

**PROVINCIAL ADMINISTRATION: FREE STATE
OFFICE OF THE PREMIER**

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** : Mr. AJ Venter, Head: Corporate Administration, Office of the Premier, Attention: Ms J Kleynhans, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: joann.kleynhans@fspremier.gov.za
- CLOSING DATE** : 25 February 2022 at 16:00
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV, copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified document will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

MANAGEMENT ECHELON

- POST 05/109** : **HEAD OF DEPARTMENT: DEPARTMENT OF POLICE, ROADS AND TRANSPORT HOD: PR&T**
(5 year employment contract position)
- SALARY** : R1 978 533 per annum, all-inclusive remuneration package, Plus a 10% non-pensionable Head of Department allowance. 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 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Bloemfontein (Dept. of Police, Roads and Transport)
: The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996) Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organisational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of

responsibility of the particular department and/or management will be a recommendation.

DUTIES

: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilisation and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act, the Treasury Regulations, and any other law. This successful candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan of the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES

: Mr. AJ Venter, Deputy Director General: Corporate Administration and Coordination: Cell: 0825538178

NOTE

: These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Nominated candidates must attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

DEPARTMENT OF TREASURY

APPLICATIONS

: Applications, quoting the relevant reference, should be forwarded as follows: The Manager: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to recruitment.fstresury@gmail.com or recruitment@treasury.fs.gov.za.

FOR ATTENTION

: W van Zyl, Fidel Castro Building, Tel No: (051) 405 5069

CLOSING DATE

: 25 February 2022

NOTE

: Applications must be submitted on new Z.83 form (effective 1 January 2021), obtainable from any Public Service Department and must only be accompanied by copies of highest relevant qualification (a transcript of results must be attached or subjects should be mentioned in the CV), certificates relating to the post requirements, identity document, driver's license (if required) and a concise C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. 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. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and previous employment verification). The Department reserves the right not to make appointments on the advertised posts.

OTHER POSTS

- POST 05/110** : **STATE LAW ADVISOR GRADE 1 REF NO: 05/2022**
- SALARY** : R774 660 per annum (LP-7), an all-inclusive salary package, (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : LLB degree. Minimum of 5 years appropriate post qualification litigation/advisory experience. Knowledge of legislation and case law relating to administrative law, promotion of access to information, protection of personal information, procurement law, the law of contract, interpretation of statutes and other areas of South African law applicable to the public sector. Research and legal writing skills. Innovative problem solving skills. Analytical, presentation and computer literacy skills.
- DUTIES** : It will be expected of the successful candidate to perform the following duties: Attend consultations with Departmental officials and provide advice and guidance on both procedural and substantive legal issues, including: Analyse procedural and substantive legal issues Advise client department on the legal matters; Guide relevant stakeholders on the legal matters; Draft advice and/or guidance report/s on the legal matters. Negotiate, draft and edit contracts, including: Consult client departments on contracts; consider content of the contracts against relevant legislation; Edit contracts to be aligned to relevant legislation; Draft contracts according to relevant legislation and needs of the client department; and Consult with relevant stakeholders of the contract. Provide legal advice and legal opinions to MECs, Heads of Department and other departmental officials on procedural and substantive legal issues, including: Determine the legal issues that need to be assisted with; Consider the relevant legislation and case law of the legal matter; Consult with relevant client department on the legal matter; and Draft legal opinion or advice on the legal matter. Draft legal correspondence and replies, including: Consult the client department on the legal matters; Consider the relevant legislation and case law on the legal matters; and Draft correspondence and replies on the legal matters. Manage all aspects of litigation on behalf of client departments.
 Dv. KJC Ditira, Cell: 0764020050
- ENQUIRIES**
- POST 05/111** : **SENIOR STATE ACCOUNTANT: PROVINCIAL ACCOUNTING & REPORTING REF NO: FSPT 001/22**
- SALARY** : R321 543 per annum (Level 08), (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant qualification (NQF level 6 or higher) with a minimum of two (2) years' experience in accounting of which some should be in financial statements. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Standard Chart of Accounts (SCOA) and financial systems (BAS, LOGIS & PERSAL). Must be computer literate and have the following skills: communication, problem solving, organizational, report writing and analytical.
- DUTIES** : Assess departmental/entity and trading account policies, procedures, guidelines and practices in line with the National Framework and report thereon. Promote accurate compilation and timely submission of Annual Financial Statements (AFS) including Interim Financial Statements and draft AFS through evaluations and by providing assistance and advice to departments/entities in this regard. Coordinate and/or provide training on financial management matters such as the compilation of Annual Financial Statements, Interim Financial Statements and interpretation of accounting standards. Evaluate and comment on specimen guides and templates for preparation of financial statements from National Treasury as well as new exposure drafts and guides released by the Accounting Standards Board. Checking of Key Control Matrix reports to promote accurate and credible accounting

information including visits to the departments/entities. Execute tasks contributing to the preparation and submission of consolidated financial statements. Evaluate audit outcomes and initiate corrective measures. Assess the progress made by departments/entities on the resolutions emanating from PROPAC.

ENQUIRIES :

Ms. J Bisschoff Tel No: 051 403 3103

POST 05/112 :

LOGISTICS PRACTITIONER (PAYMENT) REF NO: FSPT 002/22

SALARY :

R261 372 per annum (Level 07), (A basic salary)

CENTRE :

Bloemfontein

REQUIREMENTS :

A relevant qualification (NQF level 6 or higher) with a minimum of four (4) years' experience in a supply chain management environment. Knowledge of supply chain management policies and other relevant supply chain management prescripts. Computer literate. Numeracy, communication, problem solving, literacy, analytical, presentation and report writing skills.

DUTIES :

Monitor the processing of invoices to ensure payment within 30 days. Liaise with suppliers and end-users regarding incorrect invoices, banking details, item codes or inactive bank accounts. Prepare monthly reports for the Payment office. Management of the human resources in the unit and the asset room list.

ENQUIRIES :

Ms. N V Ntukela-Tyam Tel No: 051 405 5757

POST 05/113 :

SENIOR ADMINISTRATION CLERK: PAYMENT REF NO: FSPT 003/22

SALARY :

R176 310 per annum (Level 05), (A basic salary)

CENTRE :

Bloemfontein

REQUIREMENTS :

A relevant qualification (Grade 12 or higher) with relevant experience in a supply chain management environment. Knowledge of supply chain management policies and other relevant supply chain management prescripts. Logis/BAS certificate. Computer literate. Numeracy, communication, problem solving, literacy, analytical and presentation skills.

DUTIES :

Implement and maintain supply chain management concerning payments in the department to contribute to the rendering of a professional supply chain management services. Address supply chain management enquiries to ensure the correct implementation of supply chain management practices. Process invoices to ensure compliance to 30 days' payments and prepare reports on invoices paid/payments matters and statistics.

ENQUIRIES :

Ms. N V Ntukela-Tyam Tel No: 051 405 5757

POST 05/114 :

SENIOR ADMINISTRATION CLERK: TRANSIT REF NO: FSPT 004/22

SALARY :

R176 310 per annum (Level 05), (A basic salary)

CENTRE :

Bloemfontein

REQUIREMENTS :

A relevant qualification (Grade 12 or higher) with relevant experience in a Supply Chain Management environment. The applicant must be computer literate and have communication and secretarial skills.

DUTIES :

Implement and administer supply chain management practices concerning transit in and out processes in the Department. Address supply chain management enquiries and follow up 0 to 9 files. Provide weekly reports on transit activities. Handling of returned (send-back) documents. Maintain good working relations.

ENQUIRIES :

Ms. N V Ntukela-Tyam Tel No: 051 405 5757