



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 or subject should be mentioned in CV**), 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.

CHIEF FINANCIAL ADMINISTRATION OFFICER: PERSAL TRAINING REFERENCE NO: FSPT 002/14

SALARY: Salary level 10– A basic salary of R 314 709 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A Bachelors degree/ diploma in Financial Management/ Human Resources Management or equivalent qualification. Six years working experience in a PERSAL environment.

DUTIES: Co-ordinate PERSAL training for all users in all provincial departments within the Free State Province to build capacity and to ensure effective and efficient utilization of the system. Address financial management enquiries and ensure correct implementation of financial management practices and policies on Persal. Monitor the successful implementation of departmental policies on Persal, as well as the development of policies on matters related to financial management on Persal in order to adhere to the relevant prescripts/ legislation. Authorize and verify all payment documents and transactions on BAS according to delegations. Control the implementation of correct financial management practices by updating tables 805 and 806 on Persal to ensure correct budget allocations, capturing, expenditure and reporting. Manage the human resources of the Division.

ENQUIRIES:

Ms. ME Sithole: (051) 403 3951

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: 21 FEBRUARY 2014