

**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 Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Mr. I B Pheello, Fidel Castro Building, Tel No: (051) 405 5069 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. Markgraaf and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to recruitment.fstresury@gmail.com or recruitment@treasury.fs.gov.za.
- FOR ATTENTION** : Mr. W van Zyl, tel. (051) 405 5266
- CLOSING DATE** : 24 December 2021
- NOTE** : Applications must be submitted on 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 copies of highest relevant qualification (a transcript of results must be attached or subjects should be mentioned in the CV), certificates relating to the post requirements, identity document, driver's license (if required) and a concise C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. 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 application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and previous employment verification). The Department reserves the right not to make appointments on the advertised posts.

OTHER POSTS

- POST 43/123** : **DEPUTY DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: FSPT 023/21**
- 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, 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, housing allowance and medical aid assistance)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A relevant degree in Supply Chain Management/ Retail Business Management/ Accounting/ Public Finance/ Public Administration/ Economics/ Business Administration with a minimum of 5 years' experience in a supply chain management environment of which at least 3 years should have been in a junior management position. Knowledge of the Municipal Finance Management Act (MFMA) and Circulars, Preferential Procurement Policy Framework and Regulations, Broad Based Black Economic Empowerment Act, Public Service Regulations, Supply Chain Management Regulations, etc. Computer literate. Valid driver's license.
- DUTIES** : Oversee the review of municipal supply chain management policies and report on compliance to regulations. Monitor, evaluate and ensure compliance with the Municipal Finance Management Act, supply chain management frameworks and guidelines, and accounting standards. Provide support and

advice on supply chain management processes, policies and compliance to regulations. Review and report on contract management, irregular expenditure, and functionality of supply chain management committees. Support, review and monitor supply chain management procurement plans. Monitor and review reports on functionality and quality supply chain management systems and processes. Review and provide advice and guidance on the structuring and functionality of supply chain management committees. Implement supply chain management reforms and perform an oversight function within the delegated municipalities. Set complimentary standards within the parameters as set by the National / Provincial Treasury and the relevant supply chain management frameworks. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to supply chain management within the delegated municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management. Oversee the implementation and maintenance of all transversal supply chain management policies and procedure manuals in municipalities. Participate in the development of all transversal supply chain management policies, procedure manuals and guidelines. Manage the resources of the Sub-directorate to ensure efficiency and effectiveness within the Sub-directorate.

- ENQUIRIES** : Dr. R Chetty Tel No: 083 389 1651
- POST 43/124** : **SECRETARY: OFFICE OF THE DIRECTOR: ACCOUNTING SERVICES REF NO: FSPT: 024/21**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum.(Level 5) (A basic salary)
: Bloemfontein
: 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 service 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. L Steinmann Tel No: 051 405 4262
- POST 43/125** : **SECRETARY: OFFICE OF THE DIRECTOR: SUPPLY CHAIN MANAGEMENT AND ASSET MANAGEMENT REF NO: FSPT: 025/21**
- SALARY CENTRE REQUIREMENTS** : R176 310. per annum. (Level 5)(A basic salary)
: Bloemfontein
: 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 service 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** : Ms. L Riddles Tel No: 051 405 5521