



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 48/2008

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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

DEPARTMENT OF THE PREMIER

DATE: 2008/06/04



FREE STATE PROVINCIAL TREASURY

PROVINCIAL TREASURY

NORMS AND STANDARD (MFMA) DIRECTORATE

POST	: ASSISTANT MANAGER (4 POSTS)
SALARY	: R157 656 – 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 Economics, Accounting, Municipal or Public Finance, Law, Public Management or Public Administration. Relevant experience in Local Government Finance or Administration. A valid driver's license.
RECOMMENDATION	: Knowledge of Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA) and other relevant legislation.
NOTE	: The successful candidate will have to do extensive traveling to provide support to municipalities.
KEY RESPONSIBILITIES	<p>: Monitor and analyze monthly expenditure of all municipalities and promote accurate and quality financial reporting;</p> <p>Implement new financial reforms to promote sound municipal annual adjustment budgets, financial statements and monthly, quarterly, bi-annually and annual financial reports;</p>

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. F. Abrahams or Mr D. Mokhele
TELEPHONE: (051) 405-5317 or 405-4050

REFERENCE NUMBER

: FSPT 029/08

CLOSING DATE

:27 June 2008

ASSET MANAGEMENT DIRECTORATE

POST	: MANAGER: INFRASTRUCTURE CO-ORDINATION & PPP
SALARY	: R311 358 – R390 909 (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).
NOTE	: Appointment is subject to vetting.
CENTRE	: BLOEMFONTEIN
REQUIREMENTS	: Degree or diploma in any of the Building Environment disciplines e.g., Civil Engineering, Quantity Surveying, Construction Management or Building.
RECOMMENDATION	: Knowledge of Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act, Economic, budgeting, financial analysis and other relevant legislation governing local government.
KEY RESPONSIBILITY	<p>: Monitor the progress of expansion of services including water, sanitation, refuse, electricity, roads, housing and general infrastructure, etc, with a view to enhancing quality of service delivery within affordable bounds;</p> <p>Lead the process of capital budgeting and infrastructure plans in the Free State Province;</p> <p>Prepare progress on the development of manual on capital spending;</p> <p>Prepare terms of reference for development of capital projects;</p> <p>Issue policy, guidelines and instructions on Infrastructure;</p> <p>Co-ordinate capacity building programmes;</p> <p>Ensure effective and efficient ranking or prioritization of capital projects in accordance with</p>

their potential to stimulate economic growth, create sustainable jobs and reduce the level of poverty;

Consolidate provincial infrastructure plans and ensure adherence to plan;

Resources for re-focus for the improvement and infrastructure development in line with the Free State Development plan as well as the growth and development strategy;

Keep records of planned, selected implemented infrastructure projects;

Conduct inspection on implemented projects;

Comply with the DoRA in respect of conditional grants earmarked for infrastructure.

ENQUIRIES

: Mr. M.S. Bogosi
TELEPHONE: (051) 405 5750

REFERENCE NUMBER

: FSPT 030/08

CLOSING DATE

: 30 June 2008

SUPPLY CHAIN MANAGEMENT DIRECTORATE
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POST

: **SENIOR ACQUISITION PRACTITIONER**

SALARY

: R106 335 – R123 456 (Appointment will be on the first notch)

NOTE

: Appointment is subject to vetting.

CENTRE

: BLOEMFONTEIN

REQUIREMENTS

: A relevant three year degree/diploma. Experience in Government Sector Procurement. Knowledge of applicable legislation regulating supply chain management such as the Public Finance Management Act (PFMA), the Preferential Procurement Policy Framework Act (PPPFA) and the Broad Based Black Economic Empowerment Act (BBBEEA).

KEY RESPONSIBILITIES

: Assist in ensuring that the Preferential Procurement Policy Framework Act is properly implemented and adhered to;

Assist with the effective and efficient management of the Departmental bidding process;

Assist with the establishment and implementation of proper contract administration mechanisms to enable the Supply Chain Management Directorate and Users to monitor the performance of suppliers;

Facilitate the functioning of the Bid Evaluation and Adjudication Committees and ensure that correct decisions are taken when bids are awarded;

Manage the resources of the Section to ensure optimum productivity.

ENQUIRIES

: Ms. N.V. Ntukela-Tyam
TELEPHONE: (051) 405-5282

REFERENCE NUMBER

: FSPT 031/08

CLOSING DATE

: 27 June 2008

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.