



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 25/2011**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POST: DEPARTMENT OF EDUCATION**

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:** 2011/06/27

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.fsc.gov.za](http://www.fsc.gov.za)

# DEPARTMENT OF EDUCATION

Free State Department of Education is an equal opportunity affirmative action employer.

## Directions to applicants:

Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Applications must be submitted on or before the closing date. Faxed or e-mailed applications will not be considered. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a competency assessment. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

**POST** : **CHIEF FINANCIAL OFFICER (DEPARTMENT OF EDUCATION)**  
**REFERENCE NO: CFO/EDU**

**SALARY** : Level 15 – An all inclusive salary package of R1 025 133 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.

**CENTRE** : BLOEMFONTEIN

**REQUIREMENTS** : The candidate must be in possession of an appropriate 3 year degree in financial or business management / administration, advanced financial analytical skills, extensive knowledge of the financial prescripts of the Public Service, proven management skills as well as Project Management and related skills.

**DUTIES** : The candidate will be responsible for:

- the establishment and maintenance of appropriate systems (analytical tools, information systems and models or projections of cost behavior) and policies to ensure effective and efficient management of resources;
- supporting the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 199 and the Treasury Regulations;
- formulating creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department;
- facilitating the implementation of national norms and standards where applicable;
- advising the HOD pertaining the matters that have strategic and financial implications;
- liaison with the relevant role-players in the financial environment regarding transverse financial matters;
- to ensure effective and efficient financial management/administration by collaborating in the development of training programmes or by providing direct training in financial matters to officials of the Department;
- management of the financial and provisioning administration functions of the Department; and
- such other related duties as may be necessary from time to time.

**ENQUIRIES** : Mr AJ Venter , Telephone number: (051) 405 4926

**APPLICATIONS** : Posted to: Mr AJ Venter  
Head: Corporate Administration  
Department of the Premier  
Attention: Ms J Kleynhans  
PO Box 517, Bloemfontein, 9300  
Room 403, Lebohlang Blg., St Andrew Street, Bloemfontein, 9301

**CLOSING DATE** : 11 July 2010