

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Free State Department of Agriculture and Rural Development 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.

- APPLICATION** : Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag x02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen Email: recruitment@dard.gov.za
- CLOSING DATE** : 17 April 2026
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department. Shortlisted candidates must provide certified copies of required documents (Identity document, qualifications, etc) to HR before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. Applications: please submit your application before the closing date as late applications will not be considered. If you have not heard from us within 4 months, please consider your application to be unsuccessful. Should, during any stage of recruitment process, a moratorium be placed on the filling of posts of the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future.

OTHER POST

- POST 11/** : **CHAIRPERSON: RISK MANAGEMENT COMMITTEE REF NO: RISK/2026**
Term Of Office: 3 Years subject to renewal at the discretion of the Department.
Attendance of 4-5 Risk Management Committee meetings per annum
- SALARY** : The Chairperson will be remunerated per meeting for preparation and attendance at a rate in accordance with Treasury Regulations 20.2.2 as per National Treasury Directive
- CENTRE REQUIREMENTS** : Glen: Office Of The HOD
Post-Graduate Qualification in or other relevant qualification in Risk Management, Accounting, Auditing and Financial Management. CA/MBA/MBL/CIA will be an added advantage. 7 – 10 years management experience in Risk Management, Accounting or Auditing field. Excellent knowledge of Risk Management and Corporate Governance, PFMA, Treasury Regulations, Enterprise-Wide Risk Management (ERM), COSO Model and Public Sector Risk Management Framework. Experience in serving in Oversight Committees. Knowledge of agriculture and rural development sector will be an advantage
- DUTIES** : Assist the Accounting Officer in discharging his duties pertaining to risk management. The candidate will chair the Departmental Risk Management Committee and provide an oversight role in terms of the Public Sector Risk Management Framework. Monitoring the implementation of the Risk Management Policy and Strategy within the Department. Reviewing Risk Management action plans to be instituted and ensuring compliance with such plans. Integrating risk management into planning, monitoring and reporting processes. Reviewing risk appetite and tolerance levels of Department. Providing timely reports to the Head of Department and Audit Committee on a quarterly basis including reports to other management or oversight structures. Perform any other duties as prescribed by the Risk Management Committee Charter.
- ENQUIRIES** : Ms T Crisp, Telephone number: 060 983 8291

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

- APPLICATIONS** : Applications For The Department Of Public Works And Infrastructure To Be Submitted to: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of or Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor,

or Tambo House, St. Andrews Street, Bloemfontein or e-mail to e-recruitmentfsdpwi@fsworks.gov.za. No Applications Will Be Accepted By Staff In Offices In The Building.

NOTE

: Directions to applicants Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted.

MANAGEMENT ECHELON

POST 11/152

: **CHIEF DIRECTOR: EPWP REFE NO: PWI 26/01**

SALARY

: R1 494 900.per annum. (Level 14) (An all-inclusive package) The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE REQUIREMENTS

: Bloemfontein
: Applicants must be in possession of a Bachelor's degree or equivalent undergraduate qualification (NQF Level 7) as recognized by SAQA in one of the following: Public Management / Administration, Social Sciences, Developmental Studies, Political Science / Project Management / Built environment equivalent. 5-7 years' management experience in large scale public employment or infrastructure programmes with at least 5 years at senior management level. Computer literacy. Knowledge and practical understanding of the legal framework governing the expanded public works programme, PFMA, Treasury Regulations, labour intensive construction methodologies. Expertise in monitoring and evaluation, intergovernmental systems and grant / donor funding frameworks. Required skills and competencies: Strategic capability and leadership. Strategic management, planning and execution. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Programme and project management. Change management. Stakeholder and intergovernmental coordination. Communication, negotiation, conflict

management and community liaison proficiency. Driver's license (excluding those with disabilities). Appointment is subject to the following: The Nyukela Senior Management Pre-Entry Programme. SMS Competency Assessments, Performance Agreement, Vetting, SMS Permanent Employment Contract and Financial Disclosure. NB: Shortlisted candidates will be subjected to an ethics (integrity conduct) assessment and technical test that intends to test relevant technical elements of the job, the logistics of which will be communicated.

DUTIES : To provide strategic direction and management in respect of Expanded Public Works Programmes. Lead, support and co-ordinate all lead sector departments, stakeholders or public bodies in the province towards the implementation of the EPWP across all sectors, according to EPWP norms and standards, for the purpose of creating work opportunities for unemployed persons using labour intensive measures. Promote the implementation of innovative and empowerment initiatives for stakeholders and beneficiaries, as per EPWP norms and standards. Promote community development programmes through the implementation of EPWP flagship programmes and social facilitation that contributes to creation of work opportunities, asset creation, and poverty alleviation. Enhance and communicate a positive EPWP profile within the Free State province. Enhance EPWP delivery capacity at both provincial and local government spheres within the Free State. Facilitate and implement such. Ensure that the community-based projects are accounted for in the Expanded Public Works Programme for budgeting purposes. Develop, implement and manage the management Information System for EPWP. Prepare monthly monitoring reports on the implementation of EPWP. Establish learning network initiatives for best practices. Oversee the implementation of EPWP learnerships. Establishment and implementation of support programmes for EPWP beneficiaries who display potential for establishment of small, micro and medium enterprises. Improving the quality of life of communities within the province by way of community development programmes. Management of human and other resources within the chief directorate.

ENQUIRIES : Mr. S Mtolo – Acting Head of Department: Public Works and Infrastructure – Tel No: 051 405 5230

CLOSING DATE : 17 April 2026

POST 11/153 : **CHIEF DIRECTOR: PROPERTY MANAGEMENT REF NO: PWI 26/02**

SALARY : R1 494 900.per annum. (Level 14) (An all-inclusive package) The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Bloemfontein

REQUIREMENTS : A Bachelor's Degree on NQF level 7 in the property management field / built environment or business / public management augmented by 5-7 years' experience in property or asset management of which at least 5 years at senior management level. Knowledge of the legal framework applicable to the property and related built environment sector inclusive of GIAMA, PFMA, Treasury Regulations, governance principles related to supply chain management in respect of acquisition, disposal and related functions or processes for fixed assets. Driver license (code B) excluding persons with disabilities. Required skills and competencies: Strategic capability and leadership. Strategic management, planning and execution. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Programme and project management. Change management. Municipal and stakeholder relations. Communication, negotiation and conflict management. Skills computer literacy, disposition towards digital transformation. Appointment is subject to the following: The Nyukela Senior Management Pre-Entry Programme. SMS Competency Assessments, Performance Agreement, Vetting, SMS Contract and Annual Financial Disclosure. NB: Shortlisted candidates will also undergo an ethics assessment and technical tests.

DUTIES : To oversee, plan, and coordinate the strategic management of immovable properties of the province which includes provision of accommodation for all provincial departments and other government institutions as well as acquisition and disposal of land and property. Oversee the implementation of the strategic

direction of property related issues to ensure alignment with departmental business plan and strategic plan. Oversee the development and maintenance of the property management strategy and policies. Strategically manage the acquisition, registration and disposal of provincial land and property. Formulate and maintain integrated information systems on all properties. Manage the development and maintenance of the immovable asset and debtors registers. Oversee the management of the lease and rental of property including the management of contracts. Co-ordination of property maintenance services including the cleaning and gardening services. Assist in identifying revenue growth opportunities within government properties and optimize the operational expenditure. Formulate and manage the chief directorate's budget against its strategic financial objectives. Manage the human, financial and other resources allocated to the Chief Directorate.

- ENQUIRIES** : Mr. S Mtolo – Acting Head of Department: Public Works and Infrastructure – Tel No: 051 405 5230
- CLOSING DATE** : 17 April 2026
- POST 11/154** : **CHIEF DIRECTOR: WORKS, CONSTRUCTION AND MAINTENANCE REF NO: PWI 26/03**
- SALARY** : R1 494 900.per annum (Level 14) (An all-inclusive package) he remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance
- CENTRE REQUIREMENTS** : Bloemfontein
 : Applicants must be in possession of at least a Bachelor's degree or equivalent in the Built Environment on NQF level 7 as recognized by the South African Qualifications Authority (SAQA) in engineering, construction management, architecture, construction project management. Registration as professional in engineering or architecture or construction/project management or quantity surveying. A minimum of 5 years of experience at senior managerial level in the infrastructure sector with proficiency in maintenance programs, infrastructure development, built environment risk, occupational health and safety and construction project management. A valid driver's license with exception of persons with disability. Competencies: Strategic leadership people management and empowerment, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus, communication. Working knowledge of the functioning of national/provincial and local government. In depth knowledge, understanding and proficiency related to Government infrastructure project planning, construction management, maintenance and delivery. Extensive understanding and knowledge of the built environment and government legal framework inclusive of construction contracts, construction procurement and Infrastructure Delivery Management System (IDMS). The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. SMS Competency Assessments, Performance Agreement, Vetting, SMS Permanent Employment Contract and Financial Disclosure.NB: Shortlisted candidates will be subjected to an ethics test and technical exercise that intends to test relevant technical elements of the post, the logistics of which will be communicated.
- DUTIES** : Lead and oversee the Chief Directorate to ensure that strategic objectives are achieved in terms of the governing legal framework, good corporate governance, compliance with the Infrastructure Delivery Management System (IDMS) and within available financial resources in terms of PFMA. Provide strategic management and leadership for the infrastructure and maintenance plans for the Free State Province implemented by works regional offices in the districts of Motheo/Xhariep / Thabo Mofutsanyane / Fezile Dabi and Lejweleputswa for departmental infrastructure and that of sector clients. Oversee the management, development and review of the Chief Directorate infrastructure delivery plan and maintenance strategy as and when required to enhance infrastructure delivery and to mitigate risk. Oversee and manage relationships with contractors, consultants, and relevant stakeholders to support infrastructure development and delivery. Oversee the management in respect of processes, plans and budgets for condition and functional

assessment of infrastructure inclusive of any specific requirements outlined in the Occupational and Health Safety Act and successful implementation thereof. Facilitate the development and review of departmental infrastructure and maintenance strategies / implementation plans, service delivery models inclusive of labour intensive infrastructure methods required by the infrastructure sector of the Expanded Public Works Programme. Oversee the management of multi-disciplinary infrastructure teams and develop human capital to ensure continuous supply of suitably qualified artisans, construction health and safety and other professionals for improved infrastructure performance. Manage the program budget, human and other resources allocated to the Chief Directorate.

ENQUIRIES : Mr. S Mtolo – Acting Head of Department: Public Works and Infrastructure – Tel No: 051 405 5230

CLOSING DATE : 17 April 2026

POST 11/155 : **CHIEF FINANCIAL OFFICER REF NO: PWI 26/04**

SALARY : R1 494 900.per annum. (Level 14) (An all-inclusive package) The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE : Head Office (Bloemfontein)

REQUIREMENTS : An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and a minimum 5 years of experience at a Senior management level or equivalent. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentations as part of the interview. Extensive knowledge and understanding of relevant policies and legislations, e.g. PFMA, PSA, PSR, Treasury Regulations, PPPFA, GRAP, LRA, BCE, NT's MCS, etc. Special requirements (skills needed): Financial Management; Strategic planning; Project management; Financial GRC; Financial reporting, Auditing, etc.

DUTIES : Key Performance Areas: Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer. Ensuring that the financial resources and assets of the department are utilized effectively and economically to realize the objectives of the strategic plan. Ensuring that all conditional grants and donor funds where appropriate are properly managed and financial reports prepared. Provide technical advice to line managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the strategic objectives of the department, legislative imperatives and good governance arrangements. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles assuring value for money. Oversee the budgetary process within the department, exercise budgetary control and provide at a strategic level early warning arrangements. Develop and facilitate the implementation of the supply chain management system consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statements and liaison with the Auditor-General in this regard. Assist with the implementation of the Division of Revenue Act. Liaise with the relevant role-players within the three spheres of government in the financial environment regarding transversal financial and related corporate governance matters.

<u>ENQUIRIES</u>	:	Mr. S Mtolo – Acting Head of Department: Public Works and Infrastructure – Tel No: 051 405 5230)
<u>CLOSING DATE</u>	:	17 April 2026
<u>POST 11/156</u>	:	<u>DIRECTOR: FINANCE (FINANCIAL ADMINISTRATION AND ACCOUNTING) REF NO: PWI 26/05</u>
<u>SALARY</u>	:	R1 266 714.per annum. (Level 13)(An all-inclusive package) The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistanc
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bloemfontein) An appropriate BCom Accounting degree (NQF level 7) or equivalent in Finance with proven 5 years of experience at a middle or senior managerial level. Designation as Chartered Accountant (CA) or professional Accountant with SAICA / SAIPA will be an advantage. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Extensive knowledge of and experience in Public Service financial management; Driver license (code 8); Appointment is subject to the following: Performance Agreement, Personnel Suitability Checks, SMS Contract, Competency Assessment, and Financial Disclosure.
<u>DUTIES</u>	:	Key Performance Areas: Strategically guide, manage and coordinate all activities in the Directorate toward ensuring the effective and efficient functioning of the directorate:- Develop and ensure the successful implementation of an Annual Performance Plan for the Directorate: Finance Administration and Accounting in alignment with the Directorate's strategic objectives and targets and other constitutional obligations/legislative requirements applicable to the Directorate's core business. Monitor and report on the extent to which the Directorate Financial Administration and Accounting its strategic objectives and targets and other priorities and commitments as per the APP/National and Provincial Programmes of Action/ EXCO-FOHOD Resolutions, etc. Implement measures to address shortcomings identified by the Auditor General (AG), Audit Committee as well as shortcomings identified by Internal Audit and/or Chief Risk Officer. Implement effective system in conjunction with Supply Chain Management and other role players to ensure payment of service providers within 30 days. Ensure sound management of financial accounting systems and procedures in line with legislations and policy:. Oversee the financial revenue, expenditure management and accounting directorate by:- Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Oversee the management of revenue, expenditure management and accounting work as required. Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services ledgers / journals, accounting and reporting and preparation / oversight of interim / quarterly and annual financial statements. Ensure and oversee the implementation of management accounting systems. Oversee and manage the financial planning, budgeting and reporting systems. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Ensure compliance with financial prescripts. Provide leadership and guidance to role players on the use of forecasting methods and tools. Manage financial planning, budgeting and reporting work as required. Planning – Ensure that information for planning purposes are collected and analyse properly. Budgeting – Manage, review, analyse and quality assure the budget preparation process. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the roll-over, adjustment estimates and virement process. Ensure that information on the requirement for role-over requests are disseminated to responsibility and

program managers. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the all roll-overs are incorporated in the adjustments budgets. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Manage the directorate finance: - Procurement and asset management for the directorate. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Planning and allocate work. Quality control of work delivered by employees. Provide financial technical advice and guidance.

ENQUIRIES : Ms MS Tlali – Chief Financial Officer: Public Works and Infrastructure - (Tel No: 051 492 1746)

CLOSING DATE : 17 April 2026

POST 11/157 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: PWI 26 /06**
Directorate Supply Chain Management

SALARY : R896 436 per annum. (level 11) (All inclusive package)

CENTRE : Bloemfontein

REQUIREMENTS : A relevant tertiary qualification at NQF level 7 in finance, commerce, accounting, supply chain management, law or public management / administration. 3 years related contract management experience at supervisory / management Level (ASD). Knowledge of the regulatory framework, relevant legislation inclusive of the PFMA, Treasury Regulations and policy governing contracts within supply chain management context, coupled with an understanding of applicable financial norms and standards. Computer literacy, good communication and management skills.

DUTIES : To manage the sub-directorate: contract management. To develop, review, and implement a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations and addenda to contracts. Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage the coordination, review and monitoring of contract compliance and determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Undertake the management of all administrative functions required with regard to financial and HR administration. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES : Ms. JM Scheepers, Acting Director: Supply Chain Management Tel No: 051 492 3862

CLOSING DATE : 17 April 2026

POST 11/158 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (REF NO: PWI 2 6/07)**
(2 POSTS)

Directorate Finance

SALARY : R486 459 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant Degree or equivalent tertiary qualification in Financial Management on NQF level 7. 3 years relevant supervisory experience in Financial Accounting / management at ASD level. Knowledge and understanding of the legal framework, inclusive of the PFMA and Treasury Regulations, policy coupled with the applicable norms and standards. Computer literacy, good communication and management skills.

DUTIES : Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Oversee and monitor income against budget and review reconciliations. Oversee and undertake the develop of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assure al payroll transactions. Authorises reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorises payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc.) outside the payroll system. Oversee verification of information for payroll certification. Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Authorise the payment of transfers and subsidies processed on the accounting system. Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms CP Phanyane, Acting Director Finance – Tel No: 051 492 3716
CLOSING DATE : 17 April 2026

POST 11/159 : **PERSONAL ASSISTANT (REF NO: PWI 26/08)**
Office Of The Chief Financial Officer (CFO)

SALARY : R325 101.per annum (Level 07) (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate National Diploma or equivalent NQF Level 6 qualification augmented with administrative experience. Knowledge and practical application of Microsoft package i.e. word, excel, PowerPoint, etc. Proven ability to apply knowledge and skills. 2 years' experience in a secretarial or administrative related environment. Computer literacy. Secretarial qualification will serve as a strong recommendation.

DUTIES : Manage engagements of the CFO to improve service delivery. Implement administrative measures to ensure the efficient functioning of the Office of the Chief Financial Officer. Ensure an efficient flow of information and documents to and from the Office of the CFO. Compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders. Deal with enquiries received, internally and externally to the relevant stakeholders. Keep record of documents, memoranda, etc., which are

dealt with by the CFO. Do certain research for the CFO. Ensure the safe-keeping of all the documentation in the Office of the Chief Financial Officer to be in line with the Archive Legislation. Handle travel arrangements for the Chief Financial Officer and assist with the CFO's personal matters to enable her to attend her duties. Set up and maintain systems in the Office of the CFO that will contribute towards improving efficiency in the office. Compile and monitor the budget for the Office to ensure the effective and efficient utilization of funds. Promote professional behavior and ethics in the Office of the CFO to enhance the image of the Public Service. Oversee the work of the subordinates of the Office of the Chief Financial officer to ensure the co-ordination of activities, manage the performance of the incumbents and to address development needs.

ENQUIRIES : Ms MS Tlali – Chief Financial Officer: Public Works and Infrastructure - (Tel No: 051 492 1746)

CLOSING DATE : 17 April 2026