



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 70/2008**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

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:**

2008/09/04

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang 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)

PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

*The department intends to promote representivity through the filling of vacancies. Preference will be given to suitable persons who's appointment/promotion/transfer will promote representivity*

- APPLICATIONS** : Head: Public Works, Roads and Transport, Human Resources Management, P.O. Box 7551, Bloemfontein, 9300 or Applications that are hand delivered must be brought to the foyer of the Medfontein Building, where they must be placed in the appropriately marked sealed container at: Security Entrance Ground Floor, Medfontein Building, St Andrews Street, Bloemfontein
- CLOSING DATE** : 19 September 2008
- NOTE** : Please note: Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by updated comprehensive and detailed Curriculum Vitae with certified copies of qualification certificates, driver's license and a copy of Identity Document or passport attached. Applicants are requested to complete a Z83 form properly. Full particulars of qualifications and experience (On separate page, if necessary) must be submitted. Direct your application quoting the relevant reference number and corresponding centres of employment above on the Z83 form. No faxed or e-mailed applications will be considered and applications received after the closing date indicated below will not be accepted. Only applications sent by post, or placed in the appropriate container at the security entrance at Medfontein Building will be considered. The Department intends to promote representivity through the filling of vacancies. Preference will be given to suitable persons whose appointment/promotion/transfer will promote representivity. Failure to comply with the above-mentioned instructions will result in the application not being considered and automatically disqualified. Correspondence will be limited to short-listed candidates only. Candidates, who are not contacted within four months for an interview, can assume that they did not meet the short-listed criteria and are hereby thanked for applying. Verification on qualifications and South African citizenship will be conducted.

### MANAGEMENT ECHELON

- POST** : CHIEF FINANCIAL OFFICER, 1 post Ref. No. PWRT 2008/064
- SALARY** : R 635 874 per annum (including basic salary of 60% of package), State contribution to GEPPF, and flexible portion. The flexible portion can be structured according to the individual's personal needs.
- Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract and Financial Disclosure
- CENTRE** : Bloemfontein
- REQUIREMENTS** : The ideal candidate must be in possession of an appropriate postgraduate tertiary qualification in Accounting or Financial Management with proven managerial experience. Extensive knowledge of and experience in Public Service financial management. Excellent written and verbal communication skills. Valid driver's license (code 8)
- COMPETENCIES** : This position calls for a creative and innovative strategic thinker who is adaptable to changes in the work environment and often difficult work circumstances. Registration as a CA (SA) would be an added advantage. Sound technical knowledge of GRAP (Generally Recognized Accounting Practices) and GAAP (Generally Accepted Accounting Practices), which will encompass the transition to the "accrual" basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management. Ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Line Managers. Sound knowledge of strategic planning processes and associated budgetary

processes.

<u>DUTIES</u>	:	Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer. Ensuring that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the Strategic Plan. Ensuring that all conditional grants and donor funds are properly managed and financial reports prepared. Provide technical advice to Line Managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the Strategic Objectives of the Department, legislative imperatives and good governance arrangements. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles assuring value for money. Oversee the budgetary process within the Department, exercise budgetary control and provide at a strategic level early warning arrangements. Develop and facilitate the implementation of the Supply Chain Management System consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statements and liaison with the Auditor-General in this regard. Assist with the implementation of the Division of Revenue Act. Liaise with the relevant role-players within the three spheres of government in the financial environment regarding transversal financial and corporate governance matters.
<u>ENQUIRIES</u>	:	Mr SW Diakos Tel no: (051) 405 4340
<u>POST</u>	:	<u>Director: Security Administration (1 Post) Ref No. PWRT 2008/065</u>
<u>REMUNERATION</u>	:	An all inclusive remuneration package of R540 429.00 per annum. The package includes 60% basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines.  <u>Appointment is subject to the following:</u> Performance Agreement, Vetting, SMS Contract and Financial Disclosure
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Degree or equivalent with at least one of the modules being in a Security related field and proven managerial experience in a security environment. A sound knowledge and proven experience in both electronic and physical security matters. An appropriate security clearance (vetting). Valid driver's license.
<u>DUTIES</u>	:	To manage and provide strategic leadership to Security Administrative Services in the Department of Public Works, Roads and Transport. Implement functions of the Security Manager in the department in terms of the MISS document. Control and manage the physical and electronic security of government buildings in the department as well as residences of Radio Office Bearers. Oversee the functioning of Radio Network equipment. Manage the financial and other resources allocated to the directorate. Effective implementation of all security policies and measures. Be prepared to work under pressure, on standby 24 hours and overtime when necessary.
<u>ENQUIRIES</u>	:	Mr B Matutle Tel no. : (051) 405 5545