

**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 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.fstreasury@gmail.com or recruitment@treasury.fs.gov.za.
- FOR ATTENTION** : Mr. W van Zyl Tel No: (051) 405 5266
- CLOSING DATE** : 20 May 2022
- NOTE** : Directions to applicants: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must be accompanied by copies of qualifications, only shortlisted candidates will be required to submit certified copies of documents (A transcript of results must be attached or subjects should be mentioned in CV), driver's license, if required, identity document and a 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. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via the following link: <https://www.thensg.gov.za>. Candidates will also be subjected to a competency assessment as well as a practical test. Qualification certificates must not be copies of certified copies. Only documents certified by the SAPS or holders of offices as Published by the Minister of Justice in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963) who are designated to be commissioners of oaths, will be accepted. 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 applications are posted or hand 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 applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

**MANAGEMENT ECHELON**

- POST 15/146** : **DIRECTOR: ECONOMIC ANALYSIS REF NO: FSPT: 007/22**
- SALARY** : R 1 073 187 per annum (Level 13), an all-inclusive salary package, (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** : A degree in Economics. Honors degree will be added as an advantage. Six to ten years of relevant experience in economics and research environment. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance

Management Act (MFMA), Treasury Regulations, Public Service Act and Regulations, Econometrics, Public Finance and Development, Macro and Labour Economics. Problem solving and innovation capability. Good interpersonal, strategic capability, leadership and analytical skills. Computer literate. Valid driver's license.

- DUTIES** : Periodic analysis and update of provincial socio-economic indicators. Coordinate and produce Departmental publications such as Provincial Economic Review and Outlook (PERO), Provincial Mid-Term Budget Policy Statement (MTBPS), Quarterly Labour Market Review (QLMR) and Municipal Economic Review and Outlook (MERO). Conduct, publish and disseminate research in lieu of policy development, planning and the fiscal framework of the Province. Provide technical and strategic support in economic policy research, analysis and development. Maintain and expand existing databases and information sources on the provincial economic and related social issues. Manage resources of the Directorate.
- ENQUIRIES** : Mr. P E Lebone @ 082 803 4075(Office hours only)

#### OTHER POSTS

- POST 15/147** : **SENIOR HUMAN RESOURCES INFORMATION PRACTITIONER REF NO: FSPT: 008/22**

- SALARY** : R321 543 per annum (Level 08), a basic salary
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Diploma in Human Resources Management or equivalent qualification with a minimum of two years' experience in a human resources management environment. Knowledge of relevant legislations and policies within the human resources environment e.g. Public Service Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Regulations and the Employment Equity Act. Knowledge on administrative procedures, research principles, policy development, human resources provisioning. Computer literate in MS Word, Excel and Power Point and operating computer hardware. Ability to communicate verbally and in writing both formally and informally.
- DUTIES** : Facilitate the recruitment and selection process in the Department to contribute to the establishment of a competent and professional workforce within the Department. Render a human resource advisory service within the Department by interpreting more complex and problematic human resources related matters in order to promote an effective human resource environment. Address human resources enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advise the Department on human resource matters to enhance the correct implement of human resources practices/policies. Prepare reports on human resources administration issues and statistics to enable management to make informed decisions.

- ENQUIRIES** : Mr. X Ngesi Tel No: (051) 403 3886

- POST 15/148** : **FINANCIAL & LOSSES CONTROL OFFICER REF NO: FSPT 006/22**

- SALARY** : R261 372 per annum (Level 07), a basic salary
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A relevant qualification (NQF level 6 or higher). Accounting as a passed subject will be an added advantage. A minimum of two (2) years' experience in a theft, losses and financial control environment/field. Must have proven training on LOGIS and BAS. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, relevant delegations, batch control and financial systems (BAS, LOGIS & PERSAL). Must be computer literate and have the following skills: Communication, problem solving, inter-personal, time management, report writing and analytical.
- DUTIES** : Review all documents and transactions on BAS /LOGIS /PERSAL according to delegations and approved policies. Render financial management advisory services to the Department by investigating, analyzing and interpreting legislation and prescripts and other financial matters to promote an effective financial management environment. Handle all administration functions related to theft, losses, irregular expenditure, fruitless and wasteful expenditure and unauthorized expenditure. Promote effective financial

**ENQUIRIES**  
**CLOSING DATE**

: management by contributing to the consistent and effective application of  
financial management practices. Prepare reports on financial management.  
: Ms. F Prinsloo Tel No: 051 405 5462  
: 17 May 2022