



the premier

Department of  
the Premier  
FREE STATE PROVINCE


## FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 56/2010

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: ..... 13/12/2010 .....

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

[www.fs.gov.za](http://www.fs.gov.za)



# 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:** SENIOR FINANCIAL ADMINISTRATION OFFICER: PERSAL USER SUPPORT  
**REFERENCE NO:** FSPT 049/10

**SALARY:** Salary level 8 – A basic salary of R 174 117 per annum.

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

- Appropriate tertiary qualification. Knowledge and experience of the Persal system.

### **RECOMMENDATION:**

- Successful completion of the Persal introduction course and other Persal courses will be an added advantage.

### **DUTIES:**

- Assist all PERSAL users in the Department of Education, Treasury and Premier with PERSAL related queries to ensure effective and efficient PERSAL utilization.
- Compile monthly PERSAL status reports for the Department of Education, Treasury and Premier to reflect the status of different aspects on PERSAL.
- Monitor exceptions for the Department of Education, Treasury and Premier on PERSAL for audit purposes.
- Provide PERSAL training to all PERSAL users within the Free State Provincial Government to enhance their knowledge regarding the system.
- Execute Paymaster functions within the Supporting and Interlinked Financial Systems Directorate to ensure that all the officials receive their salary advices timeously.

### **ENQUIRIES:**

Ms. ME Sithole, Telephone number: (051) 403 3951

### **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 426b, Provincial Government Building, Bloemfontein.

**CLOSING DATE: 7 January 2011**