



## FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 18/2011

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: 2011/05/23



# 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. 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:** ACCOUNTING CLERK  
**REFERENCE NO:** FSPT 012/11

**SALARY:** Salary level 5 – A basic salary of R 94 575 per annum.

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

- Grade 12 certificate, experience in BAS, LOGIS and Persal.

### **DUTIES:**

- Responsible for obtaining, receiving, consolidation and binding of the key control matrix monthly.
- Obtain, receive and consolidate FCMCM information and submit for approval on a monthly basis.
- Obtain, receive, consolidate Audit implement plan and submit on a monthly basis.
- Ensure filing of key control matrix and Audit implementation plan progress reports documentation for audit purposes.
- Assist with batch withdrawal during annual audits and filing of batches after annual audits.
- Performance of ad hoc functions as may be required from time to time.

### **ENQUIRIES:**

Ms. FP Marais, Telephone (051) 405 5462

### **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: 03 June 2011**



FREE STATE PROVINCE

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**POST:** PERSONAL ASSISTANT: OFFICE OF THE SENIOR MANAGER: PUBLIC FINANCE  
**REFERENCE NO:** FSPT 024/11

**SALARY:** Salary level 7 – A basic salary of R 140 208 per annum.

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

- Tertiary qualification in Office Management or a grade 12 certificate with 3 year appropriate experience in Office Management.
- Experience in managerial support in an office administration environment.
- Working knowledge of MS Word, Excel, Outlook and PowerPoint.

### **RECOMMENDATION:**

- Knowledge of Basic Accounting System.
- Ability to handle/ deal with confidential matters will be an added advantage.

### **DUTIES:**

- Provide a secretarial/ receptionist support services to the Senior Manager.
- Render administrative support services.
- Provide support to the Senior Manager regarding meetings.
- Support the Senior Manager with the administration of the budget.
- Scrutinize the relevant Public Service and departmental prescripts/ policies and procedures applicable to his/her working environment to ensure efficient and effective support to the Senior Manager.

### **ENQUIRIES:**

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

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**CLOSING DATE: 3 June 2011**