

**APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES OF CURRENT EMPLOYEES/WORKERS AT UNISA:**

- PERMANENT EMPLOYEES;
- FIXED-TERM EMPLOYEES
- TES (TEMPORARY EMPLOYMENT SERVICES)
- EMPLOYEE/APPLICANT WHO, AT THE TIME OF THE ADVERTISEMENT WAS ACTIVE IN ONE OR ANY CATEGORY OF EMPLOYMENT MENTIONED ABOVE WITHIN THE UNIVERSITY

**APPLICANTS ARE REQUESTED TO STATE THE DEPARTMENT TO WHICH THEY ARE CONTRACTED.**

**RE-ADVERTISEMENT**

**DEPARTMENT : FINANCE**  
**DIRECTORATE : FINANCIAL GOVERNANCE**  
**(MUCKLENEUK CAMPUS)**  
**FINANCIAL SYSTEM SUPPORT SPECIALIST P7-X1**  
**(Ref: FSSS/FIN/P7/613-2018/AZWI)**

**Purpose:**

The main purpose of the job is to direct and coordinate financial activities of workers in the finance department by providing the necessary systems and systems support as and when required.

**Requirements:**

- Grade 12 Matric plus a Bachelor's Degree or National Diploma.
- Five (5) years relevant experience in Business Intelligence

**Recommendations:**

- Microsoft certified solution expert (MS BI certificate solution)

**Skills, knowledge, behaviour**

- Active listening
- Time Management
- Active learning
- Problem solving
- Integrity
- Adaptability etc.

**Duties:**

**User Support**

- Address user and system problems
- Provide first line system support on Oracle, student and other system applications
- Liaise with business analysis, developers, technical/ database administrators.

**Financial system development**

- Maintain the chart of accounts
- Do daily imports from sub-systems into Oracle GL
- Do oracle month-end process
- Develop and maintain SSIS package

- Develop and maintain the finance data Warehouse and database (SQL)
- Develop and maintain tabular cubes and databases (SSAS)
- Develop and maintain custom report scheduling and workflows
- Act as core project team member during the implementation of new software and upgrades
- Coordinate and control the testing of all new implementations and upgrades
- Implement changes and do system configurations
- Evaluate proposals for new departmental systems involving financial accounting methods, policies, and procedures, and recommended needed for improvements
- Obtain input and feedback on system needs from appropriate parties
- Evaluate manual and automated financial accounting work processes, systems and procedures for potential improvements and efficiency.

### **System utilisation**

- Evaluate systems usage (for all modules) on a continuous basis
- Research under-utilised areas and recommend corrective action
- Identify training needs
- Assist in the development of training materials
- Provide informal training on existing systems

### **Manage information system reporting and advisory service**

- Develop and maintain new non-standard reports as and when required
- Provide information based on the collation of existing financial reports
- Grant user access to financial systems
- Review user access to financial systems on a regular basis (two times per year)

### **Ad-Hoc projects**

- Receive requests from users for specified project related to financial systems
- Analyse and investigate requests in order to formulate a project plan
- Implement project plan
- Evaluate project outcomes.

Assumption of duty : As soon as possible.

Salary : Remuneration is commensurate with the seniority of the position

Closing date : 16 March 2018

Enquiries : (012) 429 4803 Mr B Motedi (HR Staffing)

- **The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;**
  - all educational qualifications,
  - academic transcripts/records;
  - identity document; and
  - proof of SAQA verification of foreign qualifications (if applicable)
- **The contact details of three contactable references must be provided, one of which must be from your present line manager.**
- **The prescribed application form is obtainable from: [www.unisa.ac.za/vacancies](http://www.unisa.ac.za/vacancies)**
- **UNISA is not obliged to fill an advertised position.**
- **Late, incomplete and incorrect applications will not be considered.**
- ***Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.***



- Applications must be submitted in an envelope clearly marked with the name of the relevant Department, the position applied for and the reference number of the position. If you apply for more than one position, each application must be in a separate envelope.
- Applications must be posted to Unisa, HR: Staffing, PO Box 392, Unisarand, 0003. Hand delivered applications can be deposited into the Application Box marked HUMAN RESOURCES) situated at Muckleneuk Campus: OR Tambo Building, Main Entrance 3<sup>rd</sup> Floor.

**All applications should reach UNISA before 16h00 on the closing date.**

**Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.**