



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference.

DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

Directions to applicants Applications must be submitted on a new Z.83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and must be accompanied by copies of qualifications (a transcript of results must be attached), driver's license, identity document and a recently updated comprehensive CV (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Only short-listed candidates will be required to submit certified copies of qualification. 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 applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint.

Note: Only shortlisted candidates will be required to submit certified copies of qualifications. Failure to do so will result in your application being disqualified.

CLOSING DATE: 17 FEBRUARY 2023 at 16:00

POST: RISK MANAGEMENT PRACTITIONER

REFERENCE NO: DESTEA 42/02/23

SALARY: R393 711. p.a (Level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 in Risk Management / Internal Audit or equivalent qualifications. Experience in Risk Management processes. A valid driver's license. Computer literacy.

DUTIES: Assist with the development and implementation of the following on the departmental risk management: Risk Management Strategy, Management Policy and Plan. Assist with the development of Risk Management processes to ensure compliance to the Risk Management Framework. Maintain and update risk registers to determine the effectiveness of progress concerning Risk Management in the department. Assist with the promotion of a risk management culture and capacity in the department. Assist with the review of the implementation of Risk Management processes to ensure compliance in the department. Coordinate Risk Committee meetings and drafting quarterly Risk Committee reports. Implement Risk Management processes to ensure compliance to the Risk Management Plan.

ENQUIRIES: Ms C Mahlaba, Tel No: 051 400 9503

POST: LOSS CONTROL OFFICER

REFERENCE NO: DESTEA 43/02/23

SALARY: R331 188 p.a (Level 8)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 or 7 in Management Accounting/ Financial Accounting/ Public Finance/ Financial Management or equivalent qualifications. Relevant experience in Loss Control environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES: Ensure that all losses due to theft are reported to the SAPS within 24 hours of occurrence and Asset Management and damages and accidents relating to fleet vehicles reported to Transport component. Initiate investigation on the incident and determine the liability thereof. Obtain details, statement in connection with claims and losses from the official and update the Departmental Loss Control Register. Prepare full report on the incidents, damage and theft that has occurred to the loss Control Committee for recommendations. Where the Loss Control Committee made recommendations and the official accept the recommendation, ensure that the recovery process is completed, recorded and referred to the Accounting Officer for approval. Record the financial transaction regarding losses approved for write-off against the relevant account of the Department. Liaise with the Legal Services component and ensure that all registered loss cases are finalized within the prescribed period. Submit the final recommendations to the immediate supervisor for further handling by the Chief Financial Officer and the HOD for approval. Supervision of officials within the division.

ENQUIRIES: Mr. T. Tlhakanelo, Tel no. 051 400 4738

POST: ACCOUNTING CLERK: SALARIES (X2)

REFERENCE NO: DESTEA 44/02/23

SALARY: R 181 599 p.a. (Level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 12 or equivalent qualification in Finance environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES: Processing of Salaries and Deductions related transactions on Persal (Medical Aid schemes, official unions, Insurances, subsistence and travelling allowances, fuel reimbursements allowances etc). Filling of relevant documents for safeguarding and ease of reference during Audits. Attend to general office enquiries.

ENQUIRIES: Mr. T, Nkhabu, Tel. No: (051)-400 9607

POST: ACCOUNTING CLERK: TAX AND PENSIONS (X2)

REFERENCE NO: DESTEA 45/02/23

SALARY: R 181 599 p.a. (Level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 12 or equivalent qualification in Finance environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES: Processing of all Tax and Pensions related transactions on Persal (Tax reference numbers, leave gratuity payments etc). Prepare information to be used for compilation of monthly/ bi-annual and Final Tax Reconciliations. Printing and distribution of IRP5s. Compile the pension route form. Recover tax debts. Render administrative services (Proper filling of documents). Assist with audit queries related to tax and pensions.

ENQUIRIES: Mr. T, Nkhabu, Tel. No: (051)-400 9607

POST: ACCOUNTING CLERK: REVENUE

REFERENCE NO: DESTEA 46/02/23

SALARY: R 181 599 p.a. (Level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 12 or equivalent qualification in Finance environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES: Implement and administer Financial Accounting practices (LOGIS/ BAS Transactions) concerning financial processes in the department to contribute to the rendering of a professional Financial Administration Service, (receive and check invoices for correctness, verification and approval (internal control), process invoices (e.g. capture payments), filing of all documents and collection of cash). Address Financial Administration/Revenue Administration enquiries to ensure the correct implementation of financial/revenue administration practices.

ENQUIRIES: Mr. T. Tlhakanelo, Tel no. 051 400 4738

POST: ACCOUNTING CLERK: DEBT

REFERENCE NO: DESTEА 47/02/23

SALARY: R 181 599 p.a. (Level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 12 or equivalent qualification in Finance environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES: Implement and administer Financial Accounting practices (LOGIS/ BAS Transactions) concerning financial processes in the department to contribute to the rendering of a professional Financial Administration Service, (capture all financial transactions, clear suspense accounts, record debtors and creditors, process electronic banking transactions and compile journals. Address Financial Administration / Debt Management enquiries to ensure the correct implementation of financial/debt management practices.

ENQUIRIES: Mr. T. Tlhakanelo, Tel no. 051 400 4738

POST: SECRETARY TO THE DIRECTOR: COMMUNICATION & ICT

REFERENCE NO: DESTEА 48/02/23

SALARY: R 181 599 p.a. (Level 5)

REQUIREMENTS: A Senior certificate or equivalent qualifications. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills.

RECOMMENDATIONS: An undergraduate NQF level 6 in Office Management and Technology will be an added advantage.

DUTIES: Serve as an entry point for all internal and external stakeholders who visit the office of the Director and ensure that appointments are properly arranged. Render secretarial services to the Director including typing documents, sending faxes and making photocopies. Ensure that all documents in the Director's office are filed and kept safely. Ensure that guests to the office of the Director are received in such a manner that the professional image of the office is enhanced. Handle procurement needs for the Directorate.

ENQUIRIES: Mr. M Mphapang, Tel. No: (051)-400 9548

APPLICATIONS: Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.

FOR ATTENTION: Ms K Majafa / M Parkies / N Ramaebebe

CLOSING DATE: 17 FEBRUARY 2023 at 16:00

