



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 28/2007

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: 02/04/2007

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

INTERNAL AUDIT DIRECTORATE

POST	: SENIOR MANAGER: INTERNAL AUDIT
SALARY	: R502 725 – 541 284 (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 the signing of a performance agreement and vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: A degree/diploma in Auditing or Accounting with Accounting as a major subject. Experience in an internal audit environment as well as management experience.
RECOMMENDATION	: Registration as a CIA (SA) will be an added advantage.
KEY RESPONSIBILITIES	<p>: Provide strategic direction for the Internal Audit Directorate by planning the scope of audit reports and prepare a three year rolling strategic audit plan in consultation with the chairperson of the Audit Committee and Accounting Officer;</p> <p>Compile annual internal audit plans that should be aligned with the overall strategy of the Department;</p> <p>Identify and assess high risk areas, develop risk based internal audit plans to minimize the risks identified and manage special and forensic investigations on request to assist in</p>

identifying undercover fraudulent activities;

Develop a code of ethics for internal auditors, implement a culture of performance management in order to evaluate the performance of internal audit staff and develop audit programmes to ensure quality control within the Directorate;

Manage and control the internal audit budget to ensure that the Directorate adheres to its budgetary allocations and ensure value for money;

Oversee the development and application of financial norms and standards, policies (including audit charter and secure management buy-in), regulations, ordinances and procedures and ensure compliance thereof;

Ensure that internal control systems are in place. Evaluate the adequacy of those systems and recommend systems improvements in order to address deficiencies;

Ensure that the audit reports are submitted to the Accounting Officer, Audit Committee and Auditor General and serve as a member of the Audit Committee.

ENQUIRIES

: Ms NP Mkiva
TELEPHONE: (051) 403-3458

REFERENCE NUMBER

: FSPT022/07

CLOSING DATE

: 16 April 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

PERFORMANCE AND FORENSIC AUDIT SUB-DIRECTORATE

POST	: MANAGER: PERFORMANCE AND FORENSIC AUDIT
SALARY	: R183 084 – 212 550
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: A three-year tertiary qualification in Internal Auditing and/ or a relevant qualification with Accounting as a major subject. Experience in auditing, as well as management experience.
KEY RESPONSIBILITIES	<p>: Review the adequacy, effectiveness and efficiency of internal controls, policies and procedures.</p> <p>Evaluate the extend to which Management have identified inherent risks, as well as the adequacy and cost effectiveness of internal controls which Management has implemented to manage these risks in all significant financial and operational processes of the Department.</p> <p>Assist with the development of a three-year strategic and annual internal audit operational plan and also monitor the implementation of the Integrity Promotion Strategy, incorporating the anti-corruption and fraud prevention plan.</p> <p>Prepare planning memorandum and audit program for auditable activities and develop a training program for junior staff to enhance their performance and to ensure good quality of audit work.</p> <p>Monitor and conduct fraud related and other special investigations (ad hoc) on request of Management and the Audit Committee.</p> <p>Manage the resources of the Performance and Forensic Audit Division to ensure the effective and efficient utilization of resources.</p>

ENQUIRIES : Ms. NP Mkiva
TELEPHONE: (051) 403-3458

APPLICATIONS : Attention: Mrs. GMC Gildenhuys
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Private Bag X 20537
Bloemfontein
9300
Tel No: 051-405 4274

REFERENCE NUMBER : FSPT023/07

CLOSING DATE : 16 April 2007

REGULATORY AUDIT SUB-DIRECTORATE

POST : **MANAGER: REGULATORY AUDIT**

SALARY : R183 084 – 212 550

CENTRE : BLOEMFONTEIN

REQUIREMENTS : A three-year tertiary qualification in Internal Auditing and/ a relevant qualification with Accounting as a major subject. Experience in auditing and management.

KEY RESPONSIBILITIES: Review and report on the adequacy and effectiveness of implemented policies and procedures aimed at ensuring compliance with applicable ordinances, rules and regulations.

Review audit work performed by junior staff and ensure that audit working papers and files are in line with the International Standards for the Professional Practice of Internal Auditing before forwarding the audit working papers to the Senior Manager for final review.

Manage the resources of the Regulatory Audit Sub-directorate to enhance performance and ensure good quality of audit work.

Draft audit reports, including practical cost effective recommendations for review and final approval by the Senior Manager.

Perform follow-up audits to establish the adequacy of management interventions in implementing remedial measures.

Develop audit programmes for approval by the Senior Manager: Internal Audit

Test the adequacy and effectiveness of controls to minimize risks identified and ensure that audit recommendations are being implemented.

Maintain audit files in accordance with applicable legislation, standards and guidelines.

Continuously seek ways to improve the operations of the Sub-directorate as well as managing and overseeing the internal audit process of the Sub-directorate.

Supervise the Assistant Managers and ensure that training is conducted to enhance their performance as well as the compilation of Performance and Development Plans.

Provide progress reports/briefings to the Senior Manager: Internal Audit about progress on all assignments and general developments within the area of responsibility.

ENQUIRIES

: Ms NP Mkiva
TELEPHONE: (051) 403-3458

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 : FSPT024/07

CLOSING DATE : 16 April 2007

POST : **ASSISTANT MANAGER: REGULATORY
AUDIT**

SALARY : R146 685 – 170 295

CENTRE : BLOEMFONTEIN

REQUIREMENTS : A three-year tertiary qualification in Internal Auditing plus practical experience in an internal audit environment.

KEY RESPONSIBILITIES : Execute planned adequacy and effectiveness audit assignments in accordance with the approved audit methodology and in line with International Standards for the Professional Practice of Internal Auditing.

Draft audit queries for discussion with the Manager: Regulatory Audit before discussing the queries with the client.

Ensure that all review queries from the Manager: Regulatory Audit is timeously cleared.

Draft cost effective audit recommendations aimed at addressing audit concerns for discussions with the Manager: Regulatory Audit before forwarding them to the Senior Manager for review and finalization.

Ensure the completeness of audit working paper files before forwarding them to the Manager: Regulatory Audit for review.

Prepare clear and concise audit working papers for review by the Manager: Regulatory Audit.

Provide progress reports/briefings to the Manager: Regulatory Audit about progress on

all assignments and general developments within the area of responsibility.

ENQUIRIES

: Ms. NP Mkiva
TELEPHONE: (051) 403-3458

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

: FSPT025/07

CLOSING DATE

: 16 April 2007

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.

FREE STATE PROVINCIAL GOVERNMENT

PROVINCIAL TREASURY

CORPORATE SERVICES DIRECTORATE

POST	: NETWORK CONTROLLER (2 POSTS)
SALARY	: R93 916 – R114 843 (Appointment will be on the first notch)
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: An appropriate three year degree or diploma in Information Technology.
KEY RESPONSIBILITIES	<p>: Maintain and install information technology systems, new hardware and software and carry out program tasks;</p> <p>Conduct research to improve computer based information technology systems;</p> <p>Set up computer networks and operating systems, monitor access to computers and computer systems and maintain access security to information technology systems;</p> <p>Provide training to employees and managers on new software and programmes to enhance their performance;</p> <p>Install anti-virus software on all computers to maintain data security and network stability;</p> <p>Provide inputs regarding the compilation of the budget and ensure adherence to the budget allocations to ensure that funds are used for what is budgeted for;</p>

Liaise with the hardware and software suppliers to procure equipment.

ENQUIRIES

: Mr. BMN Leshupi
TELEPHONE: (051) 405-4364

REFERENCE NUMBER

: FSPT026/07

CLOSING DATE

: 16 April 2007

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