




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 08/2008

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: 08/02/2008

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

Human Resource Advice, Co-ordination and Management Directorate

FREE STATE PROVINCIAL GOVERNMENT

PROVINCIAL TREASURY

FINANCIAL GOVERNANCE CHIEF DIRECTORATE

RISK MANAGEMENT AND INTERNAL AUDIT DIRECTORATE

POST	: SENIOR MANAGER: RISK AND INTERNAL AUDIT
SALARY	: R540 429 – 581 880 negotiable (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).
NOTE	: Appointment is subject to the signing of a performance agreement and vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: A Degree/Diploma in Auditing, Risk Management or Accounting with Auditing, Risk Management or Accounting as a major subject and at least Audit or Risk Management II. Experience in an Internal Audit or Risk Management environment as well as extensive managerial experience.
KEY RESPONSIBILITIES	<p>: Provide strategic direction and manage the Risk Management and Internal Audit Directorate.</p> <p>Enhance the effective implementation of legislative (PROPAC) resolutions within Provincial Departments and Public Entities.</p> <p>Enhance financial decision-making in the Free State Provincial Government.</p>

Manage the approval of and oversee the administration of financial guarantees in Provincial Departments.

Ensure the successful implementation of the Risk Management Framework within Provincial Departments and Public Entities towards promoting good governance and administration in the Free State Provincial Government.

Enhance the successful implementation of the Internal Audit Framework within Provincial Departments and Public Entities.

Develop financial norms and standard policies and procedures and ensure compliance thereof.

ENQUIRIES

: Ms AS Fourie
TELEPHONE: (051) 405-5508

REFERENCE NUMBER

: FSPT 001/08

CLOSING DATE

: 15 February 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

POST

: **MANAGER: RISK MANAGEMENT**

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). (Appointment will be on the first notch)

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: An appropriate three year degree or diploma in Risk Management/ Internal Audit/

Accounting or Finance. Knowledge and understanding of Risk Management. Extensive experience in Risk Management/ Auditing or Accounting on junior management level. Exposure to development of guidelines and standards. Good verbal and written communication skills. Advance computer and presentation skills.

KEY RESPONSIBILITIES

: Policy development and implementation:

- Regular review of Risk Management Framework to update it to be in line with new developments in risk management.
- Roll out the Risk Management Framework and provide focused training to ensure proper implementation within Provincial Departments and Public Entities.
- Issue Provincial practice notes to promote Risk Management.

Support and Guidance:

- Market Risk Management Framework
- Provide continuous support and guidance on the implementation of the Framework and guidelines within allocated Provincial Departments and Public Entities.
- Identify Risk Management capacity gaps within allocated Departments and Entities and develop strategies to address capacity gaps.
- Facilitate/ provide Risk Management training,
- Participate in various governance structures such as Risk Management Forums.

Monitoring, Evaluation and Reporting:

- Evaluate the status of Risk Management within allocated Departments and Public Entities.
- Analyze data gathered through the evaluation surveys to identify policy gaps and make recommendations for policy amendments

- Monitor, evaluate and report on compliance with the Risk Management Framework and guidelines within allocated Departments and Public Entities.

ENQUIRIES	: Mrs. AS Fourie TELEPHONE: (051) 405-5508
REFERENCE NUMBER	: FSPT 002/08
CLOSING DATE	: 15 February 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
POST	ASSISTANT MANAGER: RISK MANAGEMENT (3 POSTS)
SALARY	: R157 686 – R183 066 (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). (Appointment will be on the first notch)
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: A tertiary qualification in Risk Management, Internal Audit Accounting or Finance. Knowledge and understanding of Risk Management. Experience in Risk Management, Auditing or Accounting. Analytical-, communications-, report writing and advance computer skills.
KEY RESPONSIBILITIES	Raise awareness of Risk Management through workshops and road shows. <ul style="list-style-type: none"> • Provide continuous support and guidance on the implementation of the framework and guidelines within

allocated Provincial Departments and Public Entities.

- Identify Risk Management capacity gaps within allocated Departments and Entities and develop strategies to address capacity gaps.
- Facilitate workshops to assist management to identify, evaluate and prioritize risks associated with their responsibilities.
- Assist at various Risk Management Forums.
- Assist with the development, maintenance and implementation of the risk management strategy, framework, policy statements, risk plan and risk policy.
- Maintain and update risk registers to determine the effectiveness of progress concerning risk management in the Departments.
- Evaluate the status of Risk Management within allocated Departments and Public Entities.
- Analyze data gathered through evaluation surveys to identify policy gaps and make recommendations for policy amendments.
- Monitor, evaluate and report on compliance with the Risk Management Framework and guidelines within allocated Departments and Public Entities.

ENQUIRIES

: Mrs. AS Fourie
TELEPHONE: (051) 405-5508

REFERENCE NUMBER

: FSPT 003/08

CLOSING DATE

: 15 February 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

POST	: MANAGER: PROPAC AND FINANCIAL MANAGEMENT ARRANGEMENTS
SALARY	: R369 000 – R427 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). (Appointment will be on the first notch)
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: An appropriate three year degree or diploma in Accounting/ Economics/ Public Management or equivalent qualification. Thorough knowledge of the Public Finance Management Act (PFMA) and the Treasury Regulations. Experience in a Treasury/ Audit environment. Development of guidelines and standards. Liaise at different management levels. Advance computer literacy.
KEY RESPONSIBILITIES	<p>: Give guidance and advice to Provincial Departments regarding the implementation of the PFMA.</p> <p>Monitor and evaluate the successful implementation of the Public Finance Management Act by Provincial Departments and Public Entities.</p> <p>Exercise control over the implementation of the Public Finance Management Act by Provincial Departments and Public Entities.</p> <p>Report quarterly to the MEC for Finance, Executive Council and National Treasury on the progress made regarding the implementation of the Public Finance Management Act.</p> <p>Provide assistance to Provincial Public Accounts Committee and Auditor General.</p> <p>Monitor compliance and ensure implementation of PROPAC Resolutions by Provincial Departments/ Public Entities and report to PROPAC on the progress made.</p>

Enforce compliance with the Treasury Regulations in respect of the procurement of Private Public Partnerships.

Manage the Sub-directorate and its budget to ensure that the Unit adheres to its budgetary allocations.

ENQUIRIES

: Mrs. AS Fourie
TELEPHONE: (051) 405-5508

REFERENCE NUMBER

: FSPT 004/08

CLOSING DATE

: 15 February 2008

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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, 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.