

**FREE STATE PROVINCIAL GOVERNMENT VACANCY
CIRCULAR 43/2010**

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

**ADVERTISEMENT OF POST: DEPARTMENT OF
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

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:25/10/2010.....



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 COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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. 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: ASSISTANT DIRECTOR: SALARIES AND TAX
REFERENCE NO: COGTA 17/2010

SALARY: Salary level 9 – A basic salary of R192 540 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- NQF 6 or equivalent
- PERSAL / BAS Training
- plus 6 yrs experience

COMPETENCY

- Knowledge and understanding of Financial Management environment.
- Management of resources.
- Knowledge of policies/ implementation strategies
- Knowledge of Financial Management Legislation/ Directives.
- Knowledge of the BAS / LOGIS/ PERSAL System
- Communication and Interpersonal skills
- Problem Solving Skills.
- Computer skills.
- Numeracy skills.
- Literacy skills.
- Analytical skills.
- Influencing skills
- Motivational skills
- Client orientated.
- Commitment
- Integrity
- Presentation SKILLS
- Loyal
- Team Leadership
- Planning and Organizing
- Knowledge of LOGIS/BAS and PERSAL.
- Knowledge of related policies, directives and legislation.

DUTIES:

1. Manage and co-ordinate the implementation and maintenance of Financial Management practices (including LOGIS/ BAS Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service.

- ❖ Salaries (Payments, Deductions etc.)
- ❖ Tax (payment to SARS, calculation of Tax payable etc.)
- ❖ Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports)

2. Address financial management enquiries to ensure the correct implementation of financial management practises and policies.

3. Ensure the successful implementation of departmental/ public service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/ legislation.

4. Prepare and consolidate reports/ reconciliations of PERSAL/ BAS/ PMG-Accounts on financial management issues.

5. Inform, guide and advice Department/ personnel on financial management matters to enhance the correct implementation of financial management practises/policies.

6. Management of human resources which include, inter alia:

- ❖ Training and development of officials
- ❖ Performance Management
- ❖ Work allocation

7. Authorise transactions on LOGIS / BAS/ PERSAL according to delegations.

8. Ensure effective monitoring and control over financial resources and provide inputs. (Cost Centre's)

9. Prepare in-depth complex reports on financial management issues and statistics.

ENQUIRIES:

Mr. C Aspeling Telephone number: 051 405 4139

**APPLICATIONS FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
TO BE SUBMITTED TO:**

Quoting the reference number, must be forwarded to The HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by hand in the box provided in the entrance at Lebohang Building Bloemfontein

CLOSING DATE: 08 November 2010