

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF TREASURY**

*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.*



- APPLICATIONS** : The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Room 426b, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Room 426b, Fidel Castro Building, Bloemfontein. Applications can also be e-mailed to recruitment.fstresury@gmail.com
- CLOSING DATE** : 17 February 2017
- NOTE** : 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, 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), 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 application was unsuccessful.

**OTHER POSTS**

- POST 05/115** : **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: FSPT 003/17**
- SALARY** : An all-inclusive salary package of R612 822 per annum, Level 11 (This all inclusive flexible 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 13<sup>th</sup> cheque, 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 five years experience in a communication environment of which three years should have been in a junior management position. Knowledge of Communication Strategies, Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations and Act. Computer literate. Valid driver's license.
- DUTIES** : Develop, monitor and maintain communications and special program strategies and policies. Co-ordinate all corporate communication activities that include both external and internal communication, special programs, 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 and the assets of the Sub-directorate to ensure the smooth running of the Sub-directorate.
- ENQUIRIES** : Ms. M. Sithole Tel no: (051) 405 4268
- POST 05/116** : **LEGAL ADMINISTRATOR REF NO: FSPT 004/17**
- SALARY** : R309 126 per annum (OSD), Level 09
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A LLB degree (NQF level 7). Private and Public sector experience with at least eight (8) years' appropriate post qualification legal experience. Knowledge of the Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations, Public Service Regulations, and other relevant legislation related to the Public Sector environment.

- DUTIES** : Identify legal capacity gaps within the Department. Market the Legal Management Framework. Provide continuous support and guidance on the implementation of the Legal Management Framework and guidelines within the Department. Liaise with different stakeholders of the Department with regard to legal matters. Analyze documents and provide legal advice. Monitor the application of legal matters. Act as a presiding officer during disciplinary hearings. Draft legal service agreements. Monitor compliance to service agreements. Create awareness on legal matters. Manage human resource of the Division to ensure the smooth running of the Division.
- ENQUIRIES** : Mr. S Mhlambi Tel no: (051) 405 5031
- POST 05/117** : **ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT (FEZILE DABI DISTRICT) REF NO: FSPT: 005/17**
- SALARY CENTRE REQUIREMENTS** : R311 784 per annum, Level 09  
: Bloemfontein  
: Relevant degree/ diploma in Accounting/ Public Finance/Public Administration/ Economics/Business Administration or equivalent qualification. At least three years relevant experience in a supply chain management environment. Knowledge of supply chain management legislation (MFMA, SCM Regulations, Preferential Procurement Framework Act (PPPFA) and its associated regulations, Broad-based Black Economic Empowerment Act (BBBEEA) etc. Valid driver's license.
- DUTIES** : Monitor and support municipalities and municipal entities with respect to the following: Compiling annual Procurement Plans; Developing and administering contracts; Assessment of the performance of municipal supply chain management units utilizing the Financial Management Capability Maturity Model (FMCMM) and, based on results thereof, support municipalities and municipal entities to put corrective measures in place; Developing SCM performance management systems; Compiling, managing and maintaining the supplier database ( train municipalities and municipal entities on registration and maintenance of prospective suppliers on the National Central Supplier Database {CSD}; Implementing internal control measures to address SCM-related audit findings; Quarterly and Annual reporting of SCM performance to internal and external stakeholders, as required by MFMA SCM Regulation 3; Capacity building; etc.
- ENQUIRIES** : Mr H Leburu, Tel no: 051 403 3742
- POST 05/118** : **SENIOR ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT REF NO: FSPT: 006/17**
- SALARY CENTRE REQUIREMENTS** : R262 272 per annum, Level 08  
: Bloemfontein  
: A Bachelors degree or diploma in Accounting/ Public Management or equivalent qualification with a minimum of four (4) years supply chain management working experience. Knowledge of supply chain management legislation (PPPFA, PP Regulations, BBBEEA, Practice Notes, circulars and Treasury Regulations).
- DUTIES** : Evaluate quotations equal to or above R30 000.00. Render Secretariat duties to bid committees. Capture and analyze departments' procurement spent information. Capture contracts awarded that are above R100 000.00. Update the evaluation schedule (register) for contracts below and above R100 000.00. Contract management. Manage allocated assets.
- ENQUIRIES** : Mr SS Thulo, Tel no: (051) 405 5449
- POST 05/119** : **SENIOR ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT 02 POSTS REF NO: FSPT: 007/17**
- SALARY CENTRE REQUIREMENTS** : R262 272 per annum, Level 08  
: Bloemfontein  
: A Bachelors degree or diploma in Accounting/ Public Management or equivalent qualification with a minimum of three (3) years supply chain management working experience. Knowledge of supply chain policy and relevant prescripts
- DUTIES** : Implement and maintain demand processes in the department to contribute to the rendering of a professional supply chain management service. Prepare reports on supply chain management issues and statistics. Promote effective supply chain management by researching, analyzing, developing, monitoring and reviewing procurement policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of supply chain practices. Render supply chain management advisory services to the department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other supply chain

related issues to promote the effective application of supply chain practices.  
Manage allocated assets.

**ENQUIRIES** : Mr. SS Thulo, Tel no: (051) 405 5449

**POST 05/120** : **FINANCIAL INVESTMENT OFFICER REF NO: FSPT: 008/17**

**SALARY CENTRE REQUIREMENTS** : R262 272 per annum, Level 08  
: Bloemfontein  
: A degree/diploma in Finance/Accounting/Economics/Banking and Investments. Three (3) years' experience in a banking or 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. Report writing, analytical and presentation skills as well as computer literacy (Microsoft Office).

**DUTIES** : Administration of investments for the Provincial Revenue Fund. Administer development board loans. Report on equitable shares and conditional grants received from National Treasury. Prepare monthly reports on Provincial bank balances. Provide assistance with the compilation of the annual financial statements (AFS). Manage allocated assets.

**ENQUIRIES** : Ms. MM Moduka Tel no: (051) 403 3407

**POST 05/121** : **ADMINISTRATION OFFICER: ACQUISITION MANAGEMENT REF NO: FSPT 009/17**

**SALARY CENTRE REQUIREMENTS** : R211 194 per annum, Level 07  
: Bloemfontein  
: A Grade 12 Certificate or equivalent qualification with a minimum of two years relevant experience. Knowledge of the Public Finance Management Act, supply chain policies and Treasury Regulations.

**DUTIES** : Implement and maintain sound supply chain management practices with regard to acquisition processes in the Department to contribute to the rendering of professional supply chain management services. Prepare reports and statistics on supply chain management issues. Inform, guide and advise departments/personnel on supply chain management matters to ensure the correct implementation of supply chain management practices and policies. Monitor and evaluate supply chain management policies, procedures and practices. Address acquisition enquiries to ensure the correct implementation of supply chain management practices.

**ENQUIRIES** : Mr. SS Thulo Tel no: (051) 405 5449

**POST 05/122** : **ADMINISTRATION CLERK: ACQUISITION MANAGEMENT REF NO: FSPT: 010/17**

**SALARY CENTRE REQUIREMENTS** : R142 461 per annum, Level 05  
: Bloemfontein  
: A Grade 12 Certificate or equivalent qualification. Knowledge of the Public Service Act, Public Finance Management Act, supply chain policies and Treasury Regulations.

**DUTIES** : Maintain/ensure proper record keeping. Handle incoming and outgoing correspondence. Ensure a proper and fully effective filing system is in place within the Acquisition Management Unit. Maintain a database supplier's ownership status for Small, Medium and Micro-sized Enterprises (SMME) for reporting purposes. Perform any additional tasks that may reasonable be expected from time to time. Provide and follow ups on questionnaires to end users for contract suppliers/ service providers' performance reports.

**ENQUIRIES** : Mr. SS Thulo Tel no: (051) 405 5449