



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 the new Z.83 form (**Updated version that came into effect on 1 January 2021**), obtainable from any Public Service Department and must **only** be accompanied by a detailed Curriculum Vitae (**Subjects of relevant qualification should be mentioned in the CV**), Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Candidates will also be subjected to a practical test/exercise as well as an integrity (ethical conduct) assessment. Only documents certified by the SAPS or holders of offices as Published by the Minister of Justice in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963) who are designated to be commissioners of oaths, will be accepted. 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, hand delivered or e-mailed 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). 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 assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s). Employment Equity targets: African males and/or African females. Persons with Disability are encouraged to apply.

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. P Shabe, Fidel Castro Building, Tel No: (051) 403 3092 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to recruitment@treasury.fs.gov.za

CLOSING DATE: 30 May 2025

SENIOR FINANCIAL ADMINISTRATION OFFICER: PERSAL TRAINING (2 POSTS) REFERENCE NO: FSPT 010/25

SALARY: Salary Level 7. A basic salary of R 325 101.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate tertiary qualification (SAQA NQF level 6) with at least three years PERSAL experience in human resources administration and/or salary administration environments. Completed PERSAL courses. Knowledge of the PERSAL system, Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy. Presentation skills.

DUTIES:

Develop and update PERSAL training materials and manuals. Provide PERSAL training to all PERSAL users in the Free State Provincial Departments and National Departments. Assist the Personnel and Salary Controllers in the Provincial Departments in the Free State with PERSAL related problems such as evaluation, registration and follow-up of SCC's. Compile PERSAL circulars and practice notes to ensure compliance to National and Provincial norms and standards. Update tables 805; 806; 822 and 815 on the PERSAL system, to maintain the PERSAL system.

ENQUIRIES:

Ms. ME Sithole: (051) 403 3951