

FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 98/2007

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: 2007/10/30

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

FISCAL POLICY DIRECTORATE

POST	: MANAGER: POLICY RESEARCH
SALARY	: R311 358 – R360 909 (Appointment will be on the first notch)
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: An appropriate three year degree or diploma in Public Finance/Financial Accounting and with Tax/Economics/Business Management or Research Methodology as a passed subject. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Treasury functions, budgeting processes, different types of revenue sources and management of financial information. Relevant experience in financial reporting systems in the Public Sector. A valid driver's license.
KEY RESPONSIBILITIES	<p>: Manage the Sub-directorate;</p> <p>Provide fiscal policy advice;</p> <p>Maintain and optimize provincial fiscal resources;</p> <p>Identify, research and introduce alternative and/or additional tax instruments for the Province;</p> <p>Represent the Department and the Province at relevant stakeholder forums.</p>
ENQUIRIES	: Mr KIS Lesang TELEPHONE: (051) 403-3098
REFERENCE NUMBER	: FSPT 040/07
CLOSING DATE	: 19 November 2007

POST	ASSISTANT MANAGER: POLICY RESEARCH (2 POSTS)
SALARY	: R157 686 – R183 066 (Appointment will be on the first notch)
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: An appropriate three year degree or diploma in Public Finance/ Financial Accounting and with Tax/Economics/Business Management or Research Methodology as a passed subject. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Treasury functions, budgeting processes, different types of revenue sources and management of financial information. Relevant experience in financial reporting systems in the Public Sector is essential. A Valid driver's license.
KEY RESPONSIBILITIES	<p>: Provide inputs into the fiscal policy advice framework for the province;</p> <p>Conduct research and analysis of the drivers that inform the current provincial funding profile;</p> <p>Develop and implement a revenue forecasting model based on realistic baselines;</p> <p>Research identified alternative and/or additional tax instruments for the Province;</p> <p>Contribute to the budget process requirements within the Provincial Treasury;</p> <p>Represent the Department in relevant stakeholder forums;</p>
ENQUIRIES	: Mr KIS Lesang TELEPHONE: (051) 403-3098
REFERENCE NUMBER	: FSPT 041/07
CLOSING DATE	: 19 November 2007

POST	SENIOR REVENUE OFFICER (4 POSTS)
SALARY	: R132 054 – R153 312 (Appointment will be on the first notch)
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: An appropriate three year degree or diploma in Public Finance/Financial Accounting/Economic Sciences or Auditing. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Treasury functions, budgeting processes, different types of revenue sources and management of financial information. One year relevant experience in financial reporting systems will be an added advantage. A valid driver's license
KEY RESPONSIBILITIES	<p>: Analyze and research revenue sources and revenue tariffs submitted by provincial departments, and offer advice on the exploitation of all revenue sources in order to maximize provincial own revenue;</p> <p>Exercise control over the exploitation of revenue resources and revenue tariffs in order to increase provincial own revenue;</p> <p>Develop and implement a revenue forecasting model based on realistic baselines;</p> <p>Assist with analyzing the budget inputs from provincial departments in order to maximize the collection of provincial own revenue;</p> <p>Assist with the co-ordination and organization of all processes that encourage effective collection of revenue and exercise control over depositing, safeguarding, identification and reconciliation of all revenue due to the state in order to monitor and ensure maximum collection of revenue in the province.</p>
ENQUIRIES	: Mr KIS Lesang TELEPHONE: (051) 403-3098
REFERENCE NUMBER	: FSPT 042/07
CLOSING DATE	: November 2007

BUDGET MANAGEMENT DIRECTORATE

POST	: MANAGER: BUDGET MANAGEMENT
SALARY	: R369 000 – R427 836 (Appointment will be on the first notch)
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: An appropriate three year degree in Accounting /Finance/Economics, Management or other relevant commercial sciences. Extensive experience in budgeting and financial management and exposure to a management environment. Knowledge and experience in the health sector will be an added advantage.
KEY RESPONSIBILITIES	<p>: Advise and assist Departments with the compilation of the main budget, in line with prescribed formats;</p> <p>Evaluate and assess the strategic and annual performance plans of Departments according to a prescribed format, Growth and Development Strategy, national policies and relevant legislation;</p> <p>Evaluate and analyze main budget proposals of Departments that should be in line with their departmental strategies/annual performance plans, Growth and Development Strategy, national priorities, legislation and Departmental policies;</p> <p>Evaluate and analyze the infrastructure budgets of Departments that should be in line with departmental infrastructure plans and the Growth and Development Strategy;</p> <p>Recommend and determine Medium Term Expenditure Framework allocations per Department for the tabling thereof at the Executive Council and Legislature;</p> <p>Evaluate and assess additional budget (adjustment) requests from Departments and recommended additional budgets to the MEC and Executive Council;</p>

Promptly provide any budget information required by the MEC for Finance, Executive Council, National Treasury, Legislature, Portfolio Committee on Finance, Provincial Public Accounts Committee, line Departments, Senior Management, Financial Institutions, etc;

Conduct ad-hoc site visits on completed infrastructure projects.

ENQUIRIES

: Mr MJ Phukuntsi
TELEPHONE: (051) 405-5071

REFERENCE NUMBER

: FSPT 043/07

CLOSING DATE

: 19 November 2007

CORPORATE SERVICES DIRECTORATE

POST	: MANAGER: COMMUNICATION
SALARY	: R311 358 – 360 909 (Appointment will be on the first notch)
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: Tertiary qualification in Corporate Communication/Communication/Media Relations/Marketing or Advertising. Experience in corporate communication/communication/journalism/media relations/advertising and marketing.
KEY RESPONSIBILITIES	<p>: Research topics and compile speeches;</p> <p>Co-ordinate Departmental publications to ensure effective communication to stakeholders;</p> <p>Coordinate and manage effective media relations and ensure strengthened relations with the media through media monitoring;</p> <p>Develop and ensure the implementation of the Department's communication strategy to ensure effective and efficient communication to its stakeholders;</p> <p>Coordinate and manage internal and external departmental events in order to promote the image of the Department;</p> <p>Co-ordinate Batho Pele Change Management Programme at Departmental level;</p> <p>Monitor, facilitate, acquire support, share Batho Pele practices and provide logistical support for the implementation of Batho Pele.</p>
ENQUIRIES	<p>: Ms. M Tshitlho</p> <p>TELEPHONE: (051) 405-4268</p>
REFERENCE NUMBER	: FSPT 044/07
CLOSING DATE	: 19 November 2007

POST	: ASSISTANT MANAGER: COMMUNICATION (Appointment will be on the first notch)
SALARY	: R157 686 – 183 066
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: A degree/diploma in Corporate Communication or Communication.
KEY RESPONSIBILITIES	<p>: Conduct research on communication topics and compile speeches;</p> <p>Co-ordinate the publication of all the Departmental publications in order to ensure effective communication to the Department's stakeholders;</p> <p>Compile press releases and other media related documents;</p> <p>Monitor the media to determine communication trends of the media;</p> <p>Co-ordinate and manage Departmental events in order to promote the image of the Department;</p> <p>Represent the Department and render administrative support services at major external events such as Exco Meets the People Campaigns and National and Provincial Imbizos;</p> <p>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;</p> <p>Conduct research to ensure the efficiency of internal and external communication.</p>
ENQUIRIES	: Ms. M Tshitlho TELEPHONE: (051) 405-4268
REFERENCE NUMBER	: FSPT045/07
CLOSING DATE	: 19 November 2007

ASSET AND LIABILITY MANAGEMENT DIRECTORATE

POST	: CHIEF FINANCIAL ADMINISTRATION OFFICER: BASIC ACCOUNTING SYSTEMS
SALARY	: R157 686 – 183 066 (Appointment will be on the first notch)
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: A relevant degree or diploma in Financial Management or Accounting. Extensive experience in financial environment. Extensive knowledge of the Basic Accounting System (BAS) will be an added advantage.
RECOMMENDATION	Candidates who have already successfully completed a BAS System Controllers course. Background knowledge of PERSAL and LOGIS. Appropriate management courses will be an advantage. Train the trainer course.
KEY RESPONSIBILITIES	<p>: Maintain and monitor the Basic Accounting System for Provincial Departments in the Free State Provincial Government to ensure the effective and efficient utilization of the system;</p> <p>Implement new developments of the Basic Accounting System for Provincial Departments and identify loopholes and shortcomings of the system;</p> <p>Issue best practice guidelines and compile policies related to the Basic Accounting System to ensure proper financial transactions on BAS;</p> <p>Maintain entity registers on BAS for Provincial Departments in the Free State Provincial Government;</p> <p>Provide training to users of the Basic Accounting System in all Provincial Departments of the Free State Provincial Government to ensure capacity building;</p>

Perform tasks related to a BAS System Controller.

Supervise subordinates on a daily basis by managing their activities, evaluate their productivity and encourage performance.

ENQUIRIES

: Mrs. C Viljoen
TELEPHONE: (051) 405-5254

REFERENCE NUMBER

: FSPT 046/07

CLOSING DATE

: November 2007

POST

: ASSISTANT MANAGER: MANAGEMENT INFORMATION SYSTEMS

SALARY

: R157 686 – 183 066 (Appointment will be on the first notch)

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: An appropriate degree or diploma in information technology. Knowledge of web application development and maintenance, ASP and ASP. net, Microsoft SQL server and Microsoft access database management systems, project management, the software development lifecycle, network basics and the SITA act and SITA regulations.

RECOMMENDATION:

The following skills are required: problem solving, basic server maintenance, reporting writing and verbal communication and analytical and creative thinking.

KEY RESPONSIBILITIES

: Analyze management information needs and possible solutions on a regular basis to address the management needs of the Province in respect of the transversal financial systems;

Consult with National Treasury (BAS, LOGIS, PERSAL and Vulindlela) with regard to management information needs;

Monitor and supervise the implementation and maintenance of computer application systems to ensure the availability of management information;

Promote and support the utilization of Vulindlela in the Province to raise awareness of the system, its capabilities and procedures relating to the system;

Supervise subordinates on a daily basis by managing their activities, evaluating their productivity and encouraging their performance to the maximum.

ENQUIRIES

: Ms. E Snyman
TELEPHONE: (051) 409-8465

REFERENCE NUMBER

: FSPT 047/07

CLOSING DATE

: 19 November 2007

INTERNAL AUDIT DIRECTORATE

POST

: **RISK MANAGER**

SALARY

: R311 358 – 360 909 (Appointment will be on the first notch)

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: A three year tertiary qualification with Risk Management Accounting, Auditing or Internal Auditing as a major subject. Managerial experience.

RECOMMENDATION

: Experience in risk management.

KEY RESPONSIBILITIES

: Develop, maintain and implement a risk management strategy, risk management framework, risk plan and risk policy for the Department;

Facilitate risk identification processes and assessments to develop and ensure the implementation of risk management strategies;

Manage education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management in the Department;

Monitor and review the implementation of risk management processes to ensure the

pro-active assessment of the current state of controls;

Consult with external stakeholders on effective and efficient risk management strategies to enhance risk management;

Manage resources to render an effective and efficient risk management service.

ENQUIRIES

: Mr. MM Segalo
TELEPHONE: (051) 405-5975

REFERENCE NUMBER

: FSPT 048/07

CLOSING DATE

: 12 November 2007

POST

: RISK MANAGEMENT PRACTITIONER

SALARY

: R157 686 – 183 067 (Appointment will be on the first notch)

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: A three year tertiary qualification with Risk Management Accounting, Auditing or Internal Auditing as a major subject.

KEY RESPONSIBILITIES

: Assist with the development, maintenance and implementation of risk management strategy, risk management framework, risk plan and risk policy for the Department;

Assist with the development of risk management processes to ensure compliance with the risk management plan;

Implement risk management processes to ensure compliance with the risk management plan;

Maintain and update risk registers to determine the effectiveness of progress concerning risk management in the Department;

Conduct education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management in the Department;

Review the implementation of risk management processes to ensure compliance with the risk management plan.

ENQUIRIES

: Mr. MM Segalo
TELEPHONE: (051) 405-5975

REFERENCE NUMBER

: FSPT 049/07

CLOSING DATE

: 12 November 2007

NORMS AND STANDARDS (MFMA) DIRECTORATE

POST

: ASSISTANT MANAGER (8 POSTS)

SALARY

: R157 686 – R183 066

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: An appropriate three year degree or diploma in Economics, Accounting, Municipal or Public Finance, Law, Public Management or Public Administration.

KEY RESPONSIBILITIES

: Monitor and analyze monthly expenditure of all municipalities and promote accurate and quality financial reporting;

Implement new financial reforms to promote sound municipal annual adjustment budgets, financial statements and monthly, quarterly, bi-annually and annual financial reports;

Develop and ensure that payment schedules are published and monitor outcomes against the payments schedule;

Evaluate monthly, quarterly, bi-annual and annual financial outcomes & reports to National Treasury on municipal finances;

Monitor municipal infrastructure;

Assist municipalities to comply with the Division of Revenue Act (DORA);

Assist municipalities in developing financial policies and the implementation thereof;

Monitor and analyze the municipal budget process;

Monitor compliance of Municipalities with the Municipal Finance Management Act (MFMA);

Monitor and ensure that supply chain management prescripts are implemented at all municipalities;

Monitor and ensure effective financial management at all municipalities by assessing financial reports and give corrective guidance to municipalities;

ENQUIRIES

: Mr. SW Bhembe / Ms JM Thamae
TELEPHONE: (051) 405-4186 / 403-3742

REFERENCE NUMBER

: FSPT 050/07

CLOSING DATE

: 19 November 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 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.