

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

Free State Office of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Posted to: Ms. Petro Norval, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivered to: Petro Norval, Room 5, Ground floor, OR Tambo House, Bloemfontein or e-mail petro.norval@fspremier.gov.za
- CLOSING DATE** : 4 April 2022
- 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. 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 10/112** : **OFFICE MANAGER: OFFICE OF THE DIRECTOR GENERAL, REF NO: 08/2022**
- SALARY** : R1 073 187 per annum. (Level 13) (An all-inclusive salary package) The remuneration package includes a basic salary, State'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 may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Bloemfontein
: A SAQA recognized undergraduate or equivalent qualification (NQF Level 7); and a minimum of 5 years appropriate experience at middle/senior managerial level in the private or public sector. Potential applicants for posts in the Senior Management Service as well as existing SMS members who which to 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. Key Competencies And Skills: Knowledge and understanding of public service policies and procedures. Working knowledge of the functioning of Provincial Government. Working knowledge of MS Word, Excel and PowerPoint. Have the ability to execute research and analyse complex information to compile documents. Co-ordinate and integrate the activities of the office. Work under pressure. Excellent interpersonal relations skills.
- DUTIES** : It will be expected of the successful candidate to perform the following duties: Manage Engagements of the Director-General, including: Ensure that the Personal Assistant compile realistic programmes of appointments and journeys for the Director-General; Liaise with and/or sensitize the Director-General regarding priority appointments. Render administrative support services, including: Set up and maintain systems in the Office of the Director-General that will contribute towards improving efficiency in the office; Ensure, oversee and advise on the effective flow of information and documents to and from the Office of the Director-General; Oversee the safekeeping of all documentation in the Office of the Director-General; Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders; Draft

responses with regard to more complex issues for internal and external stakeholders; Prioritise issues in the Office of the Director-General; Co-ordinate and compile reports of a transverse nature for the Director-General and advise/sensitize the Director-General on reports to be submitted by Provincial Departments, Municipalities, Components etc; Follow-up on reports to be submitted by Provincial Departments, Municipalities, Components, etc. to the Office of the Director-General; Develop presentations and speeches for the Director-General. Execute research, analyse information and compile complex documents for the Director-General, including: Research and compile comprehensive documents (not linked to a specific line function) for the Director General with regard to issues forthcoming from meetings such as FOHOD, Municipal Managers meeting etc; Compile EXCO Memoranda and memoranda with regard to sensitive issues that are not linked to a specific line function; Scrutinize complex submissions/reports and make abbreviated notes and/or recommendations for the Director-General. Provide support to the Director-General with regard to meetings, including: Scrutinise documents to determine actions/information/documents required for the meeting; Record minutes/decisions and communicate to relevant role-players, follow-up on progress made and prepare briefing notes for the Director-General; Arrange for the placements of items on the agenda of meetings chaired by the Director-General and to ensure circulation of accompanying memoranda; Ensure that the logistical arrangements for meetings are executed. Manage the budget of the Office of the Director-General, including: Determine and collate information with regard to the budget needs of the Office of the Director-General; Keep record of expenditure commitments, monitor expenditure and alert the Director-General with regard to possible over- and under spending; Identify the need to move funds between items and compile submissions for this purpose. Remain up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the Director-General, including: Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly; Remain abreast with the procedures and processes that apply in the Office of the Director-General. Build the necessary capacity with regard to Office Support in the Offices of Heads of Department in the FSPG, including: Liaise and communicate on a regular basis with the Offices of Heads of Department and ensure that Support Personnel of Heads of Department understand how the FSPG functions and the expectations with regard to documents to be submitted to the Office of the Director-General; Co-ordinate and advice on the necessary training programmes for Office Support Staff in the Offices of the Heads of Department. The management of resources to ensure that the objectives of the component are achieved, including: Management of staff within the Sub-Directorate; The development of Job Descriptions within the Sub-Directorate; The performance management of staff within the Sub-Directorate; Facilitation of training interventions; Give strategic direction, guidance and advice to staff within the Sub-Directorate

ENQUIRIES

: Mr. A.J. Venter, DDG: Corporate Administration and Coordination, Cell: 0825538178

NOTE

: The successful candidate will be required to enter into a performance agreement within 3 months after assumption of duty; and 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. Following the interview and technical exercise, the selection panel will recommend candidates to 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

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- 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. Attention: Mr. I B Pheello, Fidel Castro Building, Tel No: (051) 405 5069 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** : Mr. W van Zyl, tel. (051) 405 5266
- CLOSING DATE** : 8 April 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 POST**
- POST 10/113** : **SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: FSPT 005/22**
- SALARY** : R321 543 per annum. (Level 8)(A basic salary)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A relevant qualification (NQF level 6 or higher) with a minimum of three (3) year relevant experience in basic accounting principles, debt collection, tax calculations, E-Filling/E@syFile, salary administration and clearing of accounts. Knowledge of BAS/Persal, relevant financial management legislation and directives, e.g. The Public Finance Management Act, Treasury Regulations and Tax Legislation. Computer literate in MS Word. Numeracy and literacy skills. Good verbal and written communication skills.
- DUTIES** : Monitor and coordinate the implementation and maintenance of financial management practices (BAS and PERSAL transactions) concerning financial management processes in the department, to contribute to the rendering of a professional financial administration services. Render a financial management advisory services to the department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other financial issues, to promote an effective financial management environment. Promote the successful implementation of departmental/public service policies as well as development of policies on matters related to financial management, to adhere to the relevant prescripts/legislations. Prepare and consolidate reports/reconciliations and in-depth complex reports of debt, PERSAL and BAS on financial management issues and statistics. Authorize and verify all documents and transactions on BAS and PERSAL according to delegations. Supervise the activities of the Financial/Senior Financial Administrative Clerks, to contribute to the rendering of a professional financial management service.
- ENQUIRIES** : Ms. C T Qwabe Tel No: 051 405 4606