

## **CHIEF FINANCIAL OFFICER**

**Salary: R1 852 226,73 All Inclusive**

**Please Note: This is a fixed term position until 31 March 2030**

The Public Service Sector Education and Training Authority seeks to employ a suitably qualified candidate for the Chief Financial position. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

### **Job profile:**

To provide effective professional leadership and ensure the establishment and implementation of sound financial management, accounting, procurement and internal control systems and processes, for PSETA, in compliance with GRAP, PFMA, NT regulations and other relevant legislative requirements.

### **Duties and responsibilities:**

#### **Key Responsibility Areas**

- **Strategic Leadership (20%)**
- Provide strategic leadership to the finance department.
- Contribute to the development of the strategic and annual performance plans including coordinating, analysing, and advising.
- Strategically plan for and ensure the effective, efficient, economical, and transparent use of financial and other resources.
- Provide strategic leadership of PSETA's overall supply chain and logistics strategy to maximize the process efficiency and productivity, by fostering good relationships with vendors and distributors.
- Oversee PSETA facilities management and oversee the upkeep of equipment and supplies.
- Negotiate and secure best cost premises and strategic locations for PSETA nationally.
- Ensure compliance with IFRS, PFMA, Treasury Regulations, Guidelines and other applicable Prescripts.

### **Governance (20%)**

- Establish, implement and maintain financial management structures and systems.
- Lead the organisational reporting to the governance structures.
- Quality assure submissions to Board structures.
- Monitor the operation of the accounting systems, controls and procedures in order to ensure the integrity of the financial information.
- Develop and facilitate the implementation of the supply chain management systems consistent with legislative and other good governance arrangements.
- Lead the overall compliance with the legislative and regulatory framework pertaining to the PSETA.
- Lead internal and external audit processes on pre-determined objectives.
- Oversee that all action plans are in place to address internal and external audit findings and monitor progress against these plans regularly.
- Lead the implementation of risk management.
- Provide strategic direction for divisional policies and processes.
- Ensure no repeat findings in the internal and external audit report and implement corrective actions on existing finding.

### **Stakeholder Management (15%)**

- Manage and strengthen relationship between the Accounting Authority, Management, the DHET and other relevant stakeholders.
- Represent the SETA at strategic forums and maintain constant communication with all interested parties within and outside the sector.
- Manage engagements with assurance providers including responding to matters raised.
- Foster focused partnerships with Higher Education Institutions, TVET colleges, National Treasury, Auditor General and other SETAs.

### **People Management (10%)**

- Lead and drive a high performing team for excellent results.
- Uphold high ethical standards and create and maintain a culture of performance and efficiency.
- Communicate with department staff and following up department goals.
- Drive the divisional implementation of HCM policies within division.

### **Finance management (30%)**

- Lead the development of the organisation's budgets.
- Oversee the budget preparation process, provide advice, and support to the other departments and review the budget proposal prior to submission to the relevant authority.
- Manage financial and other resources relating to the core business of the PSETA.
- Ensure divisional and departmental budget monitoring in line with PSETA financial guidelines.
- Lead performance reporting of core business division in compliance with policy and National DHET prescripts on monthly, quarterly, and annual basis.
- Oversee and manage the budget monitoring process including the production of monthly and quarterly financial and performance reports and provide recommendations and advice to address significant variances.
- Review and manage the compilation of Quarterly and Annual Financial Statements.
- Lead and direct the financial actions of PSETA, including tracking cash flow and financial planning as well as analysing PSETA's financial strengths and weaknesses and proposing corrective actions.
- Lead the diversification and design of progressive PSETA funding model to support organisational strategy.
- Oversee prudent demand and acquisition planning for PSETA.
- Oversee the activities related to skills development grant payments.
- Ensure compliance with Section 51 of the PFMA to prevent fruitless, wasteful and irregular expenditure.

### **PSETA Values (5%)**

- Living the PSETA Values:
- **Honesty and Integrity:** being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values.
- **Accountability:** answerability, blameworthiness, liability, and the expectation of account-giving.
- **Service Excellence:** providing service that meets the customer's needs and expectations, customer experiences are surpassed and when customers feel that they have received that little unexpected extra in the shape of extra effort.
- **Fairness and Transparency:** impartial and just treatment or behaviour without favouritism or discrimination. Lack of hidden agendas or conditions, accompanied by the availability of full information required for collaboration, cooperation, and collective decision making.

### **Requirements:**

- Post graduate Degree or equivalent qualification in Accounting, Finance or relevant fields (NQF 8).
- Registered Chartered Accountant (CA) SA Advantageous.
- 10 years' relevant experience in a Public Service Sector / Entity or SETA environment of which:
  - 5 years' at Senior Management level in Finance, Accounting or relevant within the South African Public Service Sector.
  - Membership with SAICA.
  - Driver's License Code B
  - Experience and knowledge in the Sector Education and Training Authority environment is essential.
  - Excellent and proven communication skills (written and verbal) at all levels within the business and with stakeholders.
  - Integrity, high ethical standards and conduct.
  - Analytical, meticulous, accurate and pay attention to detail.
  - Ability to multi-task, work under pressure and at times extended hours to meet deadlines (proven and advanced time management skills).
- Management and Supervision
- Time Management
- Change Management
- Client Orientation and Focus
- People Management and Empowerment.
- Financial Management
- Strategic Capability and Leadership
- Policy making decisions
- Decision making
- Creativity/ Innovation
- Conflict Management
- Adaptability/ Flexibility


If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation via e-mail to [recruitcfo@pseta.org.za](mailto:recruitcfo@pseta.org.za)

**PLEASE NOTE: Closing Date: 19 February 2026**

Enquiries: Mr Carleb Nxumalo - **Call: 012 423 5700**

**Please note that this is an employment equity position. All applicants are considered, however, preference will be given to people living with disability and Designated groups (Youth, Women and People with disabilities). In line with PSETA EE Plan.**

PSETA is a listed public entity, and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

  
26.01.2026