

# FREE STATE PROVINCE

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## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 17/2008**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: PROVINCIAL TREASURY**

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

**DEPARTMENT OF THE PREMIER**

**DATE:** 19/02/2008

Department of the Premier • Departement van die Premier • Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

PO Box/Posbus: 517, Bloemfontein, 9300 • Republic of South Africa • Republiek van Suid-Afrika • Rephabolike ya Afrika Borwa

**FREE STATE PROVINCIAL GOVERNMENT**

**PROVINCIAL TREASURY**

**ASSET MANAGEMENT DIRECTORATE**

<b>POST</b>	<b>: MANAGER: CASH MANAGEMENT</b>
<b>SALARY</b>	: R369 000 – 427 836 (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).
<b>NOTE</b>	: Appointment is subject to vetting.
<b>CENTRE</b>	: BLOEMFONTEIN
<b>REQUIREMENTS</b>	: An appropriate three-year degree/diploma in Accounting and related fields. Appropriate experience on supervisory/junior management level. Knowledge of compiling the Provincial Revenue Fund, financial statements. Post-graduate degree/ training in finance/accounting (e.g articles, CTA, B Compt) will be an added advantage.
<b>KEY RESPONSIBILITIES</b>	<p>: Ensure and verify the correct and proper recording of receipts and withdrawals of funds from the Provincial Revenue Fund.</p> <p>Ensure compilation of monthly, weekly and other cash position reports and verify/certify their correctness.</p> <p>Evaluate and make recommendations on any submission by the departments regarding cash management.</p> <p>Ensure and verify the correctness of all transfers to the Pay Master General accounts and investment accounts.</p> <p>Evaluate and certify the correctness of all entries in the main/exchequer account cashbook and check the monthly reconciliations between the main/exchequer and Pay Master General accounts.</p> <p>Ensure that the up-to-date national payments schedule is available in the Province and communicated appropriately.</p>

Develop/update and ensure implementation of procedures relating to cash management.

Compile or cause the compilation of the Provincial Revenue Fund's financial statements.

Attend to all audit queries and management letters.

Manage resources (personnel, financial, capital and others) allocated to the component.

**ENQUIRIES**

: Mr. MB Motsie  
TELEPHONE: (051) 405-5750

**APPLICATIONS**

: Attention: Mrs. GMC Gildenhuys  
Free State Provincial Treasury  
Provincial Government Building  
Room 431  
Private Bag X 20537  
Bloemfontein  
9300  
Tel No: 051-405 4274

**REFERENCE NUMBER**

: FSPT 017/08

**CLOSING DATE**

: 10 March 2008

<b>CORPORATE SERVICES DIRECTORATE</b>
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**POST**

: **CHIEF TRAINING ADVISOR**

**SALARY**

: R132 054 – 153 312 (Appointment will be on the first notch)

**NOTE**

: Appointment is subject to vetting.

**CENTRE**

: BLOEMFONTEIN

**REQUIREMENTS**

: A three year degree/diploma in Human Resources Management or equivalent with training as fully passed subject.

**KEY RESPONSIBILITIES**

: Act as Skills Development Facilitator for the Department.

Manage the development of training materials and give advice on quality assurance as required by the South African Qualifications Authority (SAQA).

Management, development and implementation of departmental workplace skills plan.

Compile and submit reports about the skills development reports to the Department of Labour, PSETA and FASSET.

Manage and control the execution of transversal training and development in the department.

Manage the resources of the section to ensure efficiency and effectiveness.

**ENQUIRIES**

: Ms. ME Sithole  
TELEPHONE: (051) 409-8635

**APPLICATIONS**

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Provincial Government Building  
Room 431  
Private Bag X 20537  
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9300  
Tel No: 051-405 4274

**REFERENCE NUMBER**

: FSPT 018/08

**CLOSING DATE**

: 10 March 2008

**POST**

: **ASSISTANT MANAGER: EXTERNAL COMMUNICATION**

**SALARY**

: R157 686 – 183 066 (Appointment will be on the first notch).

**NOTE**

: Appointment is subject to vetting.

**CENTRE**

: BLOEMFONTEIN

**REQUIREMENTS**

: An appropriate three-year degree/diploma in Communications, Journalism, Marketing or Public Relations.

**KEY RESPONSIBILITIES**

: Assist the Manager: Communication with research on topics and compilation of speeches.

Coordinate publications of all External Department's publications to ensure effective communication to its stakeholders.

Assist the Manager in the compilation of press releases and other media related issues.

Monitor the media and determine trends to establish immediacy in reporting/alerting.

Coordinate and manage external departmental events in order to promote the image of the Department.

Represent the department and render administrative support in major external events e.g. EXCO's, National and Provincial Imbizos.

Manage and coordinate all promotional material for the Moral Regeneration Movement.

Ensure the production and maintenance of all promotional material of the Department to promote and maintain a good image of the Department at all events.

**ENQUIRIES**

: Ms. MG Tshitlho  
TELEPHONE: (051) 405-4268

**APPLICATIONS**

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Provincial Government Building  
Room 431  
Private Bag X 20537  
Bloemfontein  
9300  
Tel No: 051-405 4274

**REFERENCE NUMBER**

: FSPT 019/08

**CLOSING DATE**

: 10 March 2008

***Free State Provincial Treasury is an equal opportunity affirmative action employer.***

It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and the candidate whose appointment/promotion/transfer will promote representivity will receive preference.

**Directions to applicants:**

- Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by **certified copies** of qualifications ***(transcript of academic results must be submitted)***, driver's license (where applicable), identity document and a C.V. (Separate application for every vacancy).
- Candidates who possess foreign qualifications and/ or short courses certificate must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications.
- No e-mailed or faxed applications will be considered.
- Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.
- Failure to comply with the above-mentioned directions will lead to an application being rejected.