

POST

ASSISTANT DIRECTOR: PROCESS AND PROCEDURE (INTERNAL CONTROL)

SALARY

R 337 998 per annum (Level 10)

CENTRE

Pretoria

REF

130215/03

REQUIREMENTS

National Diploma or degree in Financial Management, a qualification in Industrial Engineering will serve as an added advantage. Two (2) to (4) years in process optimisation roles. Knowledge of process improvement methodologies .Strong analytical skills and problem solving .Project management. Knowledge and understanding of all applicable legislation, policies, practices and procedures. Public Finance Management Act (PFMA). Treasury Regulations (TR). Administrative and clerical procedures and systems. Governmental financial systems. Computer literate. Ability to write reports and submissions. Ability to compile presentations.

DUTIES

Define, document and update policies, processes and procedures for continuous business performance improvement. Review and understand business processes impacting/ supporting the assigned part of the value stream. Input into identifying ways to improve or optimise processes in line with changing work practices and industry best practice. Identify and maximise opportunities to use people skills, information and technology to improve business processes. Identify Business Improvement and Optimisation opportunities within the assigned part of the value stream that will result in improvement of process performance and ultimately the whole department. Map business processes and recommend ways to improve process efficiency.

ENQUIRIES

Mr M Hlatshwayo, tel (012) 336 7981