



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 34/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: 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:..... 09/05/2007

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

Human Resource Advice, Co-ordination and Management Directorate

FREE STATE PROVINCE



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.

INTERNAL CONTROL AND RISK MANAGEMENT DIRECTORATE

POST: ASSISTANT MANAGER: SALARIES AND DEBTS

SALARY: Level 9 - R146 685 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENT:

- An appropriate National Diploma or Degree preferable in Accounting or Finance and/or practical experience in a financial environment.
- Experience in the development of policies/implementation strategies.
- Knowledge of relevant legislation applicable to financial management.

RECOMMENDATION:

- Good computer skills
- Knowledge on issues pertaining to financial management in the South African environment

KEY RESPONSIBILITIES:

- Manage the implementation of salary to ensure the accurate payment thereof in the Department of the Premier.
- The management of ledgers, balancing and reconciliation of BAS and PERSAL.
- The clearing of suspense files, collection of debts owed and writing off of bad debt in the Department.
- Management of income tax for the Department to ensure compliance with National Revenue legislation.
- Overall management of the section, including the management of resources and management of performance and development of staff

REFERENCE NO: AM S&D

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

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

or

Hand delivers to:
Brian Modise
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: 25 May 2007

POST: STATE ACCOUNTANT: TAX

SALARY: Level 7 - A basic salary of R98 916 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENT:

- Bachelors Degree or National Diploma in Finance or Management Accounting and/or relevant experience in a financial environment.
- Knowledge of BAS, LOGIS and PERSAL.

KEY RESPONSIBILITIES:

- Compile monthly and annual tax reconciliations.
- Ensure monthly payments are made to the South African Revenue Services.
- Handle all tax assets and liability accounts on a daily basis.
- Approve and authorize all tax related transactions on both PERSAL and BAS.
- Ensure departmental compliance with tax legislation.
- Supervise subordinates in section.
- Ensure that annual tax certificate printing is done.
- Management of all tax enquiries.

REFERENCE NO: TAX

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

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CLOSING DATE: 25 May 2007

POST: **HEAD: ACQUISITION**

SALARY: Level 7 - A basic salary of R98 916 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENT:

- Bachelors Degree or National Diploma in Finance or Management Accounting and/or relevant experience in a financial environment.
- Knowledge of Financial Systems.
- Knowledge of relevant legislation applicable to financial management.

KEY RESPONSIBILITIES:

- Maintain and develop a preferential database to register all preferential companies in accordance to the Preferential Procurement Policy Framework Act.
- Develop, maintain and implement policies/procedures regarding acquisition management for the Department of the Premier to ensure effective and efficient procurement practices.
- Provide a helpdesk service to potential tenders to assist potential tenders and to address complaints.
- Assist with the administering of the bid committee to ensure the correct procurement of goods and services as needed by the Department, for example:
 - Invitation of tenders;
 - Apply bid evaluation criteria;
 - Clear tenderers for the bid committee, etc.
- Provide secretarial services to the Bid Committee to record decisions taken in the Bid Committee.
- Supervise resources of the component to enhance the productivity of the component.

REFERENCE NO: H: ACQ

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CLOSING DATE: 25 May 2007

POST: STATE ACCOUNTANT: BUDGETING AND BOOKKEEPING

SALARY: Level 7 - A basic salary of R98 916 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENT:

- Bachelors Degree or National Diploma in Finance or Management Accounting and/or relevant experience in a financial environment.
- Knowledge of BAS, LOGIS and PERSAL.

KEY RESPONSIBILITIES:

- Responsible for the compilation of budget inputs for the Directorate.
- Responsible for capturing the budget on the Basic Accounting System in terms of the various allocations on an annual basis.
- Responsible for the monthly compilation of the Compliance Certificate Checklist, sent to Treasury.
- Check new requests for funds availability and executes the shifting of funds.
- Compile monthly fund requisitions and monitor the availability of funds for expenditure.
- Corrects wrong expenditure allocations using Journal entries.
- Requests expenditure reports from BAS on a daily basis.
- Assists the Senior State Accountant to compile the In Year Monitoring Report on a monthly basis.
- The management of human and other resources of the unit to ensure optimum functioning.

REFERENCE NO: SA BB

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

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