



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 91/2007

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:.....2007/10/03.....

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	: NETWORK CONTROLLER (LAN/WAN)
SALARY	: R106 335 – R123 456 (Appointment will be on the first notch)
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: An appropriate three year tertiary IT Degree or Diploma. MCSE and N+ will be an advantage.
KEY RESPONSIBILITIES	<p>: Maintenance, support, monitoring and configuration of the Departmental Local Area Network;</p> <p>Plan, co-ordinate and supervise the installation and upgrading of all networking infrastructure and devices to ensure compliance to specifications and technical standards;</p> <p>Monitoring of the Departmental LAN in order to identify problems and threats and to measure LAN efficiency so that necessary steps can be taken or improvements be made;</p> <p>Development and maintenance of LAN diagrams, documentation, standards, specifications and procedure manuals to ensure sound management and administration of the LAN;</p> <p>Research and test new technologies, new developments and best practices in the ICT networking environment;</p>

Liaise with SITA, LAN Contractors/Service Providers and other stakeholders regarding Departmental LAN and WAN matters.

ENQUIRIES

: Mr. Nico Leshupi
TELEPHONE: (051) 405-4364

REFERENCE NUMBER

: FSPT 036/07

CLOSING DATE

: 19 October 2007

ASSET AND LIABILITY MANAGEMENT CHIEF DIRECTORATE

POST

: **PROCUREMENT SPECIALIST:
PROCUREMENT CAPACITY BUILDING**

SALARY

: R157 686 – R183 066 (Appointment will be on the first notch)

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: A three year tertiary qualification in Economics, Accounting or Administration plus a minimum of 3 years experience and knowledge in a supply chain management environment.

KEY RESPONSIBILITIES

: Consolidate supply chain management training needs as identified;

Verify that training institutions are accredited;

Access training material and evaluate presenters to ensure value for money;

Support Provincial Departments and Public Entities with the implementation of supply chain management systems;

Monitor compliance of Departments and Public Entities in relation to supply chain management systems;

Co-ordinate supply chain management forums and facilitate information sharing amongst Departments and Public Entities;

ENQUIRIES

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

REFERENCE NUMBER

: FSPT 037/07

CLOSING DATE

: 19 October 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

SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS DIRECTORATE

POST

**: SENIOR FINANCIAL ADMINISTRATION
OFFICER: LOGIS TRAINING**

SALARY

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

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: Grade 12 certificate and the successful completion of LOGIS 1 and 2 courses along with experience in a LOGIS environment or a National Diploma in Inventory and Stores Management or equivalent qualification.

KEY RESPONSIBILITIES

: Manage the administrative functions regarding LOGIS training;

Provide training for all officials working on LOGIS;

Evaluate and monitor training results by analyzing training and evaluation forms in order to improve training;

Communicate statistics regarding training to various components;

Provide support to Logis users.

ENQUIRIES : Ms. Annette Swart
TELEPHONE: (051) 405-5944

REFERENCE NUMBER : FSPT 038/07

CLOSING DATE : 19 October 2007

POST : **ADMINISTRATIVE OFFICER: LOGIS**

SALARY : R85 362 – R99 108 (Appointment will be on the first notch)

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Grade 12 certificate and experience in a LOGIS environment.

KEY RESPONSIBILITIES : Act as chief user clerk for the Logistics Sub-directorate;
Assist with stock taking for the Directorate;
Control the labour saving devices of the Sub-directorate.

ENQUIRIES : Ms. Amanda Purcell
TELEPHONE: (051) 405-5945

REFERENCE NUMBER : FSPT 039/07

CLOSING DATE : 19 October 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. 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 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.