

**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 No: (051) 405 4274
- CLOSING DATE** : 01 June 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 20/250** : **ASSISTANT DIRECTOR: LIQUIDITY AND INVESTMENTS REF NO: FSPT 024/18**
- SALARY** : A basic salary of 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** : Mr. PE Lebone Tel No: (051) 405 4377
- POST 20/251** : **SENIOR STATE ACCOUNTANT REF NO: FSPT 020/18**
- SALARY** : A basic salary of R281 418 per annum Level 08
- CENTRE** : Bloemfontein

<b><u>REQUIREMENTS</u></b>	:	A degree/ diploma with Accounting/ Mathematics as a passed subject. Experience in the Basic Accounting System and budget cycle processes. Financial control experience as well as experience in BAS, LOGIS and PERSAL. Knowledge of BAS, LOGIS, PERSAL, batch control, MS Word, Power-point and Excel.
<b><u>DUTIES</u></b>	:	Review the implementation and maintenance of financial management (BAS/PERSAL/LOGIS) transactions concerning financial processes in the Department to contribute to the rendering of a professional financial administration service. Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Monitor the successful implementation of Departmental/Public Service policies as well as development of policies on matters related to financial management in order to adhere to relevant prescripts/legislation. Ensure effective monitoring, control over financial resources and provide inputs with regard to financial resources.
<b><u>ENQUIRIES</u></b>	:	Ms. MCA Kesonk Tel No: (051) 405 4693
<b><u>POST 20/252</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER; OFFICE OF THE CHIEF DIRECTOR: SUSTAINABLE RESOURCES MANAGEMENT AND OFFICE OF THE DIRECTOR: XHARIEP DISTRICT REF NO: FSPT 021/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	A basic salary of R226 611 per annum Level 07 Bloemfontein
<b><u>DUTIES</u></b>	:	A Bachelor's degree/diploma in Office Management and Technology/Human Resources Management/Public Management/Administration or equivalent qualification with a minimum of two (2) years relevant experience. Knowledge of relevant legislation and policies, e.g. The Public Finance Management Act Treasury Regulations, Public Services Act and Public Service Regulations. Good verbal and written communication skills. Computer literate. MS Word, Excel and Power Point.
<b><u>ENQUIRIES</u></b>	:	Provide a secretarial/receptionist support service to the SMS member. Receive and direct enquiries/complaints to relevant people. Manage and coordinate the diary of the SMS member. Render an administrative support service to the SMS member. Manage the travel arrangements and claims for the Office of the SMS member. Provide support with the administration of the budget. Provide support to the SMS member during meetings. Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office.
<b><u>ENQUIRIES</u></b>	:	Office of the Chief Financial Officer: Mr. MP Mokoena Tel No: (051) 403 3173 Office of the Chief Director: Sustainable Resources Management: Mr. PE Lebone Tel No: (051) 405 4377 Office of the Director: Xhariep District: Mr. L Moduane Tel No: (051) 405 5094
<b><u>POST 20/253</u></b>	:	<b><u>LOGISTICS PRACTITIONER REF NO: FSPT 023/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	A basic salary of R226 611 per annum Level 07 Bloemfontein
<b><u>DUTIES</u></b>	:	A Grade 12 Certificate with at least three years clerical/ administrative experience within a supply chain management environment. Completed LOGIS 1 course, which should be supported by certification. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and relevant supply chain policies and prescripts. Computer literate.
<b><u>ENQUIRIES</u></b>	:	Implement and maintain supply chain management processes with regard to asset management in the Department to contribute to the rendering of professional supply chain management services. Address supply chain management enquiries to ensure the correct implementation of supply chain practices. Inform, guide and advise the Department / personnel on supply chain management matters to enhance the correct implementation of supply chain management policies and practices.
<b><u>ENQUIRIES</u></b>	:	Mr. T Medupe Tel No: (051) 405 5946
<b><u>POST 20/254</u></b>	:	<b><u>INVENTORY CLERK REF NO: FSPT: 022/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	A basic salary of R152 862 per annum Level 05 Bloemfontein
<b><u>DUTIES</u></b>	:	A grade 12 certificate or equivalent qualification with relevant experience. Computer literate.
<b><u>DUTIES</u></b>	:	Administer and maintain the asset register. Bar-coding and record keeping of assets. Update room lists with regard to the movement of assets. Replace bar-codes

and serial numbers when necessary. Capture stocktaking information. Verify discrepancies identified during annual physical verification of Departmental assets. Verify incorrect description of Departmental assets. Disposal of redundant assets. Keep records of assets to be disposed. Manage assets allocated.

**ENQUIRIES** :

Mr. T Medupe Tel No: (051) 405 5946

**POST 20/255** :

**SENIOR ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: FSPT 019/18**

**SALARY** :

A basic salary of R152 868 per annum Level 05

**CENTRE** :

Bloemfontein

**REQUIREMENTS** :

A Grade 12 Certificate. One (1) year experience in a financial environment. Knowledge of PERSAL/BAS, Public Finance Management Act (PFMA), Treasury Regulations, relevant financial management legislation and directives. Computer literate. Basic knowledge of accounting principles.

**DUTIES** :

Handling of Departmental debts which consists of follow ups and recovering of Departmental debts, clearance of debt related accounts and the implementation of debt on Persal and BAS on a monthly basis.

**ENQUIRIES** :

Ms. CT Qwabe Tel No: (051) 405 4606