

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SOCIAL DEVELOPMENT**

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.

<u>APPLICATIONS</u>	:	Posted to: The Department of Social Development, Private Bag x 20616, Bloemfontein 9300.
<u>FOR ATTENTION</u>	:	Ms. MV Mophethe – Human Resource Manager: Human Resource Planning & Advisory Services Civilia Building, Merriam Makeba Street, Tel No: (051) 409 0734.
<u>CLOSING DATE</u>	:	04 August 2017
<u>NOTE</u>	:	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.

MANAGEMENT ECHELON

<u>POST 29/138</u>	:	<u>CHIEF DIRECTOR: DISTRICTS AND INSTITUTIONAL MANAGEMENT REF NO: DSS 03/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive package of R 1 068 564 per annum, Level 14 Bloemfontein
<u>DUTIES</u>	:	Appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP as a Social Worker. A Minimum of 10 years appropriate experience in Social Work of which 5 years must be Senior Management experience. Valid Driver's License Administering and coordinating national legislation to the Province, provision of advice, monitoring and evaluation legislation. Coordination of the Chief Directorate's activities and assisting the HOD in giving strategic direction to Senior Managers in the Chief Directorate in terms of the line functions pertaining to the Chief Directorate, participating in meetings of the Department and other Committees. Assisting the HOD in publicizing and Marketing the Department to all stakeholders, provision of information and periodic reporting to the public and liaison and communication with communities. Manage and influence the services rendered to the clients of the Department to realize and meet the Batho Principles. To provide an effective and efficient support service delivery to the people of Free State Province. Participate in the compulsory deployment to service delivery points for 5 Days (coal face) as part of personal development. The Chief Director is accountable to the HOD for the exercise of his powers and the performance of his functions in terms of the provisions of the prevailing legislation. He/she shall Act in accordance with the Constitution, and provide the HOD with full and regular reports concerning matters under his/her control. The Chief Director shall, in order to provide services with the best value for money, set measurable objectives for the chief directorate, optimally utilize the chief directorate human and other resources and apply fair labour practices. To enable Deputy Director to manage their functions effectively and efficiently, and shall, provide all Senior Managers with appropriate powers and authority by means of appropriate delegations and authorizations, where necessary. The Chief Director shall uphold the principles and measures set out in the Public Service Act, the Public Service Regulations and

the Public Finance Management Act. He may not require or permit any employee to engage in an activity or take a decision in breach of the Regulations. He shall exercise his powers, perform his duties and carry out his obligations under the Public Service Regulations subject the Labour Relations Act and the relevant collective agreements. He shall also ensure that prior Treasury approval exists for any decision that involves expenditure from revenue. The Chief Director shall participate in the development of strategic policies and plans in the department of Social Development and shall be responsible for the co-ordination and integration of the Department's activities with that of the Free State Provincial Government. He shall further be responsible for ensuring a consultative and participative approach to the policy process with all relevant stakeholders. The Chief Director shall act with integrity and professionalism, within the law and with respect for the MEC and the HOD's role.

ENQUIRIES : Mr. J.M.W. Linström Tel no: (083) 441 3852

POST 29/139 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: CS 05/17**

SALARY : An all-inclusive package of R 1 068 564 per annum, Level 14
CENTRE : Bloemfontein
REQUIREMENTS : Appropriate Bachelor's Degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the Human Resource Management / Human Sciences / Commerce / Management / Public Administration. 5 years of experience at a Senior Managerial level is required. Valid Driver's License

DUTIES : Strategically direct plan, manage and coordinate the following services (ensure resources are available, human, financial management, equipment, etc.), Human Resources Management and Development, Facilities & Auxiliary Services; Security Management Services, ICT Management Services, Strategic Communication and Legal Services. Develop & implement a Corporate Services Strategy to support the core business and strategic thrust of the Department. Play a leading role to assist the Department to create strategic capability to implement its Strategic Plan. Develop policies, design planning frameworks and guidelines to operationalize the strategy. To advice and support the Head of Department on all matters relating to Corporate Services Chief Directorate in order to ensure sound decision making and planning. Tracking process of the Chief Directorate and reporting appropriately. Oversee and implement the Chief Directorate's Programmes. Liaise with all relevant internal and external stakeholders to ensure that programmes are aligned, planned and executed in accordance with Programme of Action, etc. Represent the Department in various committees & for and attend such meetings towards contributing towards improved service delivery, good governance and development impact.

ENQUIRIES : Mr. J.M.W. Linström Tel no: (083) 441 3852

POST 29/140 : **DIRECTOR: DISTRICT SERVICES REF NO: DC 16/06/17**

SALARY : An all-inclusive package of R 898 743 per annum, Level 13
CENTRE : Xhariep District
REQUIREMENTS : Appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP as a Social Worker. A Minimum of 10 years appropriate experience in Social Work plus 5 years managerial experience. A valid driver's license

DUTIES : Strategically guide and direct the District in respect of the delivery of Community Development, Social Welfare Services and Institutions. Manage and implement Poverty Alleviation Programmes to ensure relief to the needy and promote self-sufficiency. Manage, coordinate and implement professional social work services to communities to ensure a safe and enabling environment to people. Management of Administrative Support Services to officials of District Fezile Dabi to ensure proper execution of all line functions. Liaise with all stakeholders i.e. governmental, NGO's, CBO's, FRO's, TLC's and communities to enhance accessible and coordinated social services. Participate in the development of and strategically guide the successful implementation of the Department's 5-Year Strategic Plan and Annual Business Plan towards achieving the objectives of the FSGDS and report monthly, quarterly and annually thereon. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.)

ENQUIRIES : Mr. J.M.W. Linström 083 441 3852

OTHER POSTS

POST 29/141 : **SOCIAL WORK MANAGER GRADE 1 ECD REF NO: SWS 03/17**

SALARY : R712 827- R 802 305 per annum

CENTRE : Bloemfontein

REQUIREMENTS : Appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP

DUTIES : Provide a social work service of the highest, most advanced and specialized nature within (a) defined area(s) or specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with the new developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : Ms. R.C.M. Senatle Tel no: (051) 409 0630

POST 29/142 : **CENTRE MANAGER REF NO: DC 20/06/17**

SALARY : An all-inclusive package of R 657 558 per annum, Level 11

CENTRE : Matete Matches Secure Care Centre (Kroonstad)

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma or equivalent qualification. Current registration with the appropriate South African Council for Social Service Professions. A minimum of 6-10 years relevant working experience in the field of Child and Youth care. Computer literacy. Valid Driver's License

DUTIES : Management of the Residential Care Centre. Facilitated and plan development programmes for children. Implementation of strategic and operational plans. Ensure effective budgetary planning, administration and financial management. Facilitate and monitor the development of relevant internal policies. Manage provision of integrated development and therapeutic services to children in need of care or in conflict with the law. Ensure good governance through effective management of systems, processes and resources. Manage and Develop Performance of personnel. Ensure good governance through effective management of systems, processes and research.

ENQUIRIES : Mr. J.M.W. Linström Tel no: (083) 441 3852

POST 29/143 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: CS 06/17**

SALARY : An all-inclusive package of R 657 558 per annum, Level 11

CENTRE : Bloemfontein

REQUIREMENTS : A three year Bachelor's Degree/ National Diploma or equivalent qualification in Law. A minimum of 3-5 years' experience in the field of Labour Relations as an Assistant Director, in initiating disciplinary hearings, conducting investigations and negotiations. Computer literacy. Valid Driver's License

DUTIES : Advise management on all Labour Relations matters. Assist in the development and implementation of Labour Relations guidelines/policies. Handle collective bargaining issues. Manage and handle finalization of all grievances received in from employees in the Department. Provide specialist assistance and advice to all line managers on the disciplinary and grievance process. Represent the Department in Arbitration and Conciliation. Conduct research, train line functionaries and give advice on Labour Legislation and related matters. Promote sound Labour practices and discipline within the Department. Supervise and manage subordinates

ENQUIRIES : Mr. J.M.W. Linström 083 441 3852

POST 29/144 : **PROJECT ASSISTANT MANAGER REF NO: FS 28/17**
Terms of Employment: 3 Years Contract

SALARY : R334 545 per annum, Level 09

CENTRE : Bloemfontein

REQUIREMENTS : Diploma in Project Management and preferably Quantity Surveying Diploma. 1 – 3 years relevant experience. Knowledge of the relevant Public Service Legislation. Knowledge of Project Management and tools. Knowledge of the Project Management discipline and Life Cycles (PMBOK, PRINCE2). Computer literacy skills.

DUTIES : Ensure that the database are complete and maintained. Provide guidance on the necessary assessments for the improvements. Ensure compliance with the Conditional Grant requirements. Maintain all invoices and required information for payment. Submit monthly payment schedule for the allocated provinces. Update and maintain rates for allocated provinces. Coordinate the assessment in allocated districts. Coordinate improvements in the allocated districts. Establish a district steering committee. Ensure that the meetings take place. Compile progress reports for allocated districts. Manage invoices and payments. Submit monthly reports to the Chief Quantity Surveyor. Maintain information required for the IRM. Maintain assessments and improvements through site visits.

ENQUIRIES : Ms. MPP Mtirara Tel no: (083) 448 5302