



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 55/2010

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

DATE: 06/12/2010

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



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. 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 was unsuccessful.

POST: SENIOR EXECUTIVE MANAGER: MUNICIPAL FINANCE MANAGEMENT (MFM CO-ORDINATOR)
REFERENCE NO: FSPT 042/10

SALARY: Salary Level 14. An all inclusive salary package of R 790 953 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/ Business Management and Accounting or 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 the monitoring of Risk Management and Internal Audit Units within departments and entities, strategic leadership and management, budget planning and implementation, good governance, ethics and values, financial performance management reporting, risk and change management, project management, policy development & implementation and the development of partnerships and management of stakeholder relations.

RECOMMENDATION:

- Post graduate degree in Economics, Business Management or Accounting.

DUTIES:

- Plan, implement and manage the monitoring and oversight function of all Free State municipalities in line with Key Performance Areas (KPA's) of the MFMA (Municipal Finance Management Act) to achieve the desired results and standards of performance in collaboration with Senior Management and staff within the MFMA Chief Directorate of the Provincial Treasury.
- Lead and direct co-ordinated working sessions with all municipalities on the MTREF budget process, including providing assistance, guidance and support on the revision of the integrated development plan and service delivery budget implementation plan, the closure of the municipal financial year, the compilation and submission of the annual financial statements, the annual report and maintaining constructive engagements with the Auditor-General during municipal audit processes.
- Undertake and manage monthly and quarterly analytical reviews and furnish reports on revenue and debt management, infrastructure spending and outcomes achieved to enhance service delivery.
- Prepare the quarterly Consolidated Section 71 reports for tabling by the MEC for Finance in the Provincial Legislature with recommendations for implementation.

- Implement and manage initiatives to significantly improve and enhance the knowledge and skills capacity of the staff in the MFMA Chief Directorate and the staff in the BTOs of Municipalities to undertake and manage the work output on the MFMA.
- Assist and support the National Treasury with the implementation and functionality of the MFMA in all municipalities.
- Compile and furnish quarterly reports to the MEC for Finance, the HOD and the Senior Management within the Provincial Treasury, the Provincial Legislature and the National Treasury on the financial position and sustainability of all municipalities with regard to the implementation and management of their executive obligations in terms of the Constitution.
- Provide assistance, support and guidance to the Oversight and Public Accounts Committees and other relevant Legislative Committees with specific reference to the functionality and performance of the municipalities on service delivery within the Province. Monitor and report on the functionality and performance of the Committees of the Municipal Council.
- Attend all meetings of the National Treasury with regard to municipal finance and the MFMA. In addition, by virtue of being solely responsible for the monitoring and oversight function, be accountable for the effective and efficient functionality, results and performance of municipalities in line with their delegated mandate as the "Delivery Arm" of Government.

ENQUIRIES:

Ms. NP Mkiva, Telephone number: (051) 405 4443

APPLICATIONS FOR THE DEPARTMENT OF PROVINCIAL TREASURY TO BE SUBMITTED TO:

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. MS Ramangoela, Room 426B, Provincial Government Building, Tel No: (051) 405 5323 or deliver by hand to Ms Ramangoela in Room 431, Provincial Government Building, Bloemfontein.

CLOSING DATE: 17 December 2010