



FREE STATE PROVINCE

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 SOCIAL 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.

POST: **SENIOR MANAGER: FINANCIAL ADMINISTRATION**
REFERENCE NO: FS 35/11

SALARY: Level 13– An all-inclusive package of R 652 572 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: BLOEMFONTEIN

REQUIREMENTS:

- An appropriate Bachelor's degree in commerce with Economics/Accounting and or Business Management as major subjects.
- At least 3 years middle management experience in Finance and Supply Chain Management environment.
- A postgraduate qualification will be an added advantage.
- Knowledge of the Public Finance Management Act, Treasury Regulations, PPPFA, BBBEEA.
- Experience in knowledge of government financial systems.
- Good interpersonal relations and Communication skills
- Result orientated and able to work under pressure with strict deadlines, and preparedness to work overtime, when required.
- Computer literacy (MS Excel, MS Word and MS Powerpoint)
- Leadership and supervisory abilities.
- Experience in compiling Interim/Annual Financial Statements will serve as an advantage.

DUTIES:

- Provide strategic leadership and direction with regard to Finance and Supply Chain Management
- Ensure the successful implementation and adherence to the relevant finance and procurement legislative framework e.g. PPPFA, BBBEEA, PFMA and Treasury Regulations
- Develop and implement internal controls, finance related policies and procedures
- Manage revenue collection and expenditure within the department
- Manage payroll.
- Ensure effective management of departmental assets
- Monitoring and timely respond to audit queries from Internal and External Auditors
- Manage financial transactions for the department
- Prepare Interim and Annual Financial Statements
- Overall management of the Directorate

POST: **MANAGER: SUPPLY CHAIN MANAGEMENT**
REFERENCE NO: FS 36/11

SALARY: Level 11– An all-inclusive package of R 406 839 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: BLOEMFONTEIN

REQUIREMENTS:

- B Comm Degree or equivalent qualification
- At least 3 years experience in Supply Chain Management environment.
- Supervisory and leadership abilities.
- Sound knowledge of PPPFA, BBEEA, PFMA and Treasury Regulations.
- Computer literacy

DUTIES:

- Implement SCM in terms of Manage and coordinate the rendering of logistics Management.
- Ensure that the bid administration procedures are implemented and effective and efficient award of bids to Service Providers.
- Ensure that reconciliation of BAS vs LOGIS Asset Register is performed.
- Ensure safe custody of accounting records as well as supporting documents in line with the policy.
- Ensure effective management of departmental assets.
- Ensure that internal measures are developed as per policies
- Adhere to all month end procedures and KPIs regarding compliance certificate, asset management and LOGIS
- Ensure management of claims and losses
- Manage the Performance and development of staff.
- Ensure effective and comprehensive secretariat services to the Bid Adjudication Committee

POST: **ASSISTANT MANAGER: ACQUISITION MANAGEMENT**
REFERENCE NO: FS 37/11

SALARY: Level 9- A basic salary of R206 982 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- B Comm Degree or equivalent qualification
- At least 3 years experience in Financial Management environment.
- Supervisory and leadership abilities.
- Sound knowledge of PPPFA, BBEEA, PFMA and Treasury Regulations and Government tender procedure.
- Competencies needed: Communication (written and verbal) skills, Analytical skills, Interpersonal relations skills and Problem solving skills
- Computer literacy
- Ability to work under pressure

DUTIES:

- Provide adequate administration of bids
- Ensure effective functioning of the bid evaluation and bid adjudication committees.
- Provide secretariat services to the bid evaluation and adjudication committees
- Provide monthly reports on procurement from HDI's to senior management and Provincial Treasury
- Manage the Performance and development of staff.

ENQUIRIES:

Mr. M.B. Motsie Telephone number: 051 400 0301

APPLICATION FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT TO BE SUBMITTED TO::

Head: Social development, Private Bag x 20616, Bloemfontein 9300 or delivered by Hand to liberty life Building, Ground Floor, St Andrew Street, Bloemfontein

CLOSING DATE: 18 FEBRUARY 2011 @ 16H00