



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 or subjects should be mentioned in the 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 who apply for posts on salary level 9 to 12 will also be subjected to a practical test. 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. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

### **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, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Ms. Mchabasa in Room 426(b), Fidel Castro Building, Bloemfontein.

**CLOSING DATE: 28 July 2017**

**ASSISTANT DIRECTOR: LIQUIDITY AND INVESTMENTS**

**REFERENCE NO: FSPT: 017/17**

**SALARY:** Salary level 9 – A basic salary of R 334 545.00 per annum.

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

A three year degree/diploma in Public Finance/ Accounting/ Economics/ Public Administration/ Banking and Investments. Three years' experience in a cash flow/ banking/ financial environment of which some experience should have been in financial reporting in the Public Sector. Knowledge of relevant legislation, provincial budgets, cash management and financial statements. Good communication skills, report writing, analytical and presentation skills. Computer literate. A valid driver's license.

### **DUTIES:**

Monitor and allocate accurate and sufficient cash blocking (ACB) limits to Provincial Departments. Provide assistance with the compilation of the Annual Financial Statements (AFS) for the Provincial Revenue Fund. Monitor cash flow and reporting of budgeted or non-budgeted funds. Monitor and facilitate the investment process for the Provincial Revenue Fund and provide guidance on financial markets performance. Monitor, review and ensure accurate calculations for debit/credit interest for the Provincial Revenue Fund. Promote effective cash management practices by Provincial Departments. Analyze and evaluate fund requisitions from departments and make recommendations for actual transfers. Manage and facilitate the allocation of cash blocking limits to departments. Manage the human resources and allocated assets within the Division.

### **ENQUIRIES:**

Ms. MM Moduka: (051) 403 3407