



Assistant Director: Financial Management | Global Environment Facility (GEF) Pillar 1 | five (05) years contract (RCSM08/2022)

Salary: R382 245 per annum plus 37% in lieu of benefits

Centre(s): Pretoria

Requirements:

- National Diploma (NQF6) Bachelor Degree in Accounting/ Financial management or equivalent relevant qualification.
- A minimum of three (3) years' experience in the related field.
- Knowledge in financial and procurement administrative procedures.
- Familiarity with the United Nations (UN) administrative and financial management systems.
- Working experience in rendering financial responsibilities in national or international projects or organisation.
- Coordination and liaison skills, organisational and financial planning skills, good communication skills (written and spoken).
- Ability to plan, co-ordinate and monitor own work plan and have a great sense of accuracy.
- Ability to work under pressure.
- Good interpersonal relations skills and ability to work independently and in a team.

Duties:

- Provide general financial support to the project.
- Assist the project manager with effective financial management of the United Nations Environment Programme / Global Environment Facility (UNEP/GEF) Project in accordance with the signed project document.
- Monitor project expenditure, maintain financial records and reports, assist project management in supporting the budget cycle (planning, preparation, revisions, and budget execution), monitor the project expenditure, prepare financial reports (quarterly and annual reports) with the project manager.
- Perform preparatory work for mandatory and general budget revisions, annual physical inventory, and auditing, and assist external evaluators in fulfilling their mission.
- Provide assistance to partner agencies involved in project activities, performing, and monitoring financial aspects to ensure compliance with budgeted costs in line with UNEP policies and procedures.

- Facilitate the procurement of goods and services; maintain the inventory of the project assets.

Enquiries: Mr W Erlank
Tel: 012 399 9445

For attention: Human Resource Management

Closing date: 10 October 2022

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- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae to be considered.
 - Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
 - **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **marked for the attention:** Human Resources Management.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
 - Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); social media checks, and qualification verification.
 - Short-listed candidates will be expected to avail themselves at the department's convenience.
 - **Entry level requirements for senior management service (SMS) posts:**
 - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
 - The course is available at the NSG under the name "certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - Shortlisted candidates must provide proof of successful completion of the course.
 - Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency-based assessments.
 - The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment.
 - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.