




## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 30/2007**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POST: DEPARTMENT OF THE 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: 04/04/2007**

Department of the Premier    Departement van die Premier    Lefapha La Tonakgolo

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

## INTERNAL CONTROL AND RISK MANAGEMENT DIRECTORATE

**POST:** DEPUTY MANAGER: BUDGETING AND BOOKKEEPING

**SALARY:** Level 11– An all inclusive package of R289 635 per annum

**CENTRE:** Bloemfontein

**REQUIREMENTS:**

- A recognized Degree in Financial Accounting/Management Accounting.
- Experience in the development of policies/Implementation Strategies
- Practical experience in a financial environment.
- Experience in the management of resources.
- Knowledge of the relevant legislation applicable to financial management.
- Computer literacy, good interpersonal relations, communication, writing, analytical and management skills will be a necessity.

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

- Compile the budget, evaluate and obtain agreement on the requested and approved budget
- Monitor, evaluate and compile of in-year reports and budget report on a monthly basis.
- Compile financial reports on a monthly and quarterly basis for programme monitoring in terms of financial projections, actual progress and deviations.
- Provide advice to management on statistical analysis of trends in budget, expenditure, shifting of funds and virement.
- Prepare presentations and reports for meetings.
- Overall management of staff and other resources.

**REFERENCE:** DM: BB

**ENQUIRIES:** Mr. M J Ndhove  
Tel: (051) 405 4061

**APPLICATIONS:** Ms. P. Norval  
Department of the Premier  
Human Resource Advice, Co-ordination and Management Directorate  
P O Box 517  
BLOEMFONTEIN  
9300

or

Room 22, Lebohang Building,  
Bloemfontein

*The Free State Provincial Government is an equal opportunity, affirmative action employer and it is committed to the achievement and maintenance of diversity and equity employment.*

**CLOSING DATE:** 20 April 2007

# 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.