



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.

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. Mokotso in Room 426(b), Provincial Government Building, Bloemfontein.

CLOSING DATE: 19 September 2014

ASSISTANT MANAGER: INTERNAL COMMUNICATION

REFERENCE NO: FSPT 033/14

SALARY: Salary level 9 – A basic salary of R 270 804 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A relevant degree/diploma or equivalent qualification with at least three years' experience within a communications environment. Knowledge of Communication Policy and Strategy, Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations and Public Service Regulations and Acts.

DUTIES: Manage Departmental websites: Internet and Intranet. Co-ordinate production plan for online newsletter. Co-ordinate departmental events and campaigns. Maintain recognizable and unified Corporate Identity throughout the department. Handle daily media monitoring. Supervise sub-ordinates. Provide communication support service to the office of the MEC for Finance and CEO: Provincial Treasury. Represent the department at Provincial Communication Forums i.e. CCCU.

ENQUIRIES: Mr. S Molibeli: 051 405 5406