

# FREE STATE PROVINCE



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 112/2007**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: DEPARTMENT OF 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 and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

  
**DEPARTMENT OF THE PREMIER**

**DATE:**.....11/12/2007.....

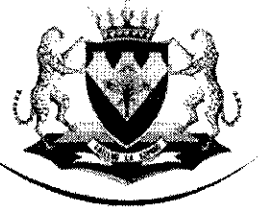
**Department of the Premier    Departement van die Premier    Lefapha La Tonakgolo**

**Human Resource Advice, Co-ordination and Management Directorate**

PO Box/Posbus: 517, Bloemfontein, 9300 • Republic of South Africa • Republiek van Suid-Afrika • Rephabolike ya Afrika Borwa

# FREE STATE PROVINCE

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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:** ASSISTANT DIRECTOR: BOOKKEEPING, BANKING AND REVENUE

**SALARY:** Level 9 – A basic salary of R157 686 per annum

**CENTRE:** Bloemfontein

**REQUIREMENTS:** Bachelor Degree or National Diploma in Finance or Management Accounting and/or relevant experience in bookkeeping principals environment.  
Knowledge of Financial Systems

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

- The management of the BAS financial administration system in the Department.
- The provision of control over Interdepartmental Claims and Transport and Subsistence accounts.
- The management of the clearance of Ledger accounts in compliance with Treasury Regulations 17.1.2.
- Ensure the timeous submission of the monthly compliance certificate and Monitoring reports to the CFO and the Department of Treasury.
- Ensure sound cash management in the Department when approving payments in compliance with Section 22 of the PFMA and Treasury Regulation 15.5, 15.7, 15.10.1.2 and 15.12.
- The management and reporting on the sound administration of the PMG Banking Services Account.
- Management of the Revenue service in the Department.
- Assist with the compilation of the Annual Financial Statements of the Department.
- The overall management of staff and other resources.

**REFERENCE:** AD: BBR

**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

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**CLOSING DATE:** 4 January 2008

**POST:** DEMAND AND ACQUISITION SPECIALIST

**SALARY:** Level 9 – A basic salary of R157 686 per annum

**CENTRE:** Bloemfontein

**REQUIREMENTS:** Bachelor Degree or National Diploma in Finance or Management Accounting and/or relevant experience in the Supply Chain Management environment.  
Knowledge of Treasury Regulations, PFMA and the Supply Chain Management Framework

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

- Ensure the development and maintenance of a preferential procurement database for the Department to ensure that quotations and bids obtained comply with the Preferential Procurement Act and that potential suppliers are offered equal opportunities (including identification of appropriate sources of procurement for the Department).
- Develop, maintain and implement procedures regarding demand and acquisition management for the Department to ensure compliance by Programme and Responsibility Managers with regard to the acquisition of goods works or services.
- Assist with the development and maintenance of the demand and acquisition management plan for the department.
- Implement bid administration procedures to ensure the effective and efficient grant of bids to service providers, for example:
  - Apply bid evaluation criteria,
  - Assist and provide advice with the evaluation of bids to the bid evaluation committee, and
  - Render secretariat services to the bid evaluation committee.
- Manage the contracts entered into by the Department for reporting, auditing, queries and other purposes.
- Manage resources of the component to ensure effective and efficient service delivery to the Department.

**REFERENCE:** DAS

**ENQUIRIES:** Mr. A.I. Tlhasedi  
Tel: (051) 405 5691

**APPLICATIONS:** Ms. P. Norval  
Department of the Premier  
Human Resource Advice, Co-ordination and Management Directorate  
P O Box 517  
BLOEMFONTEIN  
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**CLOSING DATE:** 4 January 2008

**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  
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**CLOSING DATE:** 4 January 2008

**POST:** DEMAND PRACTITIONER

**SALARY:** Level 7 – A basic salary of R106 335 per annum

**CENTRE:** Bloemfontein

**REQUIREMENTS:** Grade 12 certificate and relevant experience in the demands management practices.

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

- Consolidate the current and future needs of the Department to ensure the effective and efficient delivery of resources according to the demand management plan.
- Conduct an industry and commodity analysis to determine the sourcing of the needs as established.
- Determine an optimum method to satisfy the needs of the Department, including the possibility of procuring goods, works or services from other institutions or on transversal or ad hoc contracts.
- Assist in determining proper and correct product or item specifications prior to placing an order to ensure that the requirements of the end user is addressed.

**REFERENCE:** DEMAND

**ENQUIRIES:** Mr. A.I. Tlhadedi  
Tel: (051) 405 5691

**APPLICATIONS:** Ms. P. Norval  
Department of the Premier  
Human Resource Advice, Co-ordination and Management Directorate  
P O Box 517  
BLOEMFONTEIN  
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**CLOSING DATE:** 4 January 2008

**POST:** STATE ACCOUNTANT: SALARIES

**SALARY:** Level 7 – A basic salary of R106 335 per annum (*The post is subjected to Job evaluation*)

**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:

- Approval of the suspense files transactions and the verification thereof with the source document.
- Handling of inquiries of Auditor General.
- Checking of pension documents.
- Handling all inquiries onsubsidized vehicles.
- Responsible for checking of salary files, service termination files and the updating of IRP5 certificates.
- Clearing of BAS Exceptions and BAS reports.

**REFERENCE:** SAS

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

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