



FREE STATE PROVINCIAL GOVERNMENT

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.



DEPARTMENT OF TREASURY

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in CV), driver's license, 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. Candidates will also be subjected to a competency assessment as well as a practical test. Qualification certificates must not be copies of certified copies. 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. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

APPLICATIONS FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Ms. Mchabasa in Room 426(b), Fidel Castro Building, Bloemfontein.

SALARY: Salary level 9 – A basic salary of R 289 761.00 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: A Bachelor's degree or diploma in Accounting/ Public Finance/ Economics or equivalent qualification with a minimum of three years experience in a budgeting and/or financial management environment. Knowledge of the Municipal Finance Management Act, Municipal Budgets and Reporting Regulations, Treasury Regulations and Municipal Property Rates Act. A valid driver's license.
DUTIES: Analyze and assess budget proposals (draft budgets, final budgets and adjustment budgets) in line with relevant legislation and policies to ensure credible and funded municipal budgets. Monitor the municipal MTREF budget processes to ensure adherence to tabled budget timelines. Monitor and evaluate monthly outcomes of municipal budgets to enhance financial management. Verify municipal indigent registers to identify government employees included in the register. Arrange and/or conduct intergovernmental work sessions to resolve national and provincial debt owed to municipalities. Monitor and report on compliance of municipalities with legislation. Provide capacity building to municipal officials to enhance skills of municipal employees. Manage the assets in the Division.
ENQUIRIES: Mr. SD Mokhele: (051) 405 4785
CLOSING DATE: 19 FEBRUARY 2016

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a CV. 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. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

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 Lebohlang Building where they must be placed in the appropriately marked box at: Security Ground Floor, Lebohlang Building, St. Andrews Street, Bloemfontein. *NO APPLICATIONS WILL BE ACCEPTED BY STAFF IN OFFICES IN THE BUILDING.

PERSONAL ASSISTANT): CHIEF DIRECTORATE: PROPERTY MANAGEMENT REF NO: PWI 16/01

SALARY: Salary level 7 – A basic salary of R196 278.00 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate National Diploma or equivalent NQF Level 6 qualification augmented with administrative experience. Knowledge and practical application of Microsoft packages 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 Chief Directorate to improve service delivery. Implement administrative measures to ensure the efficient functioning of the Office of the Chief Director. Ensure an efficient flow of information and documents to and from the Office of the Chief Director. 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 Chief Director. Do certain research for the Chief Director. Ensure the safe-keeping of all documentation in the Office of the Chief Director to be in line with the Archive Legislation. Handle travel arrangements for the Chief Directorate and assist him with his personal matters to enable him, to attend to his duties. Set up and maintain systems in the Office of the Chief Director 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 behaviour and ethics in the Office of the Chief Director to enhance the image of the Public Service. Oversee the work of the subordinates of the Office of the Chief Director to ensure the co-ordination of activities, manage the performance of the incumbents and to address development needs.
ENQUIRIES: Ms GB Mushikoma, Chief Director Property Management. Tel. No: 051 405 5018
CLOSING DATE: 19 FEBRUARY 2016

POST: SECRETARY (7 POSTS): DIRECTOR SUPPLY CHAIN MANAGEMENT

(REFERENCE NO: PWI 16/02)

DIRECTOR OPERATIONAL PROPERTY AND HOUSEKEEPING (REF NO: PWI 16/03) DIRECTOR STRATEGIC PLANNING & SERVICE DELIVERY IMPROVEMENT (REF NO: PWI 16/04)

DIRECTOR STRATEGIC IMMOVABLE ASSET MANAGEMENT (REF NO: PWI 16/05) DIRECTOR SCM ASSET MANAGEMENT (REF NO: PWI 16/06)

DIRECTOR SPECIAL PROGRAMMES (REF NO: PWI 16/07)

DIRECTOR FINANCE (REF NO: PWI 16/08)

SALARY: A basic salary of R132 399.00 p.a. (salary level 5)
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Grade 12 Certificate or equivalent qualification. Strong Microsoft office packages which include Word, Excel, PowerPoint and outlook. Ability to work under pressure. People oriented; ability to work in a team environment. Ability to deal with sensitive information in a confidential and professional manner.
DUTIES: Provide an effective secretarial and administrative support. Serve as first point of contact for the office. Answering and screening of incoming telephone

calls, as well as making calls, including the managing and updating of contact lists message management and take comprehensive message. Proactive dairy management, travel arrangement for the senior manager and all the staff and the managers office, appointments for the senior manager, arranging meetings for the senior manager (venues, equipment requirements, documentation, parking, refreshments, etc) and coordinating arrangements pertaining to visitors. Receiving of visitors to office and control of office environment including the provision of tea and refreshments. Completing accurate claims forms, calculating telephone and cell phone expenses, registering claims and following-up on claims. Identifying needs with regard to consumables, equipment, IT in the office of the senior manager and ensuring that suppliers are in order. Managing the senior manager's office consumable budget and reconciliation of office expenses. Provide professional document management (keep good track record of incoming and outgoing correspondence, excellent filing system, typing, including the faxing, photocopying and dispatching of general correspondence (letters, agendas, minutes, memos, reports faxes) within specified time. Organize and coordinate functions, workshops and internal and external meetings and prepare required documents. Type presentations, letters, agendas, minutes, memos, reports, faxes, edit guides and manuals.
ENQUIRIES: Mr S Diakos, Director Human Resources Management. Tel number: 051 405 4630
CLOSING DATE: 19 FEBRUARY 2016

DRIVER-MESSENGER: OFFICE OF THE HEAD OF DEPARTMENT

REF NO: PWI 16/09

SALARY: Salary level 4 – A basic salary of R 110 739.00 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Grade 12 Certificate or equivalent qualification. A valid driver's license. Ability to work under pressure. People oriented; ability to work in a team environment. Ability to deal with sensitive information in a confidential and professional manner.
DUTIES: Delivering and collecting urgent mail from the Office of the Accounting Officer, which include delivering mail to the residence of the Accounting Officer. Rendering driving services for guests of the Office of the Accounting Officer, including collecting and dropping off clients between airport and the Office, as well as to other approved destinations. Rendering driving services for staff in the Accounting Officer where necessary. Provide messenger services to the Office of the Accounting Officer to ensure that all mail is fetched and delivered on a daily basis. Collection and delivering of mail/ documents. Handling the post register for all collected and delivered documents/ mail. Assisting with filing of official documents when requested. Always be on standby for delivering mail to the Accounting Officer when attending high-level meetings.
ENQUIRIES: Mr S Diakos, Director Human Resources Management. Tel number: 051 405 4630
CLOSING DATE: 19 FEBRUARY 2016

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. 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. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial / asset record check, qualification / study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes as well as competence assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

APPLICATION FOR THE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT TO BE SUBMITTED TO: Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag x01, Glen, 9360 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, ADMN Building, Gielie Joubert Street, Glen

CHIEF FINANCIAL OFFICER REF NO: CFO

SALARY: Level 14 – An all-inclusive package of R 1 042 500 per annum. The remuneration package consists of the basic salary, the Government's 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: GLEN
REQUIREMENTS: An appropriate Bachelors degree in financial or business management / administration. Extensive experience in strategic financial management
RECOMMENDATIONS: Knowledge in strategic management, accounting, internal control & operating procedures, monitoring corporate performance and reporting, supply chain & risk management. Knowledge of all applicable legislation. Advance Project Management skills. Proven Strategic Management & Leadership skills. Advanced Communication / presentation skills. Advanced People -, financial -, and change management skills
DUTIES: Strategically direct, plan, manage and coordinate the following services (ensure resources are available, financial management, etc.): * Financial and Management Accounting Services. * Supply Chain Management Services * Risk management services. Advise Snr Management, HOD and MEC in the execution of their functions in terms of PFMA and Treasury Regulations. * Establish and maintain appropriate systems and policies to ensure effective and efficient management of resources. * Fiscal management and forecasting. * Facilitate the implementation of National norms and standards. Liaise with all relevant internal & external stakeholders to ensure that programmes are aligned, planned & executed in accordance with the overall strategic plan of the Department, FSGDS, Programme of Action, etc
ENQUIRIES: Ms T I Motaung, Telephone number: 051 8618780
CLOSING DATE: 19 FEBRUARY 2016

ASSISTANT MANAGER: MUNICIPAL BUDGETS, IN-YEAR MONITORING AND REVENUE (FEZILE DABI DISTRICT) REF NO: FSPT 005/16

SALARY: Salary level 9 - A basic salary of R 289 761.00 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: A Bachelor's degree or diploma in Accounting/ Public Finance/ Economics or equivalent qualification with a minimum of three years experience in a budgeting and/or financial management environment. Knowledge of the Municipal Finance Management Act, Municipal Budgets and Reporting Regulations, Treasury Regulations and Municipal Property Rates Act. A valid driver's license.
DUTIES: Analyze and assess budget proposals (draft budgets, final budgets and adjustment budgets) in line with relevant legislation and policies to ensure credible and funded municipal budgets. Monitor the municipal MTREF budget processes to ensure adherence to tabled budget timelines. Monitor and evaluate monthly outcomes of municipal budgets to enhance financial management. Verify municipal indigent registers to identify government employees included in the register. Arrange and/or conduct intergovernmental work sessions to resolve national and provincial debt owed to municipalities. Monitor and report on compliance of municipalities with legislation. Provide capacity building to municipal officials to enhance skills of municipal employees. Manage the assets in the Division.
ENQUIRIES: Mr. SD Mokhele: (051) 405 4785
CLOSING DATE: 19 FEBRUARY 2016

ASSISTANT MANAGER: MUNICIPAL BUDGETS, IN-YEAR MONITORING AND REVENUE (THABO MOFUTSANYANE DISTRICT) REF NO: FSPT 006/16