

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 47/2010

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POST: 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

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DATE: 10/11/2010



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 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. 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 MANAGER: INFORMATION TECHNOLOGY
REFERENCE NO: FSPT 045/10

SALARY: Salary level 9 – A basic salary of R 206 982 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- A Bachelor's degree or diploma in Information Technology (IT) or equivalent qualification.
- Experience in a computer and networking environment, particularly in the Public sector.
- Knowledge of the structure of the Departmental Information Technology Committee, Government contracts and relevant Regulations and Acts relating to IT.
- Thorough knowledge and experience in CISCO switches & CISCO environment, Windows Server 2003 environment and diagnosis, Microsoft Active Directory and Linux sever environment.
- Good computer and networking skills and report writing skills.

RECOMMENDATION:

- Certificate in CISCO, MSCE and CCNA.

DUTIES:

- Manage technical support teams and provide support to officials to ensure effective and efficient delivery of IT services.
- Develop and support Information Technology (IT) and Information Systems (IS) for the Department to achieve its strategic plan objectives.
- Give technical advice to management and officials on IT policies and procedures to ensure adherence to and implementation of internal policies and procedures.
- Assist with the acquisition, movement and disposal of outdated IT assets and ensure proper recording thereof in the asset register.
- Provide training to officials to enhance their performance.
- Render advice with regard to IT budget constrains and overall administration of the IT Division.
- Monitor and evaluate the implementation of IT policies, norms and standards and ensure the safeguarding of IT resources.
- Manage the secretarial function of the Departmental Information Technology Committee.
- Evaluate and give advice on all applications for the procurement of IT hardware and software before submitting it to the DITC for approval.

ENQUIRIES:

Mr. BMN Leshupi, Telephone number: 051 405 4364

APPLICATION FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO:

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

CLOSING DATE: 26 NOVEMBER 2010