

# FREE STATE PROVINCE




## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 14/2007**

**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: 05/03/2007**

**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

### ECONOMIC ANALYSIS DIRECTORATE

**POST** : **ASSISTANT MANAGER: ECONOMIC ANALYSIS (4 POSTS)**

**SALARY** : R146 685 – R170 295 (Appointment will be on the first notch)

**CENTRE** : BLOEMFONTEIN

**REQUIREMENTS** : An appropriate three year degree in Economics/Econometrics/Statistics. A post graduate degree in Economics/Econometrics/Statistics will be an added advantage and the candidate **must** have 1 to 2 years work experience in this field.

**KEY RESPONSIBILITIES** : Assist with the construction and maintenance of the provincial socio-economic, demographic, fiscal and infrastructure database;

Assist with the collection and analysis of social and economic statistics at provincial and municipal levels, and participate in the economic research by the Budget Management Directorate, which is of direct relevance to the Free State's budgetary and economic policy issues;

Assist with the development and maintenance of regional Social Accounting Matrix (SAM) models and other regional economic models;

Assist with the collection of data for the Intergovernmental Fiscal Review by the National Treasury;

Assist with quantitative economic analysis and the analysis and monitoring of key socio-economic variables;

Assist with the compilation of the Budget Statement 1 and advice on the provincial equitable formula;

Assist with the compilation and updating of various Provincial Treasury publications and policy documents;

**ENQUIRIES**

: Mr IJ Moses  
TELEPHONE: (051) 405-5978

**REFERENCE NUMBER**

: FSPT015/07

**CLOSING DATE**

: 16 March 2007

**POST**

: **MANAGER: ECONOMIC ANALYSIS**

**SALARY**

: R289 635 – R335 635 (Appointment will be on the first notch)

**CENTRE**

: BLOEMFONTEIN

**REQUIREMENTS**

: An appropriate three year degree in Economics/Econometrics/Statistics. A post graduate degree in Economics/Econometrics/Statistics will be an added advantage and the candidate must have at least 3 years work experience in this field.

**KEY RESPONSIBILITIES**

: Participate in the construction and maintenance of the provincial socio-economic, demographic, fiscal and infrastructure databases;

Participate in the collection and analysis of social and economic statistics at provincial and municipal levels, and participate in economic research by the Budget Management Directorate, which is of direct relevance to Free State's budgetary and economic policy issues;

Participate in the development and maintenance of the regional Supply and Use table, Social Accounting Matrix (SAM) models and other regional economic models;

Manage the collection of data for the Intergovernmental Fiscal Review by the National Treasury;

Ensure quantitative economic analysis and the analysis and monitoring of key socio-economic variables;

Ensure the compilation of the Budget Statement 1 and advise on the provincial equitable formula;

Compile and update various Provincial Treasury publications and policy documents;

Represent the Free State Province on all relevant meetings and working groups such as GDPR, PGDS, NT's Provincial Equitable share formula forum and any other related forums;

Manage the resources of the Sub-directorate;

**ENQUIRIES**

: Mr IJ Moses  
TELEPHONE: (051) 405-5978

**REFERENCE NUMBER**

: FSPT016/07

**CLOSING DATE**

: 16 March 2007

<b>OFFICE OF THE EXECUTIVE MANAGER: ADMINISTRATION</b>
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**POST**

: **ASSISTANT MANAGER: STRATEGIC PLANNING**

**SALARY**

: R146 685 – 177 198 (Appointment will be on the first notch)

**NOTE**

: Appointment is subject to vetting.

**CENTRE**

: BLOEMFONTEIN

**REQUIREMENTS**

: A Baccalaureus degree or equivalent qualification with Strategic planning and/or business planning subjects as passed subjects. Conceptual thinking. Ability to extract high-level information from sources within the Department.

**RECOMMENDATION**

: Knowledge of programme reviews and the drafting of progress reports. Effective writing/communication skills. Ability to give presentations.

**KEY RESPONSIBILITIES**

: Assist with the facilitation of the strategic planning process and annual performance plans in conjunction with the CFO;

Monitor the attainment of measurable objectives contained in the annual performance plan and the compliance of Directorates with the strategic plan;

Compile the following reports:

- Quarterly non-financial information (performance report)
- Annual report (annual service delivery achievements)
- Quarterly report on the implementation of the Free State Growth and Development Strategy (FSGDS)

Assist with reporting on the implementation of the FSGDS;

Assist with the coordination of the Vote Speech.

**ENQUIRIES**

: Ms N Mkiva  
TELEPHONE: (051) 403-3092

**REFERENCE NUMBER**

: FSPT017/07

**CLOSING DATE**

: 16 March 2007

<b>FISCAL POLICY DIRECTORATE</b>
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<b>POST</b>	<b>: PERSONAL ASSISTANT</b>
<b>SALARY</b>	: R98 916 – R114 843 (Appointment will be on the first notch)
<b>CENTRE</b>	: BLOEMFONTEIN
<b>REQUIREMENTS</b>	: An appropriate three year degree or diploma in Office Management or an appropriate equivalent qualification. Working knowledge of MS Word, Excel, Outlook and Power Point. Ability to handle/deal with confidential matters will be an added advantage.
<b>KEY RESPONSIBILITIES</b>	<p>: Manage engagements of the Senior Manager: Fiscal Policy to improve service delivery;</p> <p>Implement administrative measures to ensure the efficient functioning of the office of the Senior Manager: Fiscal Policy;</p> <p>Assist the Senior Manager: Fiscal Policy with regard to meetings attended by her/him to enable the Senior Manager to effectively execute her/his duties/responsibilities;</p> <p>Ensure the safekeeping of all documentation in the office of the Senior Manager to be in line with the Archive Legislation;</p> <p>Handle travel arrangements for the Senior Manager and assist her/him with her/his personal matters to enable her to attend to her/his duties;</p> <p>Set up and maintain systems in the office of the Senior Manager that will contribute towards improving efficiency in the office;</p> <p>Compile and monitor the budget for the Senior Manager's office to ensure the effective and efficient utilization of funds;</p>

Promote professional behavior and ethics in the office of the Senior Manager to enhance the image of the Public Service;

Accompany the Senior Manager on some major visits to assist with administrative and logistic arrangements;

Serve as an entry point for all internal and external stakeholders who visit or call and manage the diary of the Senior Manager;

Render an office support service to the Senior Manager such as typing, sending /receiving of faxes, making photocopies and preparing presentations to ensure that the office runs smoothly.

Manage engagements of the Senior Manager: Fiscal Policy to improve service delivery;

**ENQUIRIES**

: Mr KIS Lesang  
TELEPHONE: (051) 405-3098

**REFERENCE NUMBER**

: FSPT 018/07

**CLOSING DATE**

: 16 March 2007

<b>ACCOUNTING SERVICES DIRECTORATE</b>
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**POST**

: **SENIOR FINANCIAL ADMINISTRATION OFFICER: ACCOUNTING**

**SALARY**

: R122 841 – R142 617 (Appointment will be on the first notch)

**CENTRE**

: BLOEMFONTEIN

**REQUIREMENTS**

: A B Com Degree or an appropriate equivalent qualification.

**RECOMMENDATION**

: At least 2 years work experience in the Public Sector will serve as an advantage.

**KEY RESPONSIBILITIES**

: Provide training to all Asset and Liability Item users within the Free State Provincial

Government to ensure capacity building to enhance an effective and efficient accounting system.

Compile provincial policies and procedures and ensure the implementation and adherence thereto by all Provincial Departments and the implementation of National Treasury prescripts by Provincial Departments;

Compile monitoring reports to promote accurate and credible accounting information;

Evaluation of asset and liability items and any new financial system to ensure adherence to Provincial and National norms and standards;

Monitor the management of asset and liability items, including bank reconciliations.

**ENQUIRIES**

: Mr M Mofokeng  
TELEPHONE: (051) 405-5241

**REFERENCE NUMBER**

: FSPT 019/07

**CLOSING DATE**

: 16 March 2007

<b>OFFICE OF THE CHIEF EXECUTIVE OFFICER</b>
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**POST**

: **MESSENGER**

**SALARY**

: R40 227 – 44 883 (Appointment will be on the first notch)

**CENTRE**

: BLOEMFONTEIN

**REQUIREMENTS**

: A Grade 10 plus a Code 8 driver's license. Higher qualifications will be an added advantage.

**KEY RESPONSIBILITIES**

: Collect and deliver mail and documents to ensure the effective flow of information;



Keep a register of all collected and delivered documents to ensure effective recording of information;

Make copies of documents to be distributed and distribute the documents to employees as indicated on the Departmental distribution lists;

**ENQUIRIES**

: Ms. C Campher  
TELEPHONE: (051) 405-4443

**REFERENCE NUMBER**

: FSPT020/07

**CLOSING DATE**

: 16 March 2007

**POST**

**: REGISTRY CLERK**

**SALARY**

: R40 227 – 44 883 (Appointment will be on the first notch)

**CENTRE**

: BLOEMFONTEIN

**REQUIREMENTS**

: A Grade 12 certificate.

**KEY RESPONSIBILITIES**

: Ensure record keeping of all documentation received and delivered in the office;

Updating and safekeeping of the filing system.

Sending of facsimiles, photocopying, and general clerical office work;

Ensure that a proper filing system is in place and is fully effective to ensure that files are not misfiled;

Perform any additional tasks that may be reasonably expected from time to time.

**ENQUIRIES**

: Ms. C Campher  
TELEPHONE: (051) 405-4443

**REFERENCE NUMBER**

: FSPT021/07

**CLOSING DATE** : 16 March 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.