



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 68/2008**

**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:**

2008/08/22

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohlang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

[www.fs.gov.za](http://www.fs.gov.za)



**FREE STATE PROVINCIAL TREASURY**

**PROVINCIAL TREASURY**

**FINANCIAL MANAGEMENT DIRECTORATE**

<b>POST</b>	<b>: ASSISTANT MANAGER: FINANCE AND BUDGET CONTROL (1 POST)</b>
<b>SALARY</b>	: R174 243 – R202 287 (Appointment will be on the first notch)
<b>NOTE</b>	: Appointment is subject to vetting.
<b>CENTRE</b>	: BLOEMFONTEIN
<b>REQUIREMENTS</b>	: A three year Degree or Diploma in Accounting/Public Management/Financial Management/Economics with accounting as a passed subject.
<b>RECOMMENDATIONS</b>	: Extensive experience in BAS, budget cycle, budget processes, Financial Control, LOGIS, PERSAL. Experience in a supervisory capacity will be an added advantage.
<b>KEY RESPONSIBILITIES</b>	<p>: Responsible for the checking and handling of all budget control functions within the Provincial Treasury;</p> <p>Responsible for the checking and handling of all financial control functions and enquiries within the Provincial Treasury;</p> <p>Responsible for the authorization of all Logis payments within the Provincial Treasury;</p>

Ensure that calculations in respect of compensation of employees (funded/non funded) posts are correct;

Perform functions of BAS Sub-System Controller and Budget controller in the absence of the manager: Finance & Control;

Supervise financial controllers within the Finance and Budget Control division.

**ENQUIRIES**

: Ms. F.P. Marais  
TELEPHONE: (051) 405-5462

**REFERENCE NUMBER**

: FSPT 036/08

**CLOSING DATE**

:22 September 2008

<b>ASSET MANAGEMENT DIRECTORATE</b>
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**POST**

: **CHIEF FINANCIAL ADMINISTRATION  
OFFICER: LIQUIDITY**

**SALARY**

: R217 482 – R252 483 (Appointment will be on the first notch)

**NOTE**

: Appointment is subject to vetting.

**CENTRE**

: BLOEMFONTEIN

**REQUIREMENTS**

: A three year Degree or Diploma in Accounting/Public Management/Financial Management/Economics with accounting as a passed subject.

**RECOMMENDATIONS**

: Extensive experience of investments in the Public Sector and a valid driver's license will be advantageous.  
Successful completion of BAS: Financial reporting course/training.

**KEY RESPONSIBILITY**

: Analyse the requisition of funds of Provincial Departments and make recommendations to the Allocations Committee;

Manage investments with the Commercial Banks and the South African Reserve Bank;

Monitor the flow of budgeted and non-budgeted funds;

Authorize transfers/once-off payments from the Inter Governmental Cash Coordination (IGCC) and the Exchequer Accounts;

Ensure that provincial departments pay the departmental revenue collected to the Provincial Revenue Fund;

Ensure that the debit/credit interest calculations by the Inter Governmental Cash Coordination (IGCC) and the Provincial Banker are correct;

Keep updated with the sections of the PFMA, Treasury Regulations, DORA, the Constitution, National and Provincial Treasury circulars and other prescripts;

Administer Development Board Loans;

Compile Provincial Revenue Fund Annual Financial Statements.

**ENQUIRIES**

: Ms V Monare

TELEPHONE: (051) 403 3407

**REFERENCE NUMBER**

: FSPT 037/08

**CLOSING DATE**

: 22 September 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.