

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

*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.*



- 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 delivered by hand in Room 426(b), 4<sup>th</sup> Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.
- FOR ATTENTION** : Ms. N Mchabasa, Tel. (051) 405 4274
- CLOSING DATE** : 23 March 2018
- 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 form. 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 application is 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 application was unsuccessful. Candidates will also be subjected to a practical test. 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 11/70** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: FSPT 004/18**
- SALARY** : An all-inclusive package of R779 295. per annum (Level 12). (The remuneration package consists of the basic salary, the Government's contribution to the Government Employee 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, home owner's allowance and medical aid assistance).
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in the field of Accounting/ Finance/Economics/ Public Finance with a minimum of six years experience in a budgeting or financial management environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, economic analysis, budgeting, financial analysis and the Basic Accounting System (BAS). Computer Literacy. Valid driver's license.
- DUTIES** : Prepare and recommend the appropriation of a credible main budget to provincial departments in line with government priorities. Prepare and recommend the appropriation of adjustment budget funds to provincial departments in line with government priorities. Evaluate reports on the alignment of departmental budgets to strategic and annual performance plans. Provide inputs on Provincial budget allocations for the Medium Term Budget Policy Statement. Evaluate and assess quarterly reports on progress made in

		terms of funded priorities. Risk management. Manage the human resource of the Sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. PS Mngoma: (051) 405 4377
<b><u>POST 11/71</u></b>	:	<b><u>ASSISTANT DIRECTOR: REVENUE ADMINISTRATION AND MANAGEMENT REF NO: FSPT: 005/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	A basic salary of R334 545. per annum ( Level 9) Bloemfontein A three year degree/diploma in Public Finance/ Accounting/ Economics or equivalent qualification with three years' experience in a financial management environment of which some experience should have been in financial reporting in the Public Sector. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DORA), Economic policy environment and other relevant government prescripts. Knowledge of research methodology. Good communication, report writing, analytical and presentation skills. Computer literate. A valid driver's license.
<b><u>DUTIES</u></b>	:	Analyze and monitor the implementation of the Revenue Policy to ensure compliance in the Province. Determine and analyze revenue budget inputs in order to maximize Provincial own revenue and set a credible base. Monitor the administration of revenue processes to enhance revenue in the Province. Exploit all revenue sources and revenue tariffs in order to maximize Provincial own revenue. Monitor the Revenue Enhancement Allocation (REA) for the provincial departments. Monitor the implementation of provincial outstanding revenue debt. Manage the human resources and allocated assets within the Division.
<b><u>ENQUIRIES</u></b>	:	Mr. LD Lebone: (051) 405 5456
<b><u>POST 11/72</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: FSPT: 006/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	A basic salary of R 334 545. per annum (Level 9) Bloemfontein A three year degree/diploma in Internal Audit or equivalent qualification with three years' experience in an internal audit / financial management environment. Knowledge of International Internal Audit Standards, Public Finance Management Act (PFMA), Treasury Regulations and internal audit standard procedures and techniques. Good communication, report writing, analytical and presentation skills. Computer literate.
<b><u>DUTIES</u></b>	:	Analyze and evaluate control systems to improve the effectiveness of risk management and internal control processes in order to enable the Department to achieve its objectives. Analyze and evaluate the effectiveness of governance processes to ensure sound business processes. Provide inputs on the adequacy and the effectiveness of systems and controls evaluated.
<b><u>ENQUIRIES</u></b>	:	Mr. MM Segalo: (051) 405 5456
<b><u>POST 11/73</u></b>	:	<b><u>ASSISTANT DIRECTOR: EXTERNAL COMMUNICATION REF NO: FSPT: 007/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	A basic salary of R334 545. per annum (Level 9) Bloemfontein A three year degree/diploma in Communication/ Journalism/ Media Studies/ Marketing or equivalent qualification with three years' experience in a communication environment. Knowledge of Government communication policies and strategies, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Act, Communication Act and Public Service Regulations. Good communication, report writing and presentation skills. Computer literate. A valid driver's license.
<b><u>DUTIES</u></b>	:	Coordinate the Departmental publications in order to ensure effective communication. Coordinate and facilitate Departmental press releases and other media related matters. Coordinate Departmental events in order to promote the image of the department. Build, manage and maintain key strategic relationships with media houses and key stakeholders. Supervise the sub-ordinates within the Division.

<b><u>ENQUIRIES</u></b>	:	Mr. TWM Mokokoane: (051) 405 4643
<b><u>POST 11/74</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROCUREMENT CAPACITY BUILDING REF NO: FSPT 008/17</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	A basic salary of R334 545. per annum (Level 9) Bloemfontein A relevant degree/diploma in Commerce; Financial Management/Accounting/Public Administration or equivalent qualification with a minimum of three years' experience in a supply chain management environment. Knowledge of the Public Finance Management Act (PFMA), legislative framework for supply chain management, Public Service Regulations and government policies. Computer literacy.
<b><u>DUTIES</u></b>	:	Monitor supply chain management elements namely demand, acquisition, logistics, disposal and supply chain performance within the Free State Provincial Government Departments and schedule 3A and 3C public entities. Assess and report on the economic impact of public procurement on the provincial economy. Guide departments on mechanisms to ensure SMME's participation in the mainstream government procurement. Coordinate forums/training in the province to improve capacity in departments. Guide and assist departments and public entities on developing annual procurement plans in order to achieve 70% procurement spent. Compile and develop reports on supply chain management within the province. Supervise personnel and manage allocated office equipment/assets.
<b><u>ENQUIRIES</u></b>	:	Mr. T Mabilo: (051) 403 3098
<b><u>POST 11/75</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL BUDGETS (THABO MOFUTSANYANA DISTRICT) REF NO: FSPT 009/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	A basic salary of R334 545. per annum (Level 9) Bloemfontein A Bachelor's degree or diploma in Accounting or Financial Accounting qualification with a minimum of five years' experience in a budgeting and/or financial management environment. Knowledge of the Economics, budgeting and financial analysis, Municipal Finance Management Act, Municipal Budgets and Reporting Regulations, Treasury Regulations, Municipal Property Rates Act and MFMA circulars. A valid driver's license.
<b><u>DUTIES</u></b>	:	Monitor and provide support to municipalities during the budget preparation process to improve credibility of municipal budgets. Evaluate and report on budget implementation to improve sound financial management. Monitor and support municipalities on intergovernmental debt relating to municipal rates and services. Monitor municipal indigent register to verify that government employees are not included in the register. Support intergovernmental relations processes related to municipal finances. Manage the assets in the Division. Extensive travelling to provide technical support to municipalities.
<b><u>ENQUIRIES</u></b>	:	Mr. SW Bhembe: (051) 405 4186
<b><u>POST 11/76</u></b>	:	<b><u>PROCUREMENT PRACTITIONER REF NO: FSPT: 010/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	A basic salary of R226 611. per annum (Level 7) Bloemfontein A relevant degree/diploma in Commerce; Financial Management/Accounting/Public Administration or equivalent qualification with a minimum of two years' experience in a supply chain management environment. Knowledge of the Public Finance Management Act (PFMA), Preferential Procurement Policy and Regulations, Broad Based Black Economic Empowerment Act, Public Service Regulations, Treasury Regulations and Instruction Notes. Computer literacy.
<b><u>DUTIES</u></b>	:	Render a client support service with regard to the central supplier database (CSD). Monitor the capturing of data by departments/entities on the suppliers information systems of National Treasury contract registration application (CRA). Perform Chief User Clerk functions.
<b><u>ENQUIRIES</u></b>	:	Mr. T Mabilo: (051) 405 4175