



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 89/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF 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: 2007/09/18

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

PUBLIC FINANCE DIRECTORATE

POST : **MANAGER: PUBLIC FINANCE MONITORING**

SALARY : R369 000 – R427 836 (Appointment will be on the first notch)

CENTRE : BLOEMFONTEIN

REQUIREMENTS : An appropriate three year Degree/Diploma in Accounting/ Public Finance/ Economics. Experience in budgeting and financial management in a Public Sector environment.

RECOMMENDATION : Knowledge of Treasury Regulations, PFMA, DORA and BAS. Valid driver's license. A SPEEX test as approved by the Department of Labour will have to be written before hand.

KEY RESPONSIBILITIES : Ensure accurate reporting on the progress made with regard to the implementation of Departmental strategic plans, the Free State Growth and Development Strategy and Projects;

Ensure the correctness of monthly expenditure trends and variances reports per cluster and prepare a consolidated report;

Verify the correctness of assessments and reports on the alignment of actual expenditure trends with non-financial data (outputs) per cluster;

Prepare and submit a report on the assessment of non-financial data (performance);

Ensure compliance with regard to conditions of conditional grants is monitored on a quarterly basis;

Prepare and present reports on the state of Departments' budgets;

Provide technical assistance and training on budget implementation and reporting, strategic plans, annual performance plans and intergovernmental fiscal reviews;

Verify the correctness of analysis and comments on the linkage between audited annual statements and tabled annual performance plans;

Oversee the consolidation and verification of Departments' inputs on the progress made with regard to the implementation of annual strategic plans;

Consolidate, review and submit intergovernmental fiscal review inputs to National Treasury;

Ensure the correctness of the data contained in quarterly reports submitted by Departments and Public Entities;

Assist with the evaluation, monitoring and reporting on expenditure trends of all Public Entities and assess the progress made with regard to the implementation of their strategic plans.

ENQUIRIES

: Ms. JC Lennox
TELEPHONE: (051) 405-4747

REFERENCE NUMBER
CLOSING DATE

: FSPT 033/07
: 12 October 2007

INTERNAL AUDIT DIRECTORATE

POST : **ASSISTANT MANAGER: INTERNAL AUDIT**

SALARY : R 157 686 – 183 067

CENTRE : BLOEMFONTEIN

REQUIREMENTS : A three-year tertiary qualification in Auditing/Accounting plus practical experience in an internal audit environment.

KEY RESPONSIBILITIES

Execute planned audit assignments in accordance with the approved audit methodology and in line with International Standards for the Professional Practice of Internal Auditing.

Draft audit queries for discussion with the Audit manager before submission to the client.

Draft cost effective audit recommendations aimed at addressing audit concerns for discussions with the audit manager and authorization by the Senior Manager.

Prepare clear and concise audit working papers for review by the Audit Manager

Ensure that all review queries from the Audit manager are timeously cleared

Prepare a draft audit report for discussion with the Audit Manager and authorization by the Senior Manager: Internal Audit.

Provide progress reports/briefings to the Manager about progress on all assignments and general developments within the area of responsibility.

REFERENCE NUMBER : FSPT034/07

CLOSING DATE : 12 October 2007

ENQUIRIES : Mr. MM Segalo
TELEPHONE: (051) 405-3562

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 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 applications were unsuccessful.