

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBO WEPHONDO



Verwysing
Reference
Isalathiso T16/PR

Navrae
Enquiries
Imibuzo N.Ebrahim / R.Alberts

TREASURY CIRCULAR, NO. 67 / 2009

THE PREMIER

THE MINISTER OF AGRICULTURE
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE, ECONOMIC DEVELOPMENT AND TOURISM
THE MINISTER OF HEALTH
THE MINISTER OF HOUSING
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF SOCIAL DEVELOPMENT
THE MINISTER OF TRANSPORT AND PUBLIC WORKS
THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

} For information

ALL OTHER MEMBERS OF PARLIAMENT

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER) (ACTING)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR P WILLIAMS)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (DR JC STEGMANN)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (DR GA LAWRENCE)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MS P VINJEVOLD)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KG HOUSEHAM)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MS K LUBELWANA)
THE ACCOUNTING OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MR DP DANIELS) (ACTING)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR R ELLIS) (ACTING)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR J FOURIE) (ACTING)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR J PETERS) (ACTING)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS) (ACTING)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR P O'BRIEN) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)
THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)
THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR A VAN NIEKERK)
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 8: LOCAL GOVERNMENT AND HOUSING (MR D BASSON)
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR AA GAFFOOR)
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR CR ISMAY)
THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)
THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)
THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR TC ARENDSE) (ACTING)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)
THE HEAD: FINANCIAL GOVERNANCE (MR A REDDY) (ACTING)
THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)
THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS PG PIEDT)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR H DU TOIT) (ACTING)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS N OLIPHANT)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: INTERNAL AUDIT: GOVERNANCE AND ADMINISTRATION CLUSTER (MS B CAIRNCROSS)
THE SENIOR MANAGER: INTERNAL AUDIT: SOCIAL CLUSTER (MR M MALULEKA)
THE SENIOR MANAGER: INTERNAL AUDIT: ECONOMIC CLUSTER (MR J RADEBE)
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MS M SHERATON)
THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MR ML BOOYSEN)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP ONE) (MR G PAULSE)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS A PICK) (PRO TEM)
THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)
THE SENIOR MANAGER: MOVEABLE ASSET MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE HEAD: OFFICE OF THE MINISTRY (MS A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

ROLES AND RESPONSIBILITIES OF THE DIRECTORATE MOVEABLE ASSET MANAGEMENT UNIT OF THE PROVINCIAL TREASURY

1. PURPOSE

- 1.1 To inform Provincial Departments on the role and responsibility of the Directorate Moveable Asset Management unit within the Provincial Treasury as well as the areas of responsibility and contact details of the officials within the directorate.

2. BACKGROUND

- 2.1 The directorate is one of the 3 directorates that is vested under the management control of the Chief Directorate: Asset Management. The Moveable Asset Management is responsible for the oversight of supply chain management and moveable assets of provincial departments and municipalities.
- 2.2 For the purposes of this Circular the information provided is only in respect of the unit responsible for provincial departments.
- 2.3 In terms of section 18 of the PFMA, the unit's key mandate includes the following:
- Promote and enforce transparency and effective management in respect of provincial revenue, expenditure, asset and liabilities of provincial departments;
 - Enforcement of the PFMA and any provincial norms and standards for SCM and moveable asset management;
 - Monitor and assess the implementation of national and provincial norms and standards for SCM and moveable asset management;
 - Assist and guide provincial departments in building their capacity for efficient, effective and transparent financial management in respect of SCM and moveable asset management; and
 - Investigate any system of financial management and internal control applied by provincial departments in respect of SCM and moveable asset management.

2.4 In giving effect to this mandate, the unit's responsibilities have culminated into the following:

- (a) Review and guide departmental SCM and moveable asset management policy (AO system reviews);
- (b) Issue and implement national and provincial SCM and moveable asset management policy; through Provincial Treasury Instructions, guidelines and practice notes;
- (c) Assess departmental capacity to give effect to legislative and policy requirements, (capacity assessments, MTEC assessments, governance reviews);
- (d) Provide assistance and guidance to departments as well as conduct departmental specific interventions, (training, guidance and opinions, forums);
- (e) Leveraging of economies of scale and departmental bulk buying through transversal contracts; and
- (f) Socio-economic imperatives, through supplier development initiatives and policy refinement.

3. ROLES AND RESPONSIBILITIES

3.1 To facilitate and best give effect to the above, the unit's following individuals have been tasked with the areas of responsibilities for the 2009 / 10 financial year as encapsulated in the attached **Annexure A**.

3.2 Areas of responsibilities will be reviewed annually or when the need arises.

3.3 The units overall management vest with the Senior Manger, **Ms Nadia Ebrahim** Tel: 483 4748; Fax: 483 4671 / 7217; E-mail; Nebrahie@pgwc.gov.za.


SENIOR MANAGER: MOVABLE ASSET MANAGEMENT
PROVINCIAL TREASURY

DATE: 03 November 2009 .

**PROVINCIAL TREASURY
DIRECTORATE: MOVABLE ASSET MANAGEMENT
2009 / 10**

ROLES AND RESPONSIBILITIES

Name	Rank	Responsibility	Tel	Fax Number	Email Address
Ms Theresa Soetzenberg	DD	<p>Overall oversight over officials responsible for Votes 1;7;8;9;12; and 13</p> <p>Directly responsible for Votes 3; 4 and 11 (SCM and AM)</p> <p>Votes 5 and 10 (AM)</p> <p>Oversight over SCM and AM capacity assessments, SCM / AM training, Procurement and AM Data reporting, transversal contracts, forum meetings</p>	483 8222	483 4671	Tsoetzen@pgwc.gov.za

PRIVAATSAK X9165
 KAAPSTAD 8000
 Telephone (021) 483-3814
 Faks (021) 483-4671

PRIVATE BAG X9165
 CAPE TOWN 8000
 Telephone (021) 483-3814
 Fax (021) 483-4671

Mr. Rayno Alberts	ASD	Vote 5 (Assessments; queries / SCM opinions)	483 3814	483 4671	Ralberts@pgwc.gov.za
Ms Pumeza Cakata	ASD	SCM Policy t			
		Vote 1 (Assessments; queries / SCM opinions)	4833594	483 4671	bpacakata@pgwc.gov.za
		Quadrem contract manager and procurement statistics reports			
Mr. Peter Lloyd	ASD	Vote 10 (Assessments; queries / SCM opinions)	483 4684	483 4671	Plloyd@pgwc.gov.za
		Vote 10 policy and SCM Interventions			
Mr. Mncedisi Mpengesi	ASD	Votes: 1, 8, 9, 12 and 13 (Moveable Asset Management)	483 4441	483 4671	mmpengesi@pgwc.gov.za
		Forum meetings and AM Dashboards			
Ms Sindiswa Ngaka	ASD	Vote 13 (Assessments; queries / SCM opinions)	483 4215	483 4671	Sngaka@pgwc.gov.za
		Intervention Training (SCM)			
Ms Zukiswa Nocanda	ASD	Vote 9 (Assessments; queries / SCM opinions)	483 8456	483 4671	znocanda@pgwc.gov.za
		Recruitment Advertising Contract Manager & Supplier Development			a
Ms Juliet Rudolph	ASD	Vote 7 (Assessments; queries / SCM opinions)	483 9944	483 4671	jrudolph@pgwc.gov.za
		AM (Votes 6, 7, 8) and AM intervention training			

Ms Samantha-Lee Mars	ASD	Vote 12 (Assessments; queries / SCM opinions)	483 5810	483 4671	Smars@pgwc.gov.za
		Supplier Development, RT contracts			
Ms Laverne Josias	ASD	Vote 6 (Assessments; queries / SCM opinions)	483 3275	483 4671	Ljosias@pgwc.gov.za
		Policy (SCM and AM)			
Mr. Sindile Mxunyelwa	ASD	Vote 8 (Assessments; queries / SCM opinions)	483 4593	483 4671	smxunyel@pgwc.gov.za
		Supplier grievance and SCM training			