

**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. Attention: Mr. W van Zyl Fidel Castro Building, Tel No: (051) 405 5266 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. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to recruitment@treasury.fs.gov.za.
- FOR ATTENTION** : Mr. W van Zyl, tel. (051) 405 5266
- CLOSING DATE** : 8 July 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 a detailed Curriculum Vitae (Subjects of relevant qualifications should be mentioned in the CV). Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The reference number of the advertised post should be stated on the Z.83. Only short listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. 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 for SMS posts (Level 13 and higher posts) will also be subjected to a competency assessment and may also be subjected to a practical test. Candidates who apply for posts below SMS level may be subjected to a practical test. 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, 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 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 23/247** : **DIRECTOR: INTERNAL AUDIT REF NO: FSPT: 011/22**
- SALARY** : R1 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 or equivalent qualification (NQF level 7) in Accounting/Auditing or equivalent qualification with Auditing/Accounting as a major subject. Professional designation in accounting and auditing environment. A minimum

of seven years' experience in an auditing environment. Five years' experience at MMS level. Extensive knowledge of auditing principles and their application. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service policies and procedures, Public Service Act & Regulations, Understanding of government legislation, knowledge of IPPF, Public Sector Internal Audit Framework and knowledge of applicable governance frameworks. Problem solving and innovation capability. Must possess the following skills: Written and verbal communication-, reporting- and presentation-, conflict management-, problem solving-, leadership-, managerial-, project management-, financial management-, analytical- and persuasive skills and ability to effectively interact with clients.

DUTIES : Supervise and manage the activities of the Internal Audit Directorate. Develop the Internal Audit Charter, strategic and operational plans. Review internal audit activities in line with standards. Provide advice, counsel, and opinions regarding the Department's efficiency and effectiveness in risk management, internal control, corporate governance and performance management. Ensure compliance with the Institute of Internal Auditors (IIA) standards and best practices within the Internal Audit environment. Provide administrative support to the Audit Committee.

ENQUIRIES : Mr. M A Maqabe Tel No: (051) 403 3481

OTHER POSTS

POST 23/248 : **DEPUTY DIRECTOR: PROVINCIAL RISK MANAGEMENT REF NO: FSPT: 012/22**

SALARY : R744 255. per annum (Level 11) (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 REQUIREMENTS : Bloemfontein
: An appropriate degree or equivalent qualification (NQF Level 7) in the field of Risk Management/Internal Audit/Financial Management or equivalent qualification with Risk Management as a major subject. A minimum of five (5) years relevant experience in the development, implementation and/or monitoring of risk management systems/strategies, risk management services and the management of the risk management services environment of which at least two (2) years should have been in a supervisory position. Knowledge of the PFMA, Treasury Regulations. Public Service Risk Management Framework (PSRMF) and King IV report. Knowledge of the functioning of the provincial government and in possession of a valid driver's license.

DUTIES : Monitor and enforce compliance and effective implementation of risk management in allocated Departments. Draft Bi-annual Assessment Reports. Facilitate accredited risk management training within the province. Facilitate anti-fraud awareness seminars/conferences and maintain ACFE Corporate Membership for the Province. Provide support to Departments and entities on Risk Management and Risk Management Committee activities. Promote and report on the Key Control Matrix of allocated Departments. Manage resources of the Sub-directorate to ensure the smooth running of the Sub-directorate.

ENQUIRIES : Mr. M A Maqabe Tel No: (051) 403 3481

POST 23/249 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: FSPT: 013/22**

SALARY : R744 255.per annum (Level 11) (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 REQUIREMENTS : Bloemfontein
: A relevant degree/advanced diploma (NQF level 7 qualification) in Risk Management/Internal Auditing/Accounting or an equivalent qualification with Risk Management/Internal Auditing/Accounting as a major subject. A minimum of five (5) years' experience in a risk management or internal auditing environment of which at least three (3) years should have been in a junior management position (Assistant Director level). Knowledge of the Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework, King IV. Computer proficiency in Microsoft Office. Must possess the following skills: Written and verbal communication-, reporting

and presentation-, conflict management-, problem solving-, leadership-, managerial-, project management-, financial management-, analytical- and persuasive skills. Ability to effectively interact with clients. A valid driver's license.

DUTIES : Work with senior management to develop the overall enterprise risk management vision, risk management strategy, risk management policy, as well as risk appetite and tolerance levels for approval by the Accounting Officer. Continuously drive risk management processes towards "best practice". Develop a common risk assessment methodology that is aligned with the Department's objectives at strategic, tactical and operational levels for approval by the Accounting Officer. Coordinate risk assessments within the Department/Programmes/Directorates on a regular basis. Sensitize management timeously of the need to perform risk assessments for all major changes. Assist management in developing and implementing risk responses for each identified material risk. Participate in the development of the combined assurance plan for the Department, together with the Internal Audit Directorate and Management. Ensure effective information systems exist to facilitate overall risk management improvement within the Department. Compile the necessary reports for the Risk Management Committee, and provide inputs into the development and subsequent review of the fraud prevention strategy, business continuity plans, occupational health, safety and environmental policies, practices and disaster management plans. Manage the Departmental Risk Management Sub-directorate.

ENQUIRIES : Mr. M A Maqabe Tel No: (051) 403 3481

POST 23/250 : **ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: FSPT: 014/22**

SALARY : R382 245. per annum (Level 9)A basic salary
CENTRE : Bloemfontein

REQUIREMENTS : A degree or equivalent qualification (NQF level 7), preferably in Supply Chain Management, Law or Commerce. Three years' experience in asset management and/or related field. Knowledge of applicable national and provincial policies and legislation is required, inclusive of the Municipal Finance Management Act, Preferential Procurement Policy Framework Act(PPPFA) and Regulations, National Treasury circulars and guidelines, Procurement Policy Framework, Treasury Regulations, Provincial Treasury policies, and guidelines; Commercial Law principles/procedures, Contract Law principles/procedures, Public Service Regulatory Framework, Broad Based Black Economic Empowerment Act (BBBEE) and the BEE Code of Good Practice. Computer literate. Valid driver's license.

DUTIES : Monitor and support municipalities on the review of municipal supply chain management policies to promote compliance with the MFMA and all related supply chain management frameworks. Monitor and report on contract management. Monitor and report on supply chain management procurement plans. Monitor and report on irregular expenditure. Monitor and report on the structuring and functionality of Supply Chain Management Units and Bid Committees.

ENQUIRIES : Mr. H Leburu Tel No: 079 497 0012 (Office hours only)

POST 23/251 : **ASSISTANT DIRECTOR: IT INFORMATION SECURITY REF NO: FSPT 015/22**

SALARY : R382 245 per annum.(Level 9) A basic salary
CENTRE : Bloemfontein

REQUIREMENTS : A relevant degree/advanced diploma (NQF level 7 qualification) in Information Technology, Computer Science, Information Systems or equivalent qualification with certification in either A+, N+ or CCNA. A minimum of three years' experience in an information technology security environment. Knowledge of ISO/IEC 27002, ITIL, Treasury Regulations, relevant Delegations, Departmental policies and Microsoft Office. Problem solving-, analytical-, management-, communication-, reporting-, and presentation skills. Computer literacy.

DUTIES : Develop, publish and maintain Departmental privacy, security plans, policies and guidelines in line with the specifications of the MISS. Identify all possible threats on the system, ensure possible solutions and recommend preventative measures to prevent future threats. Understand potential threats,

vulnerabilities and control techniques and monitor trends with regard to security related issues/activities affecting the Department.

ENQUIRIES : Mr. B J Lekwene Tel No: (051) 405 5031

POST 23/252 : **LAN/WAN PRACTITIONER REF NO: FSPT 016/22**

SALARY : R261 372.per annum. (Level 7)A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : A relevant qualification (NQF level 6 or higher) in Information Technology with certification in either A+, N+ or CCNA. A minimum of three years' experience in an information technology environment. Knowledge of the ISO/IEC 27002, ITIL, Treasury Regulations, relevant Delegations, Database Management and Departmental information technology policies. Problem solving-, analytical-, communication-, reporting- and presentation skills. Computer literacy.

DUTIES : Design network layouts to ensure employees can access networks easily and prevent network congestion. Ensure adequate network security. Configure and install ICT critical systems. Monitor and ensure the availability of networks and critical systems. Assist management with the Data Centre and critical information where critical systems are hosted. Monitor and prevent viruses. Assist in managing telecom services to ensure the availability and accessibility of the telecom services. Contribute to the development of ICT policies.

ENQUIRIES : Mr. B J Lekwene Tel No: (051) 405 5031

POST 23/253 : **SECRETARY WITHIN THE OFFICE OF THE DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FSPT: 017/22**

SALARY : R176 310. per annum.(Level 5) A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : A Grade 12 certificate or equivalent certificate/qualification with typing as a passed subject. A minimum of one (1) year relevant experience. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literate in MS Word, Excel and Power Point. Sound organizational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation skills. Good verbal and written communication skills.

DUTIES : Provide secretarial/receptionist support services to the Director. Provide a clerical support service to the Director. Render supply chain management support services to the Director. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director.

ENQUIRIES : Mr. M A Machel Tel No: (051) 403 3957