, banking, or related qualification.
- A minimum of 2 years in financial management, accounting and/or investments management experience
- Knowledge of banking regulations and cooperative banking legislative framework within South Africa.
- Knowledge of training in a development context.
- Working knowledge in development of financial co-operatives, microfinance institutions or financial sector development would be an added advantage.

#### COMPETENCIES:

- Excellent interpersonal, communication, facilitation and strong report writing skills
- Strong quantitative and analytical skills
- Team orientated
- Must be willing to travel extensively
- Computer literacy – Microsoft suite of products.

**Closing date: 16 September 2022 by close of business.**

**No late applications will be considered.**

Approved on 05 September 2022  
Acting Managing Director

