



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: MUNICIPAL REVENUE AND DEBT MANAGEMENT

REFERENCE NO: FSPT 006/13

SALARY: Salary level 9 – A basic salary of R 252 144 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate three year degree/diploma in Public Finance/Financial Accounting /Economic Sciences or Business Management. Experience in public finance, financial management, revenue, debt management and municipal policies. Required to work after hours should the need arise. Extensive travelling (Revenue & debt support).

RECOMMENDATION: Extensive working knowledge of municipalities, the legislative environment governing local municipalities, municipal revenue reporting regulations, the Public Service Act and Municipal Finance Management Act.

DUTIES: Analyze budget inputs in order to maximize municipal revenue. Monitor and evaluate municipal revenue generation and collection by municipalities in terms of the Municipal Finance Management Act. Ensure the Implementation of decisions made in respect of revenue related matters to ensure adherence to revenue policies as delegated. Prepare individual Section 71 In-year monthly reports. Assist the Manager in co-ordinating intergovernmental revenue and debt forums. Assist the Manager in preparing presentations, EXCO memos and reports.

ENQUIRIES: Mr. M Chetty (051) 405 4192

MANAGER: MUNICIPAL SUPPLY CHAIN MANAGEMENT

REFERENCE NO: FSPT 007/13

SALARY: Salary level 11– An all-inclusive package of R495 603 per annum. The remuneration package consists of a basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Bachelors degree or equivalent qualification plus extensive experience and knowledge in the field of procurement/ supply chain management. Registration with professional bodies e.g. IPFA/SAMD, IPSA, SAPICS and UNISA Centre for Business Management. Experience and in handling of subordinates. Valid driver's license.

DUTIES: Monitor whether the right norms and standards are maintained in line with municipal supply chain management regulations, policies, processes and procedures. Assist municipalities to improve planning in respect of demand, acquisition, logistics and disposal management. Develop and implement a capacity building program for municipalities with specific reference to municipal supply chain management. Liaise and establish sound working

relations with key stakeholders who will add value in terms of enhancing implementation of sound supply chain management practices. Manage the resources of the Sub-directorate for efficiency and effectiveness.

ENQUIRIES: Mr. D Mokhele (051) 405 4050

ASSISTANT MANAGER: MUNICIPAL SUPPLY CHAIN MANAGEMENT
REFERENCE NO: FSPT 008/13

SALARY: Salary level 9 – A basic salary of R 252 144 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Relevant degree/diploma. At least three years relevant experience. Knowledge of local government legislation. Valid driver's license.

DUTIES: Monitor the implementation and compliance to municipal supply chain management processes and procedures by allocated municipalities. Arrange supply chain management forums. Conduct monitoring visits to promote efficiency. Arrange supply chain management training for municipalities. Provide support to municipalities with the development of yearly procurement plan

ENQUIRIES: Mr. H Leburu (051) 403 3742

MANAGER: POLICY RESEARCH
REFERENCE NO: FSPT 009/13

SALARY: Salary level 11– An all-inclusive package of R495 603 per annum. The remuneration package consists of a basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Bachelors degree or diploma in Commerce or equivalent qualification with extensive experience in policy research environment.

DUTIES: Provide inputs into Fiscal policy advice framework for the Province. Maintain and optimize provincial fiscal resources. Identify research and introduce alternative and/or additional tax instruments for the Province. Represent the Department and the Province in relevant stakeholder's forum meetings at National. Manage human resource of the Sub-directorate

ENQUIRIES: Mr. S Mngoma, Telephone number: 051 403 3846

ASSISTANT MANAGER: POLICY RESEARCH (2 posts)
REFERENCE NO: FSPT 010/13

SALARY: Salary level 9 – A basic salary of R 252 144 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Bachelors degree or diploma in Commerce or equivalent qualification with extensive experience in a policy research environment.

DUTIES: Provide inputs into the Fiscal policy advice framework for the Province. Conduct research and analysis of the drivers that inform the current Provincial funding profiles. Develop and implement a revenue forecasting model based on a realistic baseline. Research identified alternatives and/or additional tax instruments for the Province. Contribute to the budget process requirements within Provincial Treasury

ENQUIRIES: Mr. S Mngoma, 051 403 3846

MANAGER: MUNICIPAL COMPLIANCE
REFERENCE NO: FSPT 011/13

SALARY: Salary level 11– An all-inclusive package of R495 603 per annum. The remuneration package consists of a basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A relevant Diploma/Degree with at least 3 years working experience in a compliance related environment. Knowledge and understanding of the Municipal Finance Management Act (MFMA), Treasury Regulations and Systems Act.

DUTIES: Monitor and report quarterly to National Treasury on overall compliance to the MFMA by all municipalities and advise the Management of the Municipal Finance Management (MFM) Chief Directorate accordingly where support is needed. Provide strategic direction and facilitate the adoption and implementation of a system of delegations (MFMA) by all 23 delegated municipalities in the province which gives effect to the separation of power and functions between the Council, Mayor, Accounting Officer, CFO and other relevant finance officials. Organize relevant intergovernmental forums. Prepare quarterly consolidated progress reports. Capacity building.

ENQUIRIES: Mr. SD Mokhele: 051 405 4050

MANAGER: ACCOUNTING
REFERENCE NO: FSPT 012/13

SALARY: Salary level 12– An all-inclusive package of R587 358 per annum. The remuneration package consists of a basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate three years bachelor's degree/diploma with at least Accounting III as a passed subject.

RECOMMENDATIONS:

Extensive experience with financial statements or articles completed.

DUTIES: Ensure that training is provided to all SCOA item users within the Free State Provincial Departments to ensure capacity building and to enhance the effectiveness and efficiency of the accounting system. Evaluate and perform analyses of Departmental and Public Entity financial statements. Compile consolidated financial statements and report on the financial position of the province. Compile provincial policies and procedures and ensure the implementation and adherence thereto by all Provincial Departments. Ensure the amendment and implementation of National Treasury prescripts and approved accounting standards. Ensure the compilation of monitoring reports to promote accurate and credible accounting information. Monitor all bank accounts utilized by Departments and Public Entities and exercise control over the evaluation of SCOA items and any new financial system to ensure adherence to provincial and national norms and standards. Contribute to the Sub-directorate's budget and operational plan to ensure that objectives outlined in the Department's strategic plan are achieved.

ENQUIRIES: Mr. L Steinmann: (051) 405 4262

ASSISTANT MANAGER: EXTERNAL COMMUNICATION

REFERENCE NO: FSPT 013/13

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: Implement the Departmental media strategy to ensure effective communication. Conduct media monitoring. Coordinate departmental events and promote the image of the Department. Facilitate the maintenance and production of all branding material to maintain the Department's corporate identity. Compile and develop reports. Conduct research on topics and compile speeches.

ENQUIRIES: Mr. G Kaaf: 051 405 4229

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

ASSISTANT MANAGER: TRANSVERSAL IT

REFERENCE NO: FSPT 015/13

SALARY: Salary level 9 – A basic salary of R 252 144 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

National diploma in Information Technology or equivalent qualification. Relevant networking and transversal systems experience.

DUTIES: Manage subordinates. Liaise and establish a link with National Departments, Provincial Departments and SITA regarding technical related matters of BAS and PERSAL. Creation/Deletion of BAS users and password management on Terminal Servers to ensure effective BAS user administration. The creation/deletion of BAS printers on Terminal Servers to ensure BAS report printing. Management of BAS station number allocations on Terminal Servers to prevent duplication. Arrange with National Treasury, SITA Free State and individual BAS system controllers to coordinate the printing of debt statements. Monitor and analyze BAS usage on Terminal Servers to ensure that servers are not over or under utilized. Provide monthly i-Request reports in respect of BAS user administration and end user support. Oversee the implementation/installation and support of PERSAL Terminal Emulation Software to ensure PERSAL user access. Oversee the implementation/ installation and support printer

software to ensure PERSAL report printing. Provide monthly i-Request statistics in respect of PERSAL user administration and end user support. Conduct an ICT risk assessment and establish a risk management plan for Transversal Financial Systems in the Province. Execution of any additional entrust tasks when the need arises.

ENQUIRIES: Ms. E Snyman, Telephone number: 051 409 8465

SENIOR LOGIS TRAINING OFFICER
REFERENCE NO: FSPT 016/13

SALARY: Salary level 8– A basic salary of R 212 106 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A Grade 12 certificate and a minimum of six years relevant experience. LOGIS 1 course supported by certification. Computer literacy.

RECOMMENDATION:

Train the Trainer. LOGIS II course and any additional appropriate relevant experience.

DUTIES: Provide training to all officials working on LOGIS within the Free State Province, to ensure competent LOGIS users. Evaluate LOGIS trainees. Develop strategies to improve training. Attend to all administrative matters related to the post, such as the provisioning of statistics regarding training conducted. Manage assets allocated to the office.

ENQUIRIES: Ms. A Swart: (051) 405 5944

SENIOR FINANCIAL ADMINISTRATION OFFICER: PERSAL
REFERENCE NO: FSPT 017/13

SALARY: Salary level 8 – A basic salary of R 212 106 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A three year tertiary qualification or equivalent qualification. PERSAL experience in both salary and personnel administration. Completed PERSAL courses. Knowledge of the PERSAL system, PFMA and Treasury Regulations. Train the Trainer course. Computer literacy. Presentation skills.

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. ME Sithole: (051) 403 3951

FINANCIAL INVESTMENT OFFICER
REFERENCE NO: FSPT 018/13

SALARY: Salary level 8– A basic salary of R 212 106 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A degree/diploma in Commerce or equivalent qualification.

RECOMMENDATIONS: Extensive experience of financial reporting in the Public Sector. Successful completion of the Basic Accounting System (BAS): Financial Reporting course. A valid driver's license.

DUTIES: Compile and capture journals in respect of weekly allocations, revenue collected and year-end journals. Perform monthly reconciliation between the Exchequer and Pay Master General (PMG) accounts. Compile annual financial statements. Keep record of all non-budgeted amounts received by the Provincial Revenue Fund, which are transferred to departments. Ensure that bank interfaces are completed and that transactions have been cleared correctly. Perform monthly reconciliations for bank charges and interests. Handle the provisioning and procurement matters of the Division.

ENQUIRIES: Ms. Masibi M Moduka: (051) 403 3407

FINANCIAL CONTROLLER
REFERENCE NO: FSPT 019/13

SALARY: Salary level 7– A basic salary of R 170 799 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A Grade 12 Certificate. Experience in the Basic Accounting System and budget cycle processes. Financial control experience as well as experience in BAS, LOGIS and Persal. Knowledge of BAS, LOGIS, Persal, batch control, MS Word and Excel.

DUTIES: Checking and monitoring of all budgetary control functions within the Free State Provincial Treasury. Checking of LOGIS, BAS and Persal payments in respect of the Department of the Free State Provincial Treasury. Checking and monitoring of all financial control functions within Free State Provincial Treasury.

ENQUIRIES: Ms. FP Marais: (051) 405 5462

SENIOR CODIFICATION AND SUPPLY CLERK
REFERENCE NO: FSPT 020/13

SALARY: Salary level 5– A basic salary of R 115 212 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A Grade 12 Certificate; Completed LOGIS course(s); 1 Year relevant experience; Knowledge of LOGIS supported by certification; Knowledge of Treasury Regulations; Public Finance Management Act (PFMA); Batho Pele principles and LOGIS functions.

RECOMMENDATIONS: Completed LOGIS 1 course and MS Excel knowledge will be an added advantage.

DUTIES: Register and distribute supplier requests and entity maintenance forms. Capture, update and verify supplier and banking detail transactions. File source documents already captured and authorized. Handle enquiries to and from end users and suppliers. Collect and deliver entity maintenance forms at the Provincial Banker. Manage assets.

ENQUIRIES: Mr. T Medupe (051) 405 5946

LOGIS TRAINING CO-ORDINATOR

REFERENCE NO: FSPT 021/13

SALARY: Salary level 7– A basic salary of R 170 799 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A Grade 12 certificate and a minimum of one year relevant experience. Computer literacy. Knowledge of LOGIS, Batho Pele principles and LOGIS training functions.

RECOMMENDATIONS: Completed LOGIS 1 course and any additional appropriate relevant experience.

DUTIES: Maintain an appropriate administration system regarding Logis training rendered. Communicate course attendance lists to trainers. Ensure enough manuals are available for learners who attend courses. Render administrative functions regarding training and assist trainers in processing course statistics. Distribute and handle all enquiries regarding certificates. Manage assets allocated to the office.

ENQUIRIES: Ms. A Swart: (051) 405 5944

SENIOR HUMAN RESOURCES CLERK

REFERENCE NO: FSPT 022/13

SALARY: Salary level 5– A basic salary of R 115 212 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A Grade 12 Certificate or equivalent qualification with experience in a human resources management environment.

DUTIES: Capture career incidents of employees on Persal and on Personnel files of employees. Compile submissions and letters regarding human resources matters. Respond to general human resources enquiries. Administer the appointments of new employees as well as promotions and transfers of employees.

ENQUIRIES: Ms. V Maloisane (051) 405 5447

ACCOUNTANT: FINANCIAL STATEMENTS (2 posts)

REFERENCE NO: FSPT 023/13

SALARY: Salary level 8– A basic salary of R 212 106 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A Bachelor's degree or diploma in Accounting/Economics/Financial Management or any other equivalent qualification. Experience in a financial management environment. Knowledge of an Accounting System (BAS), especially asset & liability accounts, trial balances and expenditure reports.

DUTIES: Promote the implementation of accounting policies, guidelines and practices in line with the National framework. Promote accurate compilation and timely submission of financial statements through evaluations and by providing assistance and advice to Departments and public entities. Provide training on financial management matters such as SCOA and the compilation of annual financial statements and the interpretation of accounting standards. Execute tasks contributing to the preparation and submission of consolidated financial statements. Evaluate audit outcomes and initiate corrective measures. Provide inputs/comments on ASB exposure drafts and discussion papers. Visit departments for physical verification of Key Control Matrix (KCM) reported information. Evaluate Departmental Interim Financial Statements (IFS) and Departments and Public Entities' Annual Financial Statements (AFS). Test the Annual Financial Statements (AFS) specimen and template and provide inputs to National Treasury. Proper keeping of official PAG files as identified by management. Distribute/ deliver urgent documents that cannot wait for messenger services.

ENQUIRIES: Ms. J Bischoff: (051) 403 3103