



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. 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.

ASSISTANT MANAGER: INTERFACE/CODIFICATION REFERENCE NO: FSPT 026/13

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

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Bachelors degree/ diploma in Public Management or equivalent qualification with a minimum of three years relevant experience (LOGIS supplier master and item master). LOGIS I and II courses completed, supported by certification. Knowledge of Treasury Regulations, Public Finance Management Act, Batho Pele Principles and MS Excel applications.

DUTIES: Manage the supplier processes, including banking details transactions to ensure effective delivery of provisioning services in the Free State Provincial Government. Manage the codification process on LOGIS within the Free State Provincial Government to promote better procurement and asset management. Develop practice notes and circulars pertaining to LOGIS suppliers and codification matters. Provide information to management regarding monthly activities to monitor the achievement of objectives.

ENQUIRIES:

Mr. T Medupe: (051) 405 5946

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: 07 JUNE 2013