

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 40/2010

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF 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: 08/10/2010

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



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

DEPARTMENT OF TREASURY

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 (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates will also be subjected to a competency assessment as well as a practical test. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. 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.

POST: EXPENDITURE ANALYST
REFERENCE NO: FSPT 036/10

SALARY: Salary Level 9- A basic salary of R 192 540 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- Three year degree/diploma in Accounting/ Public Finance or other relevant qualifications.
- Budgeting and Financial Management experience as well as experience in Public sector environment.
- Knowledge of Treasury Regulations, PFMA, DORA and BAS will be an advantage. Valid driver's license.

DUTIES:

- Monitor and report on the progress made with regard to the implementation of Strategic plans and Annual Performance plans.
- Analyze, interpret and report on monthly expenditure trends and variances with regard to infrastructure projects
- Monitor and report on a quarterly basis compliance with regard to non-financial data
- Present and prepare quarterly outcomes on non-financial data and infrastructure expenditure
- Provide technical assistance and training on the reporting models
- Analyze, review and report on the linkage between audited annual statements and the tabled annual performance plans with regard to non-financial information

ENQUIRIES:

Ms. H Lennox, Telephone number: (051) 405 4747

APPLICATIONS FOR THE DEPARTMENT OF PROVINCIAL TREASURY TO BE SUBMITTED TO::

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. MS Ramangoaela, Room 426B, Provincial Government Building, Tel No: (051) 405 5323 or deliver by hand to Ms Ramangoaela in Room 431, Provincial Government Building, Bloemfontein.

CLOSING DATE: 28 October 2010



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POST: SENIOR LOGIS ADMINISTRATION OFFICER
REFERENCE NO: FSPT 035/10

SALARY: Salary level 8 – A basic salary of R 161 970 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- An appropriate three year degree/ diploma or an appropriate equivalent qualification
- Intensive knowledge of Logistical Information System (LOGIS), supported by certification.
- Knowledge of the Treasury Regulations, PFMA, Batho Pele Principles and LOGIS functions. Valid driver's license.

RECOMMENDATION:

- Computer literacy, communication (verbal and written), interpersonal and problem solving skills

DUTIES:

- Provide assistance, give guidance and render ongoing functional and technical support for the Logistical Information System (LOGIS) users.
- Implement the Logistical Information System (LOGIS) and provide in-service training to all users of LOGIS as well as other colleagues using the system to ensure trained and competent LOGIS users.
- Assist stores by giving guidance to rectify the Key Performance Areas (KPA's) and monitoring of Key Performance Indicators (KPI'S).
- Submit monthly, quarterly and yearly reports to the Assistant Manager to assist him/her in the monitoring of achievement of objectives for the Logis Division
- Liase with all Provincial Departments to ensure efficiency and effectiveness with regard to LOGIS.

ENQUIRIES:

Ms. T Medupe, Telephone number: 051 405 5946

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