

**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** : 04 November 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 POSTS

- POST 40/124** : **SENIOR STATE ACCOUNTANT: PROVINCIAL ACCOUNTING COMPLIANCE REF NO: FSPT 032/22**
- SALARY** : R321 543 per annum (Level 08), (a basic salary)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : NQF 6 or 3 Year degree or equivalent qualification. 3 Years' experience in accounting or relevant field. Knowledge of Public Finance Management Act (PFMA), Treasury regulations and Public Service regulations. Communication skills, Problem solving. Computer literate, Report writing and Analytical skills.
- DUTIES** : Management of Logistical arrangements for training to all Asset and Liability item users within the Free State Provincial Administration. Monitor, evaluate and report on allocated asset and liability items and any new financial system to ensure adherence to Provincial and National norms and standards. Compile and consolidate KCM reports to promote accurate and credible accounting information. Ensure the successful implementation of banking arrangements for the provincial departments.
- ENQUIRIES** : Tel No: Mr. K E Mogane Tel No: (051) 405 5367

POST 40/125 : **SENIOR FINANCIAL ADMINISTRATION OFFICER: PERSAL TRAINING**
REF NO: FSPT 033/22

SALARY : R261 372 per annum (Level 07), (a basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate tertiary qualification (SAQA NQF level 6) with at least three years PERSAL experience in human resources administration and/or salary administration environments. Completed PERSAL courses. Knowledge of the PERSAL system, Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy. Presentation Skills.

DUTIES : Develop and update PERSAL training materials and manuals. Provide PERSAL training to all PERSAL users in the Provincial Departments in the Free State. Assist the Personnel and Salary Controllers in the Provincial Departments in the Free State with PERSAL related problems through the evaluation, registration and follow-up of SCC's. Compile PERSAL circulars and practice notes to ensure compliance to National and Provincial norms and standards. Update tables 805; 806; 822 and 815 on the PERSAL system, to maintain the PERSAL system.

ENQUIRIES : Ms. M E Sithole Tel No: (051) 403 3951