



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 62/2007

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: 17/07/2007

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.

FINANCIAL AND SUPPLY CHAIN MANAGEMENT DIRECTORATE

POST: LOGISTICS AND STORES SPECIALIST

SALARY: Level 8– A basic salary of R132 054 per annum

CENTRE: Bloemfontein

REQUIREMENTS:

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

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

- Execute reconciliation to ensure that the purchasing transactions on BAS and LOGIS Systems balance.
- Serves as the LOGIS System Controller in the Department, by linking up with Treasury to address systems problems, training and functions.
- Ensure that officials have the appropriate level of access to the LOGIS System eg., capturing, approval or authorization.
- Verify the correctness of transactions captured on the LOGIS System.
- Ensure that stock levels are optimum and replenished for the department.
- The management of human and other resources of the unit to ensure optimum functioning

REFERENCE: LSS

ENQUIRIES: Mr. I. Tlhasedi
Tel: (051) 405 5691

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

Or

Hand deliver 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: 30 July 2007