

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

The Free State Provincial Treasury 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** : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or deliver by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.
- FOR ATTENTION** : Ms N Mchabasa, Tel no: (051) 405 4274
- CLOSING DATE** : 28 July 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 (if required), identity document and a recently updated, comprehensive 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. 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. 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/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POSTS

- POST 28/97** : **ASSISTANT DIRECTOR: LIQUIDITY AND INVESTMENTS REF NO: FSPT: 017/17**
- SALARY** : R334 545 per annum, Level 09
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A three year degree/diploma in Public Finance/ Accounting/ Economics/ Public Administration/ Banking and Investments. Three years' experience in a cash flow/ banking/ 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. Good communication skills, report writing, analytical and presentation skills. Computer literate. A valid driver's license.
- DUTIES** : Monitor and allocate accurate and sufficient cash blocking (ACB) limits to Provincial Departments. Provide assistance with the compilation of the Annual Financial Statements (AFS) for the Provincial Revenue Fund. Monitor cash flow and reporting of budgeted or non-budgeted funds. Monitor and facilitate the investment process for the Provincial Revenue Fund and provide guidance on financial markets performance. Monitor, review and ensure accurate calculations for debit/credit interest for the Provincial Revenue Fund. Promote effective cash management practices by Provincial Departments. Analyze and evaluate fund requisitions from departments and make recommendations for actual transfers. Manage and facilitate the allocation of cash blocking limits to departments. Manage the human resources and allocated assets within the Division.
- ENQUIRIES** : Ms. MM Moduka, Tel no: (051) 403 3407
- POST 28/98** : **ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING (FEZILE DABI DISTRICT) REF NO: FSPT 018/17**
- SALARY** : R334 545 per annum, Level 09

<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	A B Com. degree or diploma in Accounting or equivalent qualification with Accounting 3 as a major subject with a minimum of three (3) years' experience in an accounting environment. Knowledge of the Municipal Finance Management Act, Generally Recognized Accounting Practice standards and Treasury Regulations. Compilation of financial statements. Valid driver's license. Completed articles will serve as an added advantage.
<u>DUTIES</u>	:	Promote adherence to Generally Recognized Accounting Practice (GRAP) standards and submission of annual financial statements. Promote improvement of audit outcomes for all delegated municipalities. Promote improvement of assets management for all delegated municipalities. Promote the submission of Draft Annual Reports together with annual financial statements by 31 August each year, the tabling by 31 January each year and the oversight reports by 31 March each year.
<u>ENQUIRIES</u>	:	Mr S D Mokhele, Tel no: (051) 405 4784
<u>POST 28/99</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING (XHARIEP DISTRICT) REF NO: FSPT 019/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum, Level 09
	:	Bloemfontein
	:	A B Com. degree or diploma in Accounting or equivalent qualification with Accounting 3 as a major subject with a minimum of three (3) years' experience in an accounting environment. Knowledge of the Municipal Finance Management Act, Generally Recognized Accounting Practice standards and Treasury Regulations. Compilation of financial statements. Valid driver's license. Completed articles will serve as an added advantage.
<u>DUTIES</u>	:	Promote adherence to Generally Recognized Accounting Practice (GRAP) standards and submission of annual financial statements. Promote improvement of audit outcomes for all delegated municipalities. Promote improvement of assets management for all delegated municipalities. Promote the submission of Draft Annual Reports together with annual financial statements by 31 August each year, the tabling by 31 January each year and the oversight reports by 31 March each year.
<u>ENQUIRIES</u>	:	Mr. L S Moduane, Tel no: (051) 403 3415
<u>POST 28/100</u>	:	<u>LOGIS ADMINISTRATION OFFICER: LOGIS SERVICE CENTRE REF NO: FSPT: 020/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum, Level 07
	:	Bloemfontein
	:	A Grade 12 Certificate with at least three years clerical/ administrative experience within a LOGIS environment. Completed LOGIS 1 course, which should be supported by certification.
<u>DUTIES</u>	:	Operation of the LOGIS Service Centre to render a support service to all Provincial Departments, which includes the following functions: Respond to calls related to LOGIS, and assist with resolving the inquiries. Log all calls on the Provincial LOGIS Service Centre System, and escalate problematic enquiries to the supervisor, or log the calls with National Treasury for intervention. Communicate LOGIS enquiry solutions to users. Prepare reports regarding LOGIS enquiry calls for management. Create and maintain LOGIS users for mainframe access. Manage allocated assets.
<u>ENQUIRIES</u>	:	Ms. A Purcell, Tel no: (051) 405 5945