



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 102/2007**

**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: 26/11/2007**

**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

### ACCOUNTING SERVICES DIRECTORATE

<b>POST</b>	<b>: SENIOR FINANCIAL ADMINISTRATIVE OFFICER (4 POSTS)</b>
<b>SALARY</b>	: R132 054 – R153 312 (Appointment will be on the first notch)
<b>NOTE</b>	: Appointment is subject to vetting
<b>CENTRE</b>	: BLOEMFONTEIN
<b>REQUIREMENTS</b>	: An appropriate three year degree or diploma with Accounting II.
<b>RECOMMENDATIONS</b>	: Two years proven experience in the compiling, auditing or evaluation of financial statements. Good knowledge and experience of BAS. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Computer skills such as Microsoft Excel and Microsoft Word.
<b>KEY RESPONSIBILITIES</b>	<p>: Promote implementation of accounting policies, guidelines and practices in line with the National Framework;</p> <p>Promote accurate compilation and timely submission of Annual Financial Statements through evaluations and by providing assistance and advice to Departments and public entities in this regard;</p> <p>Provide training on Financial Management matters such as SCOA and the Compilation of Annual Financial Statements and interpretation of accounting standards;</p> <p>Execute tasks contributing to the preparation and submission of Consolidated Financial Information;</p> <p>Evaluate audit outcomes and initiate corrective measures</p>
<b>ENQUIRIES</b>	: Ms. J. Bisschoff or Mr. M.M. Mofokeng TELEPHONE: (051) 403-3103 or 405-5241

**REFERENCE NUMBER**  
**CLOSING DATE**

: FSPT 055/07  
: 30 November 2007

**CORPORATE SERVICES DIRECTORATE**

**POST** : **ASSISTANT MANAGER: IT**

**SALARY** : R157 686 – R183 066 (Appointment will be on the first notch)

**NOTE** : Appointment is subject to vetting

**CENTRE** : BLOEMFONTEIN

**REQUIREMENTS** : An appropriate three year Bachelor's degree or Diploma plus extensive Information Technology (IT) experience.

**KEY RESPONSIBILITIES** : Supervise the Information Technology (IT) helpdesk and end-user support within the Department;

Supervise the maintenance, monitoring and support of the Departmental Local Area Network (LAN);

Conceptualize, initiate and implement new developments to improve Information Technology effectiveness in the Department;

Contribute to the development of various IT policies, procedures and standards;

Compilation and submission of monthly, quarterly and yearly reports to the manager to contribute to the compilation of the operational plan of the Component in order to ensure that the objectives as outlined in the Departmental Strategic Plan are achieved;

Supervise subordinates on a daily basis by managing their activities, evaluating their productivity and encouraging their development in order to improve their performance to the maximum.

**ENQUIRIES** : Mr B.M. Leshupi  
TELEPHONE: (051) 405-4364

**REFERENCE NUMBER** : FSPT 056/07  
**CLOSING DATE** : 30 November 2007

## **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

***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 this post 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.