



FREE STATE PROVINCE

# FREE STATE PROVINCIAL GOVERNMENT

*The Free State Provincial Treasury is an equal opportunity, affirmative action employer and to this end has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of this post(s) will be guided by the Departmental Employment Equity Plan and targets correlating to this post(s).*



## 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. N Mokotso, Fidel Castro Building, Tel No: (051) 405 5323 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](mailto:recruitment@treasury.fs.gov.za).

**CLOSING DATE:** 30 May 2025

### **SENIOR FINANCIAL ADMINISTRATION OFFICER: PERSAL USER SUPPORT REFERENCE NO: FSPT 009/25**

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

**CENTRE:** BLOEMFONTEIN

#### **REQUIREMENTS:**

A relevant three-year tertiary qualification (SAQA NQF level 6) in Public Administration / Commerce / Business Administration with at least three years' minimum PERSAL experience in human resources administration and/or salary administration environments. Completed PERSAL courses. Knowledge of the Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Circulars, relevant PERSAL prescripts and Public Service Coordinating Bargaining Council (PSCBC) resolutions. Must possess the following skills: Computer literacy-, communication-, analytical-, report writing-, numerical-, presentation-, interpersonal- and planning skills.

#### **DUTIES:**

Implement and maintain compliance and enforcement of legislation, policies and guidelines relating to all PERSAL processes. Render advisory and support services to all PERSAL Users in the Provincial Departments in the Free State. Perform administrative functions on PERSAL. Prepare reports on financial management issues.

#### **ENQUIRIES:**

Ms. ME Sithole: (051) 403 3951