



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 38/2008

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



DEPARTMENT OF THE PREMIER

DATE:

2008/04/22

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

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treasury

Department of
Treasury
FREE STATE PROVINCE

FISCAL POLICY DIRECTORATE

POST**SENIOR REVENUE OFFICER****SALARY**

: R132 054 – R153 312 (Appointment will be on the first notch)

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: An appropriate three year degree or diploma in Public Finance/Financial Accounting/Economic Sciences or Auditing. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Treasury functions, budgeting processes, different types of revenue sources and management of financial information. One year relevant experience in financial reporting systems will be an added advantage. A valid driver's license

KEY RESPONSIBILITIES

: Analyze and research revenue sources and revenue tariffs submitted by provincial departments, and offer advice on the exploitation of all revenue sources in order to maximize provincial own revenue;

Exercise control over the exploitation of revenue resources and revenue tariffs in order to increase provincial own revenue;

Develop and implement a revenue forecasting model based on realistic baselines;

Assist with analyzing the budget inputs from provincial departments in order to maximize the collection of provincial own revenue;

Assist with the co-ordination and organization of all processes that encourage effective collection of revenue and exercise control over

depositing, safeguarding, identification and reconciliation of all revenue due to the state in order to monitor and ensure maximum collection of revenue in the province.

ENQUIRIES

: Mr. Moila Palime
TELEPHONE: (051) 403-3479

REFERENCE NUMBER

: FSPT 018/08

CLOSING DATE

: 07 May 2008

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

CORPORATE SERVICES DIRECTORATE

POST

: **MANAGER: ORGANISATIONAL
EFFICIENCY SERVICES**

SALARY

: R311 358 – R360 909 (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).

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: Appropriate three-year tertiary qualification in Human Resources/ Public Management or related fields. Certificate in Workstudy or Organizational Development.

RECOMMENDATIONS

: Knowledge of policy analysis and development, job analysis, job evaluation and job descriptions, strategic planning, organizational development as well as Performance and Development Management.

Proven experience of undertaking research, analyzing information, providing recommendations and preparing detailed reports as well as experience in organizational development or workstudy.

KEY RESPONSIBILITIES

: Manage the functions of the Sub-directorate to promote departmental objectives.

Co-ordinate, implement and monitor recommendations regarding organizational structure, systems and processes to improve organizational efficiency.

Develop departmental organizational efficiency policies and assist with the implementation of provincial and departmental policies.

Research on national and provincial policies/strategies that impact on organizational efficiency and advice on interventions where necessary.

Manage the resources of the Sub-directorate to ensure that resources are utilized effectively.

Manage the performance development and management system in the Department.

Manage the Auxiliary Services Division of the Department, including Records Management.

Research on national and provincial policies/strategies that impact on organizational efficiency and advice on interventions where necessary.

ENQUIRIES

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

APPLICATIONS

: Attention: Mrs. GMC Gildenhuys
Free State Provincial Treasury
Provincial Government Building
Room 422(a)
Private Bag X 20537
Bloemfontein
9300
Tel No: 051-405 4274

REFERENCE NUMBER : FSPT 019/08

CLOSING DATE : 07 May 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 candidates whose appointment/promotion/transfer will promote representativity will receive preference. The Department reserves the right not to fill any of the advertised post(s).

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 (**a transcript of results must be attached**), 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 certificates 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.



treasury
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FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

PROVINCIAL TREASURY

CORPORATE SERVICES DIRECTORATE

POST	: NETWORK CONTROLLER
SALARY	: R106 335–R123 456 (Appointment will be on the first notch)
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: An appropriate three year degree or diploma in Information Technology.
KEY RESPONSIBILITIES	<p>: Maintain and install information technology systems, new hardware and software and carry out program tasks;</p> <p>Conduct research to improve computer based information technology systems;</p> <p>Set up computer networks and operating systems, monitor access to computers and computer systems and maintain access security to information technology systems;</p> <p>Provide training to employees and managers on new software and programmes to enhance their performance;</p>

Private Bag X20537, Bloemfotein, 9300

Provincial Government Building, 7th Floor, Cnr Markgraaf and Elizabeth Streets, Bloemfotein

Tel: (051) 405 5323 Fax: (051) 405 4265

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Install anti-virus software on all computers to maintain data security and network stability;

Provide inputs regarding the compilation of the budget and ensure adherence to the budget allocations to ensure that funds are used for what is budgeted for;

Liaise with the hardware and software suppliers to procure equipment.

ENQUIRIES

: Mr. M Medupe
TELEPHONE: (051) 403-3725

REFERENCE NUMBER

: FSPT 020/08

CLOSING DATE

: 7 May 2008

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

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- 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.

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