

POST : **DEPUTY DIRECTOR: PROCESS AND PROCEDURE (INTERNAL CONTROL)**

SALARY : **R 630 822.00 per annum (Level 12)**
CENTRE : **Pretoria**
REF : **130215/01**
REQUIREMENTS : *National Diploma or degree in Financial Management, a qualification in Industrial Engineering will serve as an added advantage. Three (3) to five (5) 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 : *Identify the scope (core and sub-processes) and life cycle of business processes within area of responsibility taking into account the **Batho Pele Principles**. Establish effective and efficient. methodologies and frameworks to strengthen financial services in the department. Ensure that processes and procedures as well as system designs are integrated into a single business solution. Conduct pro-active detection of process bottle-necks and high level operational value chain. Perform business impact analysis in liaison with line managers on any change that is imposed on the current operational and control environment. Apply various applicable Industrial / Systems Engineering principles in process constraints and opportunity identifications, as well as solution.*

ENQUIRIES : *Mr M Hlatshwayo, tel (012) 336 7981*