



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 81/2007**

**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:** 20/08/2007

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

### ASSET MANAGEMENT DIRECTORATE

<b>POST</b>	<b>: CHIEF FINANCIAL ADMINISTRATION OFFICER: INFRASTRUCTURE MANAGMENT</b>
<b>SALARY</b>	: R157 686 – R183 066 (Appointment will be on the first notch)
<b>CENTRE</b>	: BLOEMFONTEIN
<b>REQUIREMENTS</b>	: A tertiary qualification relevant to the building environment i.e Quantity Surveying/ Construction Management/ Building Science/ Architecture or Engineering.
<b>NOTE</b>	: Appointment is subject to vetting.
<b>KEY RESPONSIBILITIES</b>	<p>: Assist with the development of infrastructure strategies and ensure implementation and adherence thereof to guide all Provincial Departments and Municipalities in the Free State;</p> <p>Contribute to the development of infrastructure policies and ensure adherence thereto;</p> <p>Assist Provincial Departments and Municipalities with the implementation of the Management Toolkit to improve on infrastructure delivery;</p> <p>Keep record of planned, selected and implemented infrastructure projects to ensure effective and efficient ranking and prioritization of infrastructure projects;</p> <p>Conduct training sessions/workshops for Provincial Departments and Municipalities to build capacity with regard to infrastructure delivery;</p> <p>Evaluate Provincial Departments' infrastructure plans, roll over requests and compile</p>

preliminary reports to ensure that the Provincial infrastructure plans are in line with the Division of Revenue Act, Free State Development Plans and Provincial priorities and strategies;

Monitor progress of Provincial Departments' infrastructure expenditure to ensure adherence to the allocation of funds.

**ENQUIRIES**

: Mr. AK Moeti  
TELEPHONE: (051) 405-4345

**REFERENCE NUMBER**

: FSPT032/07

**CLOSING DATE**

: 10 September 2007

<b>ORGANISATIONAL EFFICIENCY SERVICES SUB-DIRECTORATE</b>
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**POST**

**: RECORDS MANAGER**

**SALARY**

: R132 054 – R153 312 (Appointment will be on the first notch)

**CENTRE**

: BLOEMFONTEIN

**REQUIREMENTS**

: An appropriate diploma/degree in Public Management or equivalent qualification.

**RECOMMENDATION**

: Experience and knowledge of the National Archives and Record Services Act and the Public Service Regulations. Good interpersonal, communication, computer and presentation skills.

**NOTE**

: Appointment is subject to vetting.

**KEY RESPONSIBILITIES**

: Develop and implement a records management policy for the Department;

Develop, implement and monitor a well structured records classification and record keeping system (i.e. paper based records, micrographic records, electronic records, etc.) to ensure easy retrieval, management and safekeeping of records;

Develop and oversee a systematic disposal programme in the Department to ensure that

records are disposed in line with the relevant prescripts;

Act as head of the Central Registry in the Department;

Monitor and evaluate compliance with sound records management practices;

Manage the resources of the Division;

**ENQUIRIES**

: Mr. TI Siyaya  
TELEPHONE: (051) 405-5988

**REFERENCE NUMBER**

: FSPT033/07

**CLOSING DATE**

: 10 September 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 these posts 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.