

**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), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.
- FOR ATTENTION** : Ms. N Mchabasa, Tel. (051) 405 4274
- CLOSING DATE** : 06 April 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.

MANAGEMENT ECHELON

- POST 12/78** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FSPT 011/18**
- SALARY** : An all-inclusive salary package of R948 174 per annum Level 13 (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 that may be structured according to specific rules)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate B-degree or equivalent qualification in the field of Commerce/ Management/ Public Administration with a minimum of five years' experience in a middle/senior managerial position of which at least three years should have been in a supply chain management environment/ financial management environment. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act and supply chain management policies. Computer literate. Working knowledge of transversal systems such as the Central Supplier Database (CSD), LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver's license.
- DUTIES** : Oversee and monitor supply chain, assets, logistics and transport management in the Department. Manage demand and acquisition functions to ensure effective and efficient procurement of goods and services. Ensure effective implementation and management of supply chain management functions in line with the National Treasury SCM framework. Manage risks with regard to supply chain management in the Department to minimize risks and

enhance performance with regard to supply chain management processes. Manage logistics processes for effective and efficient payment of procured goods and services. Manage assets and disposal processes in the Department. Develop and implement sound supply chain management policies and procedures. Monitor the implementation and application of the Preferential Procurement Policy Framework Act (PPFA) and Broad Based Black Economic Empowerment Act (B-BBEE). Respond to Auditor General's audit queries on matters related to supply chain management. Serve as a member of Bid Evaluation Committees and provide technical guidance and assistance to the evaluation committees, specification committees and inter-departmental bid committees. Manage the resources of the Directorate to ensure proper functioning of the Directorate.

ENQUIRIES :

Mr. MP Mokoena: (051) 403 3173

POST 12/79 :

DIRECTOR: SUPPORT SERVICES REF NO: FSPT: 012/18

SALARY :

An all-inclusive salary package of R948 174 per annum Level 13 (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 that may be structured according to specific rules)

CENTRE :

Bloemfontein

REQUIREMENTS :

An appropriate B-degree or equivalent qualification in the field of Management/ Public Administration/ Legal with a minimum of six (6) years' experience in a middle/senior managerial position of which at least three years should have been in a financial and administration management environment. Knowledge of the Public Service Act and Regulations, Public Finance Management Act, Municipal Finance Management Act, Communication Strategies, Treasury Regulations and other relevant legislation related to the Public Sector environment. Good business communication, interpersonal, supervisory and analytical skills. Valid driver's license.

DUTIES :

Provide communication, media liaison services and special programmes in the Department. Provide sound labour relations, legal services and litigation support to the Department. Manage, monitor and coordinate sound security service in the Department. Develop, promote and implement ethical behaviour and anti-corruption strategies for the Department. Manage the resources of the Sub-directorate.

ENQUIRIES :

Ms. M Sithole: (051) 405 4268

POST 12/80 :

DIRECTOR: FISCAL POLICY REF NO: FSPT 013/18

SALARY :

An all-inclusive salary package of R948 174 per annum Level 13. (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 that may be structured according to specific rules)

CENTRE :

Bloemfontein

REQUIREMENTS :

An appropriate B-degree or equivalent qualification in the field of Commerce/ Management/ Public Administration with a minimum of five years' experience in a middle/senior managerial position of which at least three years should have been in a financial management environment. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DORA), Economic policy environment and other relevant government prescripts. Computer literate. Knowledge of research methodology. Good business communication, interpersonal, supervisory and analytical skills. Valid driver's license.

DUTIES :

Provide advice on fiscal policy matters in order to maintain and optimize provincial fiscal resources from all current and potential sources to meet service delivery obligations of the Province. Optimize and enhance provincial revenue in the Province. Monitor spending and provide support to Public Entities with regard to budgets and compliance to applicable legislation. Conduct research on fiscal matters with the view to enhance revenue for the Province. Manage the resources of the Directorate to ensure proper functioning of the Directorate.

ENQUIRIES :

Mr. PE Lebone: (051) 403 3173 / 405 4377

<u>POST 12/81</u>	:	<u>DIRECTOR: PUBLIC FINANCE AND FINANCIAL ASSET MANAGEMENT</u> <u>REF NO: FSPT: 014/18</u>
<u>SALARY</u>	:	An all-inclusive salary package of R948 174 per annum Level 13 (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 that may be structured according to specific rules)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A three year degree/ diploma in Accounting/ Finance or Economics or equivalent qualification with a minimum of five years managerial experience of which at least three years' experience should have been in a budget or financial management environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act, Standard Chart of Accounts and new Economic Reporting format. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Assess the expenditure trends of provincial departments and compile and submit assessment reports on expenditure. Manage the consolidation of In Year Management (IYM) provincial reports, conditional grants and non-financial data reports. Monitor and ensure that expenditure is in line with priorities and approved budgets. Enforce expenditure control measures. Interpret and advise government on spending trends, inclusive of infrastructure and conditional grants. Verify and evaluate the alignment of infrastructure expenditure with approved infrastructure plans and monitor progress. Advise and inform the Chief Director on remedial steps to be taken with regard to misalignment of expenditure and approved budgets/plans. Ensure effective management of the Provincial Revenue Fund. Ensure effective implementation and management of banking services for provincial departments. Ensure effective facilitation of investment processes for the Provincial Revenue Fund. Manage the resources of the Directorate to ensure efficiency and effectiveness within the Directorate.
<u>ENQUIRIES</u>	:	Mr. Pakiso Lebone: (051) 405 3173 / 405 4377
<u>POST 12/82</u>	:	<u>DIRECTOR: SUPPLY CHAIN MANAGEMENT AND ASSET MANAGEMENT</u> <u>REF NO: FSPT 015/18</u>
<u>SALARY</u>	:	An all-inclusive salary package of R948 174 per annum Level 13. (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 that may be structured according to specific rules)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate B-degree or equivalent qualification in the field of Commerce/ Management/ Public Administration with a minimum of five years' experience in a middle/senior managerial position of which at least three years should have been in a supply chain management environment/ financial management environment that is inclusive of supply chain management. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Act, Broad Based Black Economic Empowerment Act and supply chain management policies. Computer literate. Working knowledge of transversal systems such as the Central Supplier Database (CSD), LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver's license.
<u>DUTIES</u>	:	Oversee and monitor Provincial Departments and entities in terms of the implementation of supply chain management (SCM), Public Private Partnerships (PPP) and transversal systems. Manage and oversee the short and medium (3 to 5 years) SCM departmental plans. Assist in the development and implementation of the SCM Annual Procurement Strategy for the Provincial Departments and entities in order to ensure optimized service delivery, development impact and good governance. Establish and maintain appropriate policies and procedures to ensure effective and efficient management of SCM. Manage an effective and efficient SCM system for the Provincial Departments and entities in line with the SCM framework, relevant Treasury Regulations and SCM principles. Ensure departments and entities comply with National Treasury Practice Notes, SCM circulars and Instruction Notes as well as with relevant/applicable legislation and regulations. Ensure the achievement of effective Bid Management within Provincial Departments and entities. Monitor, evaluate and ensure effective management of Provincial contracts and Service Level Agreements (SLA). Report on matters relating to

demand, acquisition, logistics and asset management and SCM performance in the Province. Ensure and facilitate capacity building programmes within provincial departments and entities. Render support in terms of the National Treasury Central Supplier Database (CSD) to departments, entities and suppliers. Develop and implement strategies on supply chain risk controls and fraud prevention. Manage and co-ordinate all related activities, including year-end procedures. Evaluate and ensure the implementation of PPP in the Province. Manage the resources of the Directorate.

ENQUIRIES :

Mr. TM Mabilo: (051) 405 4175

OTHER POSTS

POST 12/83 :

DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: FSPT 016/18

SALARY :

An all-inclusive salary package of R779 295 Per annum Level 12. (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 that may be structured according to specific rules)

CENTRE REQUIREMENTS :

Bloemfontein
A relevant degree or diploma in a building/ construction environment with a minimum of five years' experience in a supervisory post of which at least three years' should have been in a construction or public sector construction environment. Knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act, Intergovernmental Relations Act and Treasury Regulations. Knowledge of the infrastructure toolkit. Computer literate and advanced Excel skills. Good interpersonal, organizing, planning and analytical skills. Valid driver's license.

DUTIES :

Facilitate the implementation of the Infrastructure Delivery Improvement Program (IDIP) in the Province. Ensure quality assurance by conducting site visits on projects in the Province. Ensure the implementation of the management toolkit in all infrastructure departments. Provide relevant infrastructure information required by National Treasury, management and portfolio committees. Ensure credible and timeous submission of infrastructure reports by departments. Evaluate infrastructure reports against infrastructure plans and the Free State Growth and Development Strategy. Monitor the progress made with regard to the implementation of Provincial Department's Infrastructure Plans. Monitor infrastructure expenditure against the approved infrastructure budgets. Manage the resources of the Sub-directorate to ensure efficiency and effectiveness within the Sub-directorate.

ENQUIRIES :

Mr. PE Lebone: (051) 403 3173 / 405 4377

POST 12/84 :

DEPUTY DIRECTOR: ECONOMIC RESEARCH REF NO: FSPT 017/18

SALARY :

An all-inclusive salary package of R657 558 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 that may be structured according to specific rules)

CENTRE REQUIREMENTS :

Bloemfontein
A post graduate degree in Economics with a minimum of five years' experience in the field of economic research, of which two years should have been in a junior management position. Knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Treasury Regulations, Economic policy environment and other relevant government prescripts. Computer literate. Knowledge of research methodology. Good interpersonal, organizing, planning and analytical skills. Valid driver's license.

DUTIES :

Analyze global, regional, domestic and provincial macro-economic trends. Conduct economic research in order to impact on various governmental policy objectives on selected economic variables. Conceptualize, coordinate and supervise the writing and publication of the Provincial Medium Term Budget Policy Statement (MTBPS). Supervise the publication of the Provincial Quarterly Labour Market Review. Present scientific papers and research reports in both internal (e.g. Directorate workshops, Management meetings, etc.) and external platforms (e.g. conferences, workshops, seminars, etc.). Input on economic policy debates and discussions through participation in relevant platforms. Compile research-based Policy Briefs on relevant and topical issues. Peer review allocated research papers, documents and

publications. Manage the resources of the Sub-directorate to ensure efficiency and effectiveness within the Sub-directorate.

ENQUIRIES : Mr. IJ Moses: (051) 405 5362

POST 12/85 : **ASSISTANT DIRECTOR: INFRASTRUCTURE CO-ORDINATION REF NO: FSPT 018/18**

SALARY CENTRE REQUIREMENTS : A basic salary of R334 545 per annum (Level 9)
 : Bloemfontein
 : A Bachelor's degree or diploma in Architecture/ Quantity Surveying/ Civil Engineering or equivalent qualification. A minimum of three years project management experience. A valid driver's license. Recommendation: A Project Management qualification will be an added advantage.

DUTIES : Facilitate the implementation of the Infrastructure Delivery Improvement Program/Infrastructure Delivery Management Systems (IDMS) in the Province. Conduct quality assurance assessments through site visits on projects around the Province. Develop and ensure the implementation of infrastructure policies to enhance infrastructure development in the Province. Develop strategies with regard to infrastructure implementation and reporting. Evaluate infrastructure reports against infrastructure plans and the Free State Growth and Development Strategy. Evaluate departments' requests to deviate from infrastructure plans and make recommendations thereon. Provide technical assistance and training with regard to infrastructure. Conduct research on new developments in project management methodologies and new technologies and procedures.

ENQUIRIES : Mr. PE Lebone: (051) 403 3173 / 405 4377