



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. 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 ADMINISTRATIVE OFFICER: PERSAL
REFERENCE NO: FSPT 018/12

SALARY: Salary level 8– A basic salary of R 198 975 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- Three year tertiary qualification; Train the Trainer skills; Completed PERSAL courses, and extensive PERSAL experience.

DUTIES:

- Provide PERSAL training to all PERSAL users in the Provincial Departments in the Free State to enhance their knowledge regarding the system.
- Assist the Personnel and Salary Controllers in the Provincial Departments in the Free State with PERSAL related problems through the evaluation, registration and follow-up of SCC's to ensure effective and efficient PERSAL utilization.
- Compile PERSAL circulars and practice notes to ensure adherence to National and Provincial norms and standards.
- Update tables 805 and 806 on the PERSAL system, to maintain the PERSAL system.

ENQUIRIES:

Ms. Carine van Straaten: (051) 403 3949

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 N Mchabasa, Provincial Government Building, Tel No: (051) 405 4274 or deliver by hand to Ms. Mchabasa in Room 426(b), Provincial Government Building, Bloemfontein.

CLOSING DATE: 31 AUGUST 2012