



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 40/2008**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POST: 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:** 2008/05/08

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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## 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.

## FINANCIAL ADMINISTRATION AND SUPPLY CHAIN MANAGEMENT DIRECTORATE

**POST:** STATE ACCOUNTANT: REVENUE

**SALARY:** Level 8 – A basic salary of R132 054 per annum

**CENTRE:** Bloemfontein

**REQUIREMENTS:** Bachelor Degree or National Diploma in Finance or Management Accounting and/or relevant experience in the financial field.  
Knowledge of the Public Finance Management Act and Treasury Regulations.

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

- The identification, collection, recording, safekeeping and reporting on all Revenue, which the Department is responsible for.
- The supervising of the timeous publishing of the Provincial Gazette and Tender Bulletin.
- The management of the updating of the Subscriber's Details Database and the Subscriber's Payment Database.
- The authorizing of financial transactions on BAS according to the delegated powers by the Accounting Officer.
- The monitoring of Assets and Liability accounts with respect to Revenue.
- The compilation and monitoring of the Medium Term Expenditure Framework (MTEF) Revenue Budget for the Department of the Premier.
- The review of the Departmental Revenue Sources, fees, charges or the rates on an annual basis and the obtaining of approval for adjustments from Treasury.
- The supervising of the handling of the Petty cash for the Department and Free State House.
- The management of human and other resources of the unit to ensure optimum functioning.

**REFERENCE:** SAR

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

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

or

Hand deliver to: Mr. Brian Modise,  
Room 22, Lebohang Building,  
Bloemfontein

*The Free State Provincial Government is an equal opportunity, affirmative action employer and it is committed to the achievement and maintenance of diversity and equity employment.*

**CLOSING DATE:** 23 May 2008