

**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 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.
- FOR ATTENTION** : Ms. L D Motloun, Fidel Castro Building Tel No: (051) 405 4274
- CLOSING DATE** : 23 September 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 only 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 Department, post name and 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. Candidates may also 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 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). 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).

**OTHER POST**

- POST 34/197** : **ADMINISTRATION OFFICER: INTERNAL AUDIT REF NO: FSPT: 029/22**
- SALARY** : R261 372 per annum (Level 07), (A basic salary)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A relevant diploma (NQF level 6 qualification) in Internal Audit or equivalent qualification with a minimum of 2 years' relevant experience. Knowledge of IIA Standards, Public Finance Management Act (PFMA) and current internal audit standards, procedures and techniques. Must possess the following skills: Interpersonal-, presentation and innovation skills.
- DUTIES** : Ensure proper co-ordination of meetings of the Audit Committee. Maintain a professional image of the Office of the Director: Internal Audit. Manage engagements of the SMS member. Ensure the effective management of documents. Draft and type documents e.g. memorandums, letters, reports etc. Scrutinize and prioritize routine submissions, analyze information and draft documents for the SMS member. Obtain inputs from Units within the Directorate, collate the information and compile reports required by the SMS member. Ensure that office needs are attended to. Ensure proper co-ordination

**ENQUIRIES**

of meetings chaired by the SMS member. Maintain proper management of the Directorate's allocated funds.  
: Mr. M A Maqabe Tel No: (051) 403 3481