



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 35/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF THE PREMIER

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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

DEPARTMENT OF THE PREMIER

DATE:2008/03/27.....

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

www.fs.gov.za



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Department of
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FREE STATE PROVINCE

DEPARTMENT OF THE PREMIER

Free State Department of the Premier 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 candidates whose appointment/promotion/transfer will promote representativity 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, driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies.
- No e-mailed or faxed applications will be considered.
- Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check.
- Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

INTERNAL AUDIT

POST: ASSISTANT INTERNAL AUDITOR

SALARY: Level 9 - A basic salary of R157 686 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENT:

- An appropriate B-degree and/or practical demonstration of knowledge and skills.
- Proven experience of internal audit related activities.
- Knowledge of policy analysis and development, internal audit mechanisms, systems and processes.

KEY RESPONSIBILITIES: It will be expected of the successful candidate to perform the following duties:

- Conduct audits and report thereon according to the Standards for the Professional Practice of Internal Auditing and departmental procedure.
- Examine and evaluate the Department's financial and other systems as well as procedures and internal controls to ensure that accounting records and management information are accurate and controls are adequate to protect against fraud and waste.
- Assist with the preparation, in consultation with and for approval by, the Audit Committee responsible for the Department of the Premier –
 - a rolling three-year strategic internal audit plan based on its assessment of key areas of risk for the institution, having regard to its current operations, those proposed in its strategic plan and its risk management strategy.
 - an annual internal audit plan for the first year of the rolling plan,
 - plans indicating the proposed scope of each audit in the annual internal audit plan,
 - a modus operandi, with management inputs, to guide the audit relationship, and
- Assist with the development, implementation and maintenance of anti-corruption strategies in the Department of the Premier.
- Assist with the development of audit procedures and policies.
- Develop an effective and professional relationship with the Auditing Committee, Accounting Officer, management as well as with external auditors.
- Carry out special investigations at the request of the Audit Committee and Management.
- Liaise with external auditors on issues of management and Audit Reports.
- Participate in the development of automated information systems to ensure that these systems incorporate necessary controls.
- Manage the intern to ensure that productive internal audit services are rendered in the unit.
- Act as chief user clerk for the Internal Audit unit.

REFERENCE NO: AIA

ENQUIRIES: Mr. S. Tsunke
Tel: (051) 405 4753

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resources Advice, Co-ordination and Management Directorate
PO Box 517
BLOEMFONTEIN
9300
or
Hand delivers to
Brian Modise
Room 22, Lebohang Building
BLOEMFONTEIN

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CLOSING DATE : 10 April 2008

FINANCIAL AND SUPPLY CHAIN MANAGEMENT DIRECTORATE

POST: STATE ACCOUNTANT: BANKING

SALARY: Level 7 - A basic salary of R106 335 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENT:

- Bachelors Degree or National Diploma in Finance or Management Accounting and/or relevant experience in a financial environment.
- Knowledge of BAS, LOGIS and PERSAL.

KEY RESPONSIBILITIES:

- Collecting and checking of FNB bank statements
- Clearing of PMG Exceptions and allocation of PMG Interfaces,
- Monitoring of ledger accounts
- Processing of all Journals on the BAS system
- Allocating reference no and the Departments Bank details to the public for subscription to the Provincial Gazette and Tender bulletin.
- Reconciliation between PMG and Exchequer account "Annexure C"
- Monthly PMG reconciliation
- Monitoring of Revenue received and Interdepartmental Revenue claims issued on weekly basis.
- Monitor all other income received for projects held by the Department, including Donor Funds and Sponsorships.
- Handling and monitoring of the Premiers Credit Card.
- Daily PMG reconciliations
- Monitoring of the EBT and Persal limits with FNB
- Cancellation of cheques and implementation of stop payments.
- Requesting of BAS Reports.
- Filing of all PMG documentation and Bas Documents
- Requesting of BAS Reports.
- Answering of related Audit Queries.

REFERENCE NO: SAB

ENQUIRIES: Mr. L. Becker
Tel: (051) 405 4610

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resources Advice, Co-ordination and Management Directorate
PO Box 517
BLOEMFONTEIN
9300

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