

FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 03/2007

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:.....24/01/2007.....

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

NORMS AND STANDARDS (MFMA) DIRECTORATE

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| POST | : ASSISTANT MANAGER (8 POSTS) |
| SALARY | : R146 685 – R170 295 |
| CENTRE | : BLOEMFONTEIN |
| REQUIREMENTS | : An appropriate three year degree or diploma in Economics, Accounting, Municipal or Public Finance, Law, Public Management or Public Administration. |
| KEY RESPONSIBILITIES | <p>: Monitor and analyze monthly expenditure of all municipalities and promote accurate and quality financial reporting;</p> <p>Implement new financial reforms to promote sound municipal annual adjustment budgets, financial statements and monthly, quarterly, bi-annually and annual financial reports;</p> <p>Develop and ensure that payment schedules are published and monitor outcomes against the payments schedule;</p> <p>Evaluate monthly, quarterly, bi-annual and annual financial outcomes & reports to National Treasury on municipal finances;</p> <p>Monitor municipal infrastructure;</p> |

Assist municipalities to comply with the Division of Revenue Act (DORA);

Assist municipalities in developing financial policies and the implementation thereof;

Monitor and analyze the municipal budget process;

Monitor compliance of Municipalities with the Municipal Finance Act (MFMA);

Monitor and ensure that supply chain management prescripts are implemented at all municipalities;

Monitor and ensure effective financial management at all municipalities by assessing financial reports and give corrective guidance to municipalities;

ENQUIRIES

: Mr. SW Bhembe
TELEPHONE: (051) 405-4186

REFERENCE NUMBER

: FSPT 01/07

CLOSING DATE

: 16 February 2007

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| FINANCIAL MANAGEMENT DIRECTORATE |
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| POST | : MANAGER: FINANCIAL ADMINISTRATION |
| SALARY | : R289 635 – 335 730 |
| CENTRE | : BLOEMFONTEIN |
| REQUIREMENTS | : A Bachelors degree/diploma in Finance or Accounting or an equivalent qualification. Experience in financial management. Working experience in BAS and PERSAL. Computer Literate. |
| KEY RESPONSIBILITIES | : Record general ledger and vote transactions as well as reconciliations on BAS, journals authorization, sundry payments on BAS and Persal transactions in the absence of the salary controller; Co-ordinate and collate all inputs and reconciliations necessary to support the Senior Manager: Financial Management with monthly financial reports and annual financial statements; Manage the debt system; Responsible for the administrative functions of the Salary and Deduction Division. Controller of the Basic Accounting System of the Department; Liaise with internal and external auditors; Monitor and implement internal controls, procedures and methods to ensure proper financial transactions on BAS and Persal in respect of the Department; Manage the weekly and monthly clearance of asset and liability accounts on BAS and the monthly and annual closing before the due dates set by National Treasury; |

Complete and submit monthly compliance certificates to the Senior Manager: Financial Management;

Manage the Human Resources within the Sub-directorate.

ENQUIRIES

: Mr. J van Vuuren
TELEPHONE: (051) 405-4042

REFERENCE NUMBER

: FSPT 02/06

CLOSING DATE

: 16 February 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.

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 certificate 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.