



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 09/2008

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: 05/02/2008

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

NORMS AND STANDARDS (MFMA) DIRECTORATE

POST : **MANAGER: NORMS AND STANDARDS (MFMA)**

SALARY : R369 000 – 427 836 (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).

NOTE : Appointment is subject to vetting.

CENTRE : BLOEMFONTEIN

REQUIREMENTS : A three-year degree/diploma in Accounting, Economics, Municipal/ Public/Government Management or Public Administration. A valid driver's license. Extensive working experience as well as management experience.

RECOMMENDATION : Understanding of and experience in financial reforms agenda at local sphere of government will be an advantage.

KEY RESPONSIBILITIES : Monitor that all aspects of the Municipal Finance Management Act (MFMA) are complied with by municipalities and entities to ensure effective and efficient financial management.

Formulate strategies which will promote credible budgets and accurate reporting.

Co-ordinate the implementation of new financial reforms to promote and foster prudent financial practices.

Consolidate, verify and analyze monthly, quarterly, bi-annual and annual outcomes of municipalities and prepare reports to identify and address all financial challenges.

Assist municipalities with revenue enhancement strategies.

Co-ordinate Municipalities' Chief Financial Officer (CFO) forum to be able to identify challenges facing municipalities in terms of funding, capacity and service delivery.

Develop recovery plans to ensure that municipalities are financially sustainable.

Ensure the development of a municipal database to ensure proper budget evaluation.

Ensure that all training is conducted for all municipal officials to ensure proper budget evaluation.

Analyse, evaluate and consolidate PROPAC resolutions for municipalities, provide strategic advice and accurate data to PROPAC for strategic decision making.

ENQUIRIES

: Mr. GG de Wee
TELEPHONE: (051) 405-5464/403-3415

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

REFERENCE NUMBER

: FSPT 008/08

CLOSING DATE

: 15 February 2008

CORPORATE SERVICES DIRECTORATE

POST	: HELPDESK OPERATOR
SALARY	: R58 290 – 67 666 (Appointment will be on the first notch)
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: A Grade 12 certificate.
RECOMMENDATION	: A+, N+ or MCSE experience will be an added advantage.
KEY RESPONSIBILITIES	: Render first line support on hardware and software. Manage the helpdesk and assist in the compilation of a problem resolution manual. Register network/desktop/printers/notebooks problems and refer problems to Network Controllers. Follow-up on problems, liaise with users and keep statistics of solutions and compile monthly reports. Conduct research on available resources in order to be up to date with new technology.
ENQUIRIES	: Mr. BMN Leshupi TELEPHONE: (051) 405-4364
APPLICATIONS	: Attention: Mrs. GMC Gildenhuis Free State Provincial Treasury Provincial Government Building Room 431 Private Bag X 20537 Bloemfontein 9300 Tel No: 051-405 4274
REFERENCE NUMBER	: FSPT 009/08
CLOSING DATE	: 15 February 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 the candidate whose appointment/promotion/transfer will promote representivity 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 (transcript of academic results must be submitted), 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 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.