

FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 01/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POST: DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

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: 19/01/2007

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

Human Resource Advice, Co-ordination and Management Directorate

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

CLOSING DATE: 16 FEBRUARY 2007

The department intends to promote representivity through the filling of vacancies. Preference will be given to suitable persons who's appointment/promotion/transfer will promote representivity

POST : **CHIEF FINANCIAL OFFICER**
1 post

REMUNERATION : **R591 510.00** per annum (including basic salary of 60% of package), State contribution to GEPP, and flexible portion. The flexible portion can be structured according to the individual's personal needs.

CENTRE/S : Bloemfontein

REFERENCE NO. : PWRT 2007/.....

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- The ideal candidate must be in possession of an appropriate postgraduate tertiary qualification in Accounting or Financial Management with proven managerial experience.
- Extensive knowledge of and experience in Public Service financial management.
- Excellent written and verbal communication skills.
- Driver license (code 8)
- Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract and Financial Disclosure

MANAGEMENT COMPETENCIES:

- This position calls for a creative and innovative strategic thinker who is adaptable to changes in the work environment and often difficult work circumstances.
- Registration as a CA (SA) would be an added advantage
- Sound technical knowledge of GRAP (Generally Recognized Accounting Practices) and GAAP (Generally Accepted Accounting Practices), which will encompass the transition to the "accrual" basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management
- Ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Line Managers
- Sound knowledge of strategic planning processes and associated budgetary processes.

KEY PERFORMANCE AREAS:

1. Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer.
2. Ensuring that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the Strategic Plan.
3. Ensuring that all conditional grants and donor funds are properly managed and financial reports prepared.
4. Provide technical advice to Line Managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the Strategic Objectives of the Department, legislative imperatives and good governance arrangements.

5. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements.
6. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action.
7. Assist the Accounting Officer by applying cost benefit analysis principles assuring value for money.
8. Oversee the budgetary process within the Department, exercise budgetary control and provide at a strategic level early warning arrangements.
9. Develop and facilitate the implementation of the Supply Chain Management System consistent with legislative and other good governance arrangements.
10. Oversee the preparation and submission of the annual financial statements and liaison with the Auditor-General in this regard.
11. Assist with the implementation of the Division of Revenue Act.
12. Liaise with the relevant role-players within the three spheres of government in the financial environment regarding transversal financial and corporate governance matters.

ENQUIRIES : Mr SW Diakos (Director Human Resources management) Tel no: (051) 405 4340

APPLICATIONS TO: Head: Public Works, Roads and Transport
Directorate Human Resources Management
P.O. Box 7551
BLOEMFONTEIN
9300
Or

APPLICATIONS THAT ARE HAND DELIVERED MUST BE BROUGHT TO THE FOYER OF THE MEDFONTEIN BUILDING, WHERE THEY MUST BE PLACED IN THE APPROPRIATELY MARKED CONTAINER AT:

THE SECURITY ENTRANCE
GROUND FLOOR
Medfontein Building
St. Andrews Street
BLOEMFONTEIN

INSTRUCTIONS: **How to apply:**

- ♣ Applications should be submitted on a Z83 form obtainable from any Public Service Department and should be accompanied by updated comprehensive & detailed Curriculum Vitae
Certified copies of qualification certificates, Driver's License and a copy of Identity Document or Passport attached.
Applicants are requested to complete the Z83 form properly and in full, particulars of qualifications and experience (on separate page, if necessary) must be submitted.
Direct your application quoting the relevant reference number & corresponding centre of employment above on the Z83 form.
No faxed or e-mailed applications will be considered and applications received after the closing date indicated below will not be accepted.
- ♣ The department intends to promote representivity through the filling of vacancies. Preference will be given to suitable persons whose appointment/promotion/transfer will promote representivity as well as gender equality.
- ♣ Failure to comply with the above-mentioned instructions will result in the application not being considered and automatically disqualified.

PLEASE NOTE: **Your attention is drawn to the following:**

- Correspondence will be limited to short listed candidates only. Candidates, who are not contacted, within four months for an interview, should assume that they did not meet the shortlist criteria and are hereby thanked for applying.
- Only applications sent by post, or placed in the appropriate container at the security entrance at Medfontein Building will be considered.
- No applications should be handed in at Human Resources staff's offices, this measure is required for control purposes to ensure that no late applications be considered.
