




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 08/2007

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:.....12/02/2007.....

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

CORPORATE SERVICES DIRECTORATE

POST	: ASSISTANT MANAGER: SPECIAL PROGRAMMES (Appointment will be on the first notch)
SALARY	: R146 685 – 170 295
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: A degree/diploma in Social Sciences plus experience in a supervisory capacity.
KEY RESPONSIBILITIES	: Develop and facilitate the implementation of departmental policies and operational plans relating to youth, gender, disability and HIV/AIDS to ensure that Departmental objectives relating to Special Programs are in line with national and provincial policies and the Free State Growth and Development plan; Co-ordinate and integrate all matters related to youth, gender disability and HIV/AIDS and issues of transformation in the Department; Initiate activities related to youth, gender, disability and HIV/AIDS in the Department; Create awareness on special programmes; Monitor training of personnel to ensure that training is provided to designated employees; Compile an annual report on all special programmes activities to reflect on

achievements and obstacles and to address obstacles and challenges;

Ensure that all matters related to transformation are communicated and liaise with stakeholders internally and externally on issues of transformation;

Assist line functionaries in the Department with the implementation of youth, gender, disability and HIV/AIDS policies;

ENQUIRIES

: Ms. GMC Gildenhuys
TELEPHONE: (051) 405-4273

REFERENCE NUMBER

: FSPT003/07

CLOSING DATE

: 12 March 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

POST

: **ASSISTANT MANAGER:
COMMUNICATION (Appointment will
be on the first notch)**

SALARY

: R146 685 – 170 295

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: A degree/diploma in Corporate Communication or Communication.

KEY RESPONSIBILITIES

: Conduct research on communication topics and compile of speeches;

Co-ordinate the publication of all the Departmental publications in order to

ensure effective communication to the Department's stakeholders;

Compile press releases and other media related documents;

Monitor the media to determine communication trends of the media;

Co-ordinate and manage Departmental events in order to promote the image of the Department;

Represent the Department and render administrative support services at major external events such as Exco Meets the People Campaigns and National and Provincial Imbizos;

Ensure the production and maintenance of all branding materials of the Department to promote and maintain a good image of the Department at all events;

Conduct research to ensure the efficiency of internal and external communication.

ENQUIRIES

: Ms. J Kasumba
TELEPHONE: (051) 405-4229

REFERENCE NUMBER

: FSPT004/07

CLOSING DATE

: 12 March 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

POST	: WORKSTUDY OFFICER: ORGANISATIONAL EFFICIENCY SERVICES (Appointment will be on the first notch)
SALARY	: R98 916 – 114 843
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: An appropriate tertiary qualification in Human Resources Management/ Public Management or Organizational Development.
KEY RESPONSIBILITIES	<p>: Supervise subordinates;</p> <p>Advise Senior Management Services members and officials of the Provincial Treasury on strategic interventions on the departmental structure, staff establishment, systems and processes to improve organizational efficiency;</p> <p>Assist with the implementation of recommended solutions regarding the organizational structure, systems and processes to improve organizational efficiency;</p> <p>Conduct workstudy investigations and give advice on the organizational structure;</p> <p>Conduct job evaluation for existing and newly created posts;</p> <p>Monitor the implementation of the Performance Development and Management System;</p> <p>Provide training on the Performance Development and Management System;</p> <p>Develop and maintain job descriptions for the Department.</p>
ENQUIRIES	: Mr TI Siyaya TELEPHONE: (051) 405-5988

REFERENCE NUMBER : FSPT005/07

CLOSING DATE : 12 March 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

POST : **HUMAN RESOURCES CLERK**
(Appointment will be on the first notch)

SALARY : R64 143 – 74 472

NOTE : Appointment is subject to vetting.

CENTRE : BLOEMFONTEIN

REQUIREMENTS : A Grade 12 Certificate.

RECOMMENDATION : Appropriate human resources experience.

KEY RESPONSIBILITIES : Capturing of career incidents of employees
on Persal and on the Personnel files of
employees;

Responding to general human resources
enquiries;

Administration of departmental bursaries;

Administer the appointment of new
employees as well as promotions and
transfers of employees.

ENQUIRIES : Ms M Tlale
TELEPHONE: (051) 405-5323

REFERENCE NUMBER : FSPT006/07

CLOSING DATE : 12 March 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

POST

: **SENIOR ADMINISTRATION CLERK:
HUMAN RESOURCES (Appointment will
be on the first notch)**

SALARY

: R46 200 – 53 640

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: A Grade 12 Certificate.

KEY RESPONSIBILITIES

: Handle all incoming and outgoing correspondence of the Personnel Practitioner Section;

Maintenance of an effective record keeping system relating to the recruitment and selection of candidates, as well as other correspondence dealt with by the Personnel Practitioners of the Human Resources Division;

Execute the functions of a Chief User Clerk to ensure that the provisioning needs of the Human Resources Division are met;

Render an office support service in the Human Resources Division, which includes the typing of documents, sending faxes, filing, traveling arrangements and making copies to ensure that the office runs smoothly;

Handle recruitment applications and ensure that screening lists are typed to enable the

Personnel Practitioners to arrange the short-listing and selection of candidates.

ENQUIRIES

: Ms M Claassen
TELEPHONE: (051) 405-4919

REFERENCE NUMBER

: FSPT007/07

CLOSING DATE

: 12 March 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

POST

: **Expenditure Analyst: Public Finance
(Appointment will be on the first notch)**

SALARY

: R146 685 – 170 295

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: An appropriate tertiary qualification in Accounting/ Public Finance/ Economics. Budgeting and financial management experience as well as experience in a Public Sector environment.

RECOMMENDATION

: Knowledge of the Treasury Regulations, the Public Finance Management Act (PFMA) and the Division of Revenue (DORA) will be an added advantage.

KEY RESPONSIBILITIES

: Monitor and report on the progress made with regard to the implementation of the Strategic Plan and the Free State Growth and Development Strategy and projects;

Analyze, interpret and report on the monthly expenditure trends and variances;

Assess and report on the alignment of actual expenditure trends with non-financial data;

Monitor and report on a quarterly basis on Departmental compliance with regard to conditions of the conditional grants;

Present and prepare quarterly budget outcomes on the state of the departments' budget;

Provide technical assistance and training on budget implementation and reporting;

Analyze, review and report on the linkage between audited annual statements and tabled annual performance plans.

ENQUIRIES

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

REFERENCE NUMBER

: FSPT008/07

CLOSING DATE

: 12 March 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

POST

**: TRAINING ADVISOR:CO-ORDINATION
AND SUPPORT (Appointment will be on
the first notch)**

SALARY

: R98 916 – 114 843

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: An appropriate degree/diploma.

KEY RESPONSIBILITIES

: Co-ordinate and manage internships and learnerships;

Administer training and development attendance fees for the Department;

Establish and maintain databases for training fees, learnerships, skills programs, training service providers and attendance register;

Monitor and evaluate training programmes;

Co-ordinate all training and development logistics in the Department.

Draft submissions relating to training and development of employees.

ENQUIRIES

: Ms ME Sithole
TELEPHONE: (051) 409-8635

REFERENCE NUMBER

: FSPT009/07

CLOSING DATE

: 12 March 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

POST

: **TRAINING ADVISOR: TRAINING (2 POSTS) (Appointment will be on the first notch)**

SALARY

: R98 916 – 114 843

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: An appropriate degree/diploma.

KEY RESPONSIBILITIES

: Develop training material and ensure the quality thereof as is required by SAQA;

Develop and implement the departmental workplace skills plan;

Compile and submit skills development reports to the Department of Labour, PSETA and FASSET;

Control the execution of transversal training and development in the Department

ENQUIRIES

: Ms ME Sithole
TELEPHONE: (051) 409-8635

REFERENCE NUMBER

: FSPT010/07

CLOSING DATE

: 12 March 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

FINANCIAL MANAGEMENT DIRECTORATE

POST

: **SENIOR FINANCIAL ADMINISTRATION OFFICER: LOSS CONTROL (Appointment will be on the first notch)**

SALARY

: R98 916 – 114 843

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: Grade 12 Certificate and knowledge on BAS, PERSAL and LOGIS.

KEY RESPONSIBILITIES

: Ensure that all the financial prescripts are fully adhered to in respect of batches submitted for checking;

Update loss control procedure manuals and circulars;

Evaluation and management of irregular, unauthorized and fruitless and wasteful expenditure accounts of the Provincial Treasury;

Checking of reconciliations for weekly cash flow meetings;

Ensure proper control over batches and submit the document control report before the 20th of each month;

Ensure proper control over batches submitted for checking and authorization;

Compile submissions for the disposal of batches and ensure the timeous disposal thereof after approval has been granted;

Ensure that deliveries are made by Office Assistant on request;

Ensure proper control over the photocopy machine of the Sub-directorate and make sure that the machine is in working order at all times;

Ensure proper control over the franking machine and the availability of funds in this regard;

Reconcile the photocopy machine expenditure and ensure that all invoices are received and paid on a monthly basis;

Handle inquiries on outstanding payments in respect of photocopy machine accounts;

	Handle all loss control matters.
ENQUIRIES	: Ms. FP Marais TELEPHONE: (051) 405-5462
REFERENCE NUMBER	: FSPT011/07
CLOSING DATE	: 12 March 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
POST	: FINANCIAL CONTROLLER: FINANCE AND BUDGET CONTROL (Appointment will be on the first notch)
SALARY	: R98 916 – 114 843
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: Grade 12 Certificate with accounting as a passed subject. Knowledge of BAS, Persal, and Logis.
RECOMMENDATION	: Experience within a budget environment.
KEY RESPONSIBILITIES	: Checking of Log 1/ Logis payments; Checking of all FMS and BAS batches in respect of programme 4 within the Provincial Treasury; Keep record of all batches returned to the Payment Section and inquiries from other sections; Ensure that the prescribed financial procedures and methods are applied;

Update procedures manuals;

Ensure the distribution of Financial and Personal delegations;

Responsible for the allocation of the budget on Bas;

Compile monthly fund requisitions;

Obtain cash flow projections at the beginning of a financial year in respect of programme 4;

Maintain a register of cash flow projections and report on any discrepancies in respect of programme 4.

ENQUIRIES

: Ms. FP Marais
TELEPHONE: (051) 405-5462

REFERENCE NUMBER

: FSPT012/07

CLOSING DATE

: 12 March 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

ASSET MANAGEMENT DIRECTORATE

POST

: **MANAGER: PROCUREMENT POLICY**
(Appointment will be on the first notch)

SALARY

: R286 203 – 332 298

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: A Bachelors degree plus extensive experience in procurement management/administration. Knowledge of budget control.

KEY RESPONSIBILITIES

: Monitor departmental procurement systems

Manage Procurement Policy formulation processes;

Manage the formulation of frameworks and conditions included in all FSPG procurement contracts;

Manage the co-ordination of training needs for supply chain management in line Departments;

Manage the database of prospective suppliers to ensure the proper implementation, maintenance and utilization of the database;

Manage the resources within the Sub-directorate.

ENQUIRIES

: Mr MB Motsie
TELEPHONE: (051) 405-5750

REFERENCE NUMBER

: FSPT013/07

CLOSING DATE

: 12 March 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

POST	: PROJECT ADVISOR: PUBLIC PRIVATE PARTNERSHIP (Appointment will be on the first notch)
SALARY	: R183 084 – 212 550
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: An appropriate Legal qualification.
RECOMMENDATION	: Strong administrative and communication skills.
KEY RESPONSIBILITIES	<p>: Project appraisal and technical assistance on PPPs in the province;</p> <p>Facilitate and enforce compliance with Treasury Regulation 16 as a Regulator;</p> <p>Develop understanding of PPP processes in the province;</p> <p>Provide technical assistance to municipalities engaged in PPPs in terms of the MFMA;</p> <p>Provide contract management and monitoring support to closed PPP projects.</p>
ENQUIRIES	<p>: Mr. AK Moeti</p> <p>: TELEPHONE: (051) 405-4345</p>
REFERENCE NUMBER	: FSPT014/07
CLOSING DATE	: 12 March 2007
APPLICATIONS	<p>: Attention: Mrs. GMC Gildenhuys Free State Provincial Treasury Provincial Government Building Room 431 Private Bag X 20537 Bloemfontein 9300 Tel No: 051-405 4274</p>

INTERNS (10)

SALARY: To be determined according to the NQF level of the qualification as stipulated by the Department of Public Service and Administration (DPSA)

The Free State Provincial Treasury presents exciting opportunities for Interns through the Department's Experiential Training and Internship Programme.

Requirements: Unemployed graduates with a three /four year Degree/Diploma. Applicants must be between 18 and 35 years of age, historically disadvantaged and a South African citizen.

Preference will be given to applicants who are computer literate, have good communication skills, and show a willingness to work and learn.

You may apply for any of the internships offered by a number of Directorates and functional units within the Department if you have any of the following qualifications:

- Diploma/ Degree in Human Resources Management
- B Com Degree or Diploma in Finance
- Diploma or Degree in Public Administration or Public Finance
- Diploma or Degree in Communication/Journalism/Public Relations
- Diploma or Degree in Accounting/Municipal Finance/Economics
- Diploma or Degree in Supply Chain Management or Procurement
- Diploma or Degree in Internal Audit

Duties: Participants will undergo a 12-month on-the-job development training programme within the public sector that will be relevant to their qualifications to equip them to enter the formal job market.

Enquires: Mrs MG Tshitlho (051) 405 5483

Applications should be mailed to the following address:

Chief Executive Officer
Free State Provincial Treasury
P/Bag X20537
Bloemfontein
9300

Attention: Ms GMC Gildenhuys, Room 431
Provincial Government Building

Closing date: 28 February 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.

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.