FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

The 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. The reference number of the advertised post should be stated on the Z.83. Candidates who apply for posts on salary level 9 and higher 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.

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. 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 MAY 2013

ASSISTANT MANAGER: INTERNAL COMMUNICATION
REFERENCE NO: FSPT 014/13

SALARY: Salary level 9 – A basic salary of R 252 144 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS:
A relevant degree/diploma or equivalent qualification with at least three years' experience within a communication environment. Knowledge of communication strategies, Public Finance Management Act, Treasury Regulations and Public Service Regulations.

DUTIES: Develop articles for all departmental publications to ensure effective communication. Produce material for the Departmental online media to keep officials and the public informed of current affairs. Cover Departmental events and the work of Provincial Treasury for publication. Compile and develop communication policies and procedures. Produce and edit the content hub for publications and online media of the Provincial Treasury. Manage the human resources of the Division to contribute towards the smooth running of the Sub-directorate.

ENQUIRIES: Mr. G Kaaf: 051 405 4229