



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 39/2008

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:

2008/05/06

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



INTERNAL AUDIT DIRECTORATE

POST	ASSISTANT MANAGER: INTERNAL AUDIT
SALARY	: R157 656 – R183 066 (Appointment will be on the first notch)
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: An appropriate three year degree or diploma in Internal Auditing or Accounting. At least two years relevant working experience.
KEY RESPONSIBILITIES	<p>: Assist the department to achieve its objectives by evaluating and improving the effectiveness of risk management, controls and governance processes;</p> <p>Lead and conduct performance, financial, compliance and forensic audits;</p> <p>Execute planned audits by using a risk based approach and in line with the International professional standards for the professional practice of internal auditing;</p> <p>Report on the adequacy and the effectiveness of systems and controls evaluated;</p> <p>Assist the department in combating fraud and irregular activities;</p> <p>Assist the audit manager in executing his/her responsibilities by continuously seeking ways to improve the operations and management of the directorate.</p>
ENQUIRIES	: Mr. MM Segalo TELEPHONE: (051) 405-5975
REFERENCE NUMBER	: FSPT 020/08

CLOSING DATE : 19 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 : **TRAINING ADVISOR**

SALARY : R106 335 – 123 456 (Appointment will be on the first notch)

NOTE : Appointment is subject to vetting.

CENTRE : BLOEMFONTEIN

REQUIREMENTS : An appropriate three-year tertiary qualification in Human Resources Development or Training as one of the major subject.

KEY RESPONSIBILITIES : Conduct education, training and development needs analysis and research based on needs assessment and workplace skills development plan;

Develop and review training programs and ensure that it is aligned with the National Qualification Framework;

Ensure that request for nominations to attend Short courses are based on agreed criteria and should compliment the needs analysis of the department;

Co-ordination, presentation and evaluation of training programs to form part of the set objectives outlined in the Departmental Training Policy.

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

REFERENCE NUMBER : FSPT 021/08

CLOSING DATE : 19 May 2008

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 4919

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, 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.