



**FREE STATE PROVINCIAL GOVERNMENT VACANCY
CIRCULAR 30/2011**

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.

W.M. van Niekerk
DEPARTMENT OF THE PREMIER

DATE: 2011/08/04



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 were unsuccessful.

POST: PROJECT ADVISOR: PUBLIC PRIVATE PARTNERSHIPS
REFERENCE NO: FSPT 028/11

SALARY: Salary level 12 – An all-inclusive salary package of R 482 160 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- An appropriate bachelor's degree .e.g. B Com (with Commercial Law) or B Com Law with Law of Contracts as a passed subject.

RECOMMENDATIONS:

- Strong administrative and communication skills.
- Understanding of and/or experience in a construction environment.
- Knowledge of Government budgeting processes.
- Understanding of South Africa's Intergovernmental System.
- Understanding of the PPP regime, especially in South Africa.
- Knowledge of the project management discipline.
- Understanding of contract management.
- Understanding of the supply chain management environment.
- Understanding of Treasury Regulation 16.

KEY RESPONSIBILITIES:

- Project appraisal and technical assistance on PPPs in the Province.
- Facilitate and enforce compliance with Treasury Regulation 16.
- Develop understanding of PPP processes in the Province.
- Contract management, monitoring and support to closed PPP projects.
- Promote PPP's as an alternative infrastructure delivery mechanism in the province.

ENQUIRIES:

Ms. NP Mkiva: (051) 405 4961 or Mr. T Nthunya: (051) 405 4345

APPLICATIONS 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 Ramangoela, Provincial Government Building, Tel No: (051) 405 5323 or deliver by hand to Ms Ramangoela in Room 426(b), Provincial Government Building, Bloemfontein.

CLOSING DATE: 19 AUGUST 2011



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POST: **MANAGER: RISK MANAGEMENT**
REFERENCE NO: FSPT 029/11

SALARY: Salary level 11 – A basic salary of R 406 839 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- A Bachelor's degree or diploma in Risk Management/ Internal Audit/ Accounting/ Financial Management or any other equivalent qualification.
- Experience in an audit/ risk management environment

DUTIES:

- Monitor and evaluate the successful implementation of the Public Finance Management Act (PFMA), Treasury Regulations and the Public Sector Risk Management Framework for allocated Departments and Public entities.
- Provide guidance and support on implementation of frameworks and legislative requirements related to Risk Management.
- Monitor and evaluate the effectiveness of Risk Management Units and Risk Management Committees within the Provincial Departments and Provincial Public entities.
- Identify capacity gaps and develop strategies to address them.
- Develop Provincial norms and standards for risk management.
- Participate at risk management forums.
- Facilitate installation of Barnowl system and monitor effective utilization by Provincial Departments.

ENQUIRIES:

Mr. MA Maqabe: (051) 405 5265

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POST: ASSISTANT MANAGER: LABOUR RELATIONS
REFERENCE NO: FSPT 030/11

SALARY: Salary Level 9- A basic salary of R 206 982 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- A three year Bachelor's degree/ diploma or equivalent qualification.

RECOMMENDATION:

- Experience in Labour Relations.

DUTIES:

- Attend to all misconduct and grievance cases.
- Formulate policies on Labour Relations.
- Conduct investigations into misconduct and grievance cases
- Represent the Department in bilateral discussions with organized Labour Unions.
- Render advice on labour relations to management and employees.
- Represent the Department in conciliation and arbitration.

ENQUIRIES:

Mr. M Mthethwa, Telephone number: (051) 405 5031

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POST: SENIOR MANAGER: MUNICIPAL BUDGETS
REFERENCE NO: FSPT 031/11

SALARY: Salary Level 13. An all inclusive salary package of R 685 200.00 per annum (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- A three year Bachelors degree qualification with majors in Economics/ Accounting or Business Management or an equivalent qualification with accreditation from the South African Qualifications Authority.

TECHNICAL REQUIREMENTS:

- Proven experience, knowledge and skills on all legislative and technical aspects that is pertinent to the Municipal Finance Management Act (MFMA) and its supporting reforms, the Local Government Municipal Systems Act, the Local Government Municipal Structure Act and all other relevant legislation that are applicable to the Local Government sphere of Government.
- Demonstrate sound technical knowledge with regard to performance management and IT related matters.

COMPETENCY REQUIREMENTS:

- The potential candidate will be required to possess and optimally demonstrate his/ her experience, knowledge and skills with regard to strategic leadership and management, monitoring, strategic planning, municipal budgets, finance and performance management reporting, governance, ethics and values, risk and change management, project management, policy development & implementation, the development of partnerships and management of stakeholder relations.

DUTIES:

- Provide guidance and support and implement initiatives that would significantly improve the knowledge and skills capacity in all municipalities with regard to Strategic Planning within the ambit of the Integrated Development Plan, the compilation of the MTREF budget and ensure that the functionality of the aforementioned is measured by the service delivery and budget implementation plans within all municipalities.
- Monitor the results and standards that is achieved with reference to the prescribed norms and standards, legislative requirements, timeframes and compliance to MFMA budget circulars, budget regulations and all other relevant requirements during the budget process.
- Lead and direct departmental employees as well as relevant municipal employees, on convening working sessions with all municipalities with regard to the implementation and management of the MTREF Budget Regulations and reforms, including implementing initiatives when required to enhance significant improvement in all municipalities.
- Undertake and manage economic and financial budget evaluations and furnish review reports that would provide comment on the status of the quality, integrity, credibility and reliability of municipal budgets and whether the municipal budgets are outputs/outcomes revenue driven.
- Implement a reporting mechanism to ensure that the National Treasury, the MEC for Finance, the Head of Department, the MFMA Coordinator of the FSPT and the Provincial Legislature are completely knowledgeable on the results and performance that is achieved by all municipalities on the compliance to this aspect of the MFMA.

ENQUIRIES:

Ms. AS Fourie, Telephone number: (051) 405 5508/9

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