



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 CV**), driver's license if required, 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. Mokotso, Provincial Government Building, Tel No: (051) 405 5323 or deliver by hand to Ms. N. Mokotso in Room 426(b), Provincial Government Building, Bloemfontein.

**CLOSING DATE: 17 October 2014**

**MANAGER: COMMUNICATIONS**  
**REFERENCE NO: FSPT 042/14**

**SALARY:** Salary Level 11. An all-inclusive salary package of R 532 278.00 per annum. The remuneration package consists of a basic salary, the Government's contribution to the Government Employees 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 service bonus, motor car allowance, housing allowance and medical aid assistance.

**CENTRE: BLOEMFONTEIN**

### **REQUIREMENTS:**

A Bachelors degree/ diploma in Communications/ Marketing or equivalent qualification with a minimum of three years managerial experience in a communication environment. Knowledge of Communication Strategies, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Regulations as well as the Public Finance Management Act. Computer literate. Valid driver's license.

### **DUTIES:**

Co-ordinate all corporate communication activities that include both external and internal communication, marketing and corporate identity management responsibilities. Produce material for departmental online media, in order to keep employees informed of current affairs. Coordinate and manage Departmental events in order to promote the image of the Department and the Executing Authority. Develop communication strategies and policies in line with the communication framework. Manage human resources of the Sub-directorate to ensure the smooth running of the Sub-directorate. Manage the assets of the Sub-directorate.

### **ENQUIRIES:**

Ms. M. Sithole: (051) 405 4268