

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL  
AFFAIRS**

*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** : 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 to in Room 105, 1<sup>ST</sup> floor North Wing, Agriculture Building, Zastron Street, Bloemfontein. Kindly note that from 01 August 2017, applications should be submitted to 113 St Andrew Building, St Andrews Street, Bloemfontein, 9300.
- FOR ATTENTION** : Ms K Molusi /Ms MA Parkies.
- CLOSING DATE** : 11 August 2017 at 16:00
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidate will be expected to enter into a performance agreement. 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 applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The department reserves the right not to appoint.

**MANAGEMENT ECHELON**

- POST 30/46** : **DEPUTY DIRECTOR-GENERAL: ECONOMIC DEVELOPMENT AND TOURISM**  
**REF NO: DESTEA 22/08/17**
- SALARY** : An all-inclusive salary package of R1 299 501 per annum. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma in Commerce (B Comm or B. Economics) or equivalent qualifications. Relevant extensive experience in similar environment as well as experience in strategy and advice, economic development and governance. Knowledge of legislation and prescripts regulating economic development. Computer literacy. A valid driver's license. Recommendation: A Master's degree in Economics will be an added advantage.
- DUTIES** : Ensure that the department has the required business intelligence, strategic plans, operational plans, programmes and strategies on economic development. Promote economic development. Promote the development of the tourism sector. Regulate

	:	business compliance and promotion of consumer rights. Manage the resources of the branch (human, asset and financial resources).
<b><u>ENQUIRIES</u></b>	:	Ms G Brown, Tel no: (051) 400 4913
<b><u>POST 30/47</u></b>	:	<b><u>CHIEF DIRECTOR: BIODIVERSITY MANAGEMENT AND CONSERVATION REF NO: DESTEA 61/08/17</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R1 068 564 per annum, Level 14. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An appropriate Bachelor's Degree/ Diploma in Environmental Management/ Natural Sciences/ Conservation or equivalent qualifications. Extensive experience in development of strategies for protected areas expansion. A good knowledge of appropriate legislation governing Biodiversity and Protected Areas at National, Provincial and Local level. Computer literacy. A valid driver's license. Proficiency: Excellent writing and presentation skills. Project management skills. Analytical and reporting skills. Leading, Planning and Organizing skills.
<b><u>DUTIES</u></b>	:	Promote equitable and sustainable resources to contribute to economic development. Implement mechanism for protection and management of ecologically viable areas. Ensure protection of species and ecosystems. Ensure sustainable use of indigenous biological and bioprospecting. Effectively mitigate the sustainable management of biodiversity and natural resources. Manage biodiversity through permitting systems. Manage problem animals in the province. Manage financial and human resources in the Chief directorate.
<b><u>ENQUIRIES</u></b>	:	Mr T Moremi, Tel no: (051) 400 9410
<b><u>POST 30/48</u></b>	:	<b><u>CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DESTEA 44/08/17</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R1 068 564 per annum. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An appropriate Bachelor's Degree/ Diploma in Public Management / Human Resources Management or equivalent qualifications. Extensive experience in human resource management environment. Knowledge of the relevant prescripts and legal frameworks in the Public Service. Computer literacy. A valid driver's license. Proficiency: Excellent writing and presentation skills. Project management skills. Analytical and reporting skills. Leading, Planning and Organizing skills.
<b><u>DUTIES</u></b>	:	Ensure appropriate and timely recruitment processes, administering of condition of services and monitoring adherence to relevant HR prescripts. Ensure the development, optimal performance and wellbeing of all employees. Ensure labour peace in the organisation. Ensure a supportive work environment that will improve wellness in the workplace. Promote advocacy to designated groups (Youth, Children, Elderly, and the Disable) in order to ensure the Department is implementing programmes on equality and equity. Management of resources of the Chief directorate, i.e, human, asset and financial resources.
<b><u>ENQUIRIES</u></b>	:	Adv TJ Phahlo, Tel no: (051) 400 9402/3
<b><u>POST 30/49</u></b>	:	<b><u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DESTEA 45/08/17</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R898 743 per annum. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An appropriate Bachelor's Degree/Diploma in Human Resource management/ Public Management or equivalent qualifications. Extensive experience in Human Resource Management. Good communication and interpersonal skills, good

planning, organizing and coordinating skills. Knowledge of relevant legislations and regulations. Computer literacy and a valid driver's license.

**DUTIES** : Manage the human resource provisioning in the Department (Recruitment and Selection). Administer conditions of service in the department. Ensure proper monitoring and compliance with the Human Resource policies. Do establishment control. Provide support services, including HR Registry and Messenger service in the department. Promote advocacy to designated groups (Youth, Children, Elderly and the Disabled) in order to ensure the Department is implementing programmes on equality and equity. Facilitate and report on the rights of elderly people and persons with disabilities programmes. Ensure and report on the development and implementation of an integrated youth development plan. Manage labour relations for the department. Management of resources of the Directorate, i.e, human, asset and financial resources.

**ENQUIRIES** : Adv TJ Phahlo, Tel no: (051) 400 9402/3

**POST 30/50** : **DIRECTOR: SERVICE CENTRES AND LOCAL ECONOMIC DEVELOPMENT (LED) REF NO: DESTEA 23/08/17**

**SALARY** : An all-inclusive salary package of R898 743 per annum. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE REQUIREMENTS** : Bloemfontein  
 : An appropriate Bachelor's Degree in Economics or equivalent qualifications  
 : Relevant experience in economic development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy• A valid driver's license. RECOMMENDATION: A further qualification in Economics will be an added advantage.

**DUTIES** : Manage the operations of Service Centres. Manage the process for identification of viable business proposals. Facilitate and coordinate capacity building workshops. Coordinate departmental inputs into LED processes at local level. Ensure creation and maintenance of service desk by other business development agencies. Preparation of SMME business development and support programmes. Management of information system. Management of resources of the Directorate, i.e, human, asset and financial resources.

**ENQUIRIES** : Dr M Nokwequ, Tel no: (051) 400 4923

**OTHER POSTS**

**POST 30/51** : **BIODIVERSITY OFFICER CONTROL GRADE A - B: ENVIRONMENTAL EDUCATION & EMPOWERMENT REF NO: DESTEA 61/08/17**

**SALARY** : R759 219 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE REQUIREMENTS** : Bloemfontein  
 : An appropriate three year Degree/Diploma in Environmental Management or equivalent qualifications. Relevant experience in similar environment. Knowledge of relevant government regulations and biodiversity management. Computer literacy and a valid driver's license.

**DUTIES** : Develop policies, guidelines, norms and standards which would include: Identify needs for Provincial, Departmental and Local Authorities policies, guidelines, norms and standards; Develop norms and standards for Education and Awareness; Monitor the effectiveness of the implementation of policies, guidelines etc. Manage the promotion and facilitation of integrated environmental management. Coordinate and facilitate the promotion of environmental rights and awareness. Manage the promotion of natural and community based sustainable resource use to promote sustainable development. Manage human and financial resources of the Directorate.

**ENQUIRIES** : Ms N Nkoe, Tel no: (051) 400 4917

**POST 30/52** : **BIODIVERSITY OFFICER CONTROL GRADE B: LAW ENFORCEMENT REF NO: DESTEA 62/08/17**

**SALARY** : R759 219 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE REQUIREMENTS** : Bloemfontein  
An appropriate three year Degree/Diploma in Environmental Management or equivalent qualifications. Relevant experience in similar environment. • Knowledge of relevant government regulations and biodiversity management. Computer literacy and a valid driver's license.

**DUTIES** : Manage the development of Compliance Monitoring and Enforcement policies, legislation, protocols, regulations, strategies and guidelines, by facilitate the development of policies, legislation, regulations and guidelines, nationally, provincially and locally, disseminate legislative, technical and policy changes to relevant stakeholders (internal and external), develop a compliance and enforcement information management system and reporting system, etc. Plan, coordinate and render Compliance Monitoring by plan for inspections and audit, ensure the implementation of monitoring activities and verification of reports, determine further actions that need to be taken/decision making. Manage Compliance and Enforcement operations to undertake investigation of complaints/transgressions and determine further actions to be taken regarding administrative/criminal prosecution, advocate cooperative governance in dealing with enforcement issues (SAPS, NPA, DWA, DEA, Municipalities, etc.) Oversee law enforcement operations subject to EMI designation. Manage compliance promotion / awareness to plan and promote environmental rights and justice program, facilitate training of EMI's, SAP, SANDF and BOCC members. Perform all administrative and related functions. Manage human and financial resources of the Directorate.

**ENQUIRIES** : Mr. C Erasmus, Tel. No: (051) 400 4781

**POST 30/53** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DESTEA 46/08/17**

**SALARY** : An all-inclusive salary package of R657 558 per annum. The total package includes 75 or 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE REQUIREMENTS** : Bloemfontein  
An appropriate Bachelor's Degree/Diploma in Labour Relations/Law or equivalent qualifications. Relevant experience in Labour Relations. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. A valid driver's license.

**DUTIES** : Manage misconduct in the department. Resolve grievance and dispute cases. Manage collective bargaining processes and represent the department at bargaining council or forum. Train employees on Labour Relations issues. Management of resources of the Sub-directorate, i.e, human, asset and financial resources.

**ENQUIRIES** : Ms C Sefo, Tel no. 051 400 4725

**POST 30/54** : **DEPUTY DIRECTOR: EMPLOYEES HEALTH AND WELLNESS PROGRAMME REF NO: DESTEA 47/08/17**

**SALARY** : An all-inclusive salary package of R657 558 per annum. The total package includes 75 or 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE REQUIREMENTS** : Bloemfontein  
An appropriate Bachelor's Degree/Diploma in Social Science/ Psychology or equivalent qualifications. Relevant experience in EHW. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. A valid driver's license. RECOMMENDATION: Registration with Health Professions Council of South Africa or South African Council for Social Science Professions.

<b><u>DUTIES</u></b>	:	Ensure compliance with the departmental policy and guidelines in accordance with the requirement of Act 85 of 1993 and its regulation. Provide reports to top management with regard to OHS programmes. Develop, implement and maintenance of occupational health and safety policies. Provision of occupational health and safety training and awareness. Conduct occupational health and safety investigations. Ensure the development, optimal performance and wellbeing of all employees which also includes sporting activities in the department. Management of resources of the Sub-directorate, i.e, human, asset and financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr M Segopa, Tel no: (051) 400 9543
<b><u>POST 30/55</u></b>	:	<b><u>DEPUTY DIRECTOR: MONITORING &amp; EVALUATION REF NO: DESTEA 24/08/17</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R 657 558 per annum. The total package includes 70% or 75% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An appropriate Bachelor's Degree/ Diploma in Public Management or equivalent qualifications. Relevant experience in monitoring & evaluation. Knowledge of all relevant prescripts and legislation regulating Public Service. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure the development of the Department's Monitoring and Evaluation Policy and/ or Implementation Strategy in line with national and/ or provincial framework. Ensure that Department's Monitoring and Evaluation Reporting Format as well as the Department's Annual Report Framework are developed in line with the relevant Annual Performance Plan of the Department and communicated such to all Senior Managers in the Department for future completion. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. This includes the provision of information sessions and/ or advice to manager and senior manager, inclusive of resource/ verification documents as required by the Auditor-General. Monitor and report on the performance of Department in relation to: (Outcome Based Provincial Plan, Departmental Annual Performance Plan, SOPA and/ or MEC Budget Injunctions, etc.) Management of resources of the Sub-directorate, i.e, human, asset and financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr D Hagen, Tel no: (051)-400 4912
<b><u>POST 30/56</u></b>	:	<b><u>DEPUTY DIRECTOR: RESEARCH REF NO: DESTEA 25/08/17</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R657 558 per annum. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An appropriate Bachelor's Degree in Economics or equivalent qualifications. Relevant experience in economic development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure conducting, commissioning and managing of sectoral research. Ensure dissemination of research outputs to key stakeholders. Advise the Department on Economic Development and Trade Promotion policy choices. Management of resources of the Sub-directorate, i.e, human, asset and financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr. M Sani, Tel no: (051)-400 4931
<b><u>POST 30/57</u></b>	:	<b><u>DEPUTY DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: DESTEA 26/08/17</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R657 558 per annum. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE</u></b>	:	Bloemfontein

<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree in Economics or equivalent qualifications. Relevant experience in economic development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Organize the Province's participation in international exhibitions to secure export market opportunities for Free State exporters. Undertaking trade missions abroad to seek new market opportunities for Free State exporters. Conducting export awareness campaigns. Create and consolidate relationships between the exporting community and the provincial government through company visits. Evaluating the impact of trade promotion activities. Management of resources of the Sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Dr M Nokwequ, Tel no: 051-400 4923
<b><u>POST 30/58</u></b>	:	<b><u>ENVIRONMENTAL OFFICER CONTROL GRADE A: ENVIRONMENTAL EDUCATION REF NO: DESTEA 64/08/17</u></b>
<b><u>SALARY</u></b>	:	R439 917 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma in Natural/Physical Sciences/ Environmental Management or equivalent qualifications. Knowledge of relevant government regulations. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Coordinate and facilitate the implementation of environmental education programs to create and promote environmental awareness at school. Assist in the implementation of environmental awareness programs through the planning and organizing of celebrations, awareness campaigns and activities for the following National and International Environmental Days and Weeks. Monitor the implementation of Environmental Education Programmes to assist with the integration of Environmental Education into formal and informal structures. Represent the Department at the Environmental Education Forum. Monitor and provide necessary inputs to the budget. Perform all administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Ms N Nkoe, Tel no: (051) 400 4917
<b><u>POST 30/59</u></b>	:	<b><u>ENVIRONMENTAL OFFICER CONTROL GRADE A: ENVIRONMENTAL EDUCATION REF NO: DESTEA 63/08/17</u></b>
<b><u>SALARY</u></b>	:	R439 917 per annum (OSD) an appropriate salary will be determined according to the regulatory framework based on OSD.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma in Natural/Physical Sciences/ Environmental Management or equivalent qualifications. Knowledge of relevant government regulations. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Coordinate and facilitate the implementation of environmental education programs to create and promote environmental awareness at school. Assist in the implementation of environmental awareness programs through the planning and organizing of celebrations, awareness campaigns and activities for the following National and International Environmental Days and Weeks. Monitor the implementation of Environmental Education Programmes to assist with the integration of Environmental Education into formal and informal structures. Represent the Department at the Environmental Education Forum. Monitor and provide necessary inputs to the budget. Perform all administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Ms N Nkoe, Tel no: (051) 400 4917
<b><u>POST 30/60</u></b>	:	<b><u>RISK MANAGEMENT PRACTITIONER REF NO: DESTEA 42/08/17</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma 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 M Motsemme, Tel no: (051) 400 9412

**POST 30/61** : **ASSISTANT DIRECTOR: RECRUITMENT & SELECTION REF NO: DESTEA 48/08/17**

**SALARY** : R334 545 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma in Human Resource Management/ Public Management or equivalent qualifications. Relevant experience in Human Resource Management. Knowledge of the relevant prescripts and legal framework in the Public Service. 011 Computer literacy. A valid driver's license.

**DUTIES** : Facilitate the recruitment and selection process within the Department and to contribute to a professional human resource management services. Promote effective and efficient human resource by researching, analyzing, developing and reviewing more complex departmental policies relating to recruitment and selection. Undertake research on best human resource practices in order to advice line functionaries and SMS members on best practices/ interventions to follow on human resource issues relating to recruitment and selection. Facilitate the implementation of Employment Equity Plan for the Department and sure alignment with the Employment Equity Act, Labour Relation Act and other legislation that governs human resource management. Monitor the correctness of staff appointments to ensure adherence with legal and other legislative frameworks. Compile HR Plan and implementation report. Supervision of officials and other resources within the division.

**ENQUIRIES** : Ms MP Tlale, Tel no: (051) 400 9430

**POST 30/62** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DESTEA 55/08/17**

**SALARY** : R334 545 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate Bachelor's Degree/ Diploma in Public Management/ B. Admin or equivalent qualifications. Completion of the relevant LOGIS courses. Relevant experience in SCM. Sound knowledge of legislation regulating Asset Management and Supply Chain Management. Computer literacy and sound knowledge of BAS and LOGIS. A valid driver's license.

**DUTIES** : Manage and control the acquisition, allocation and physical movement of all departmental assets. Ensure that asset maintenance is controlled and updated on the LOGIS System. Control the updating of departmental Asset Register. Control and conduct the asset verifications and disposal of redundant, obsolete and unserviceable items. Control monthly reconciliation of asset transactions on LOGIS and BAS and implement asset control measures. Ensure that quarterly balancing of asset Logis reports are done and submitted to Provincial Treasury. Compile monthly Asset Management Key Performance Indicators (AMKPIs) and submit to the Provincial Treasury. Provide necessary asset reports for compilation of Interim and Annual Financial Statements to Management Accounting Directorate. Supervision of officials within the division.

**ENQUIRIES** : Ms B Difoloko, Tel no. (051) 400 9660.

**POST 30/63** : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: DESTEA 56/08/17**

**SALARY** : R334 545 per annum  
**CENTRE** : Bloemfontein

<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/ Diploma in Financial Accounting or Accounting or equivalent qualifications. Relevant experience in Financial Management. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Compile monthly In-year and Management Expenditure reports as prescribed. Prepare medium Term Expenditure Framework (MTEF) Budget information as prescribed and requested by the Provincial Treasury. Draft memorandum and reports in respect of budget matters to the provincial Treasury. Maintain update and balancing budget information on BAS and in compliance to Standard Chart Accounts. Train staff and responsibility managers on budgeting matters. Supervision of officials and other resources within the division.
<b><u>ENQUIRIES</u></b>	:	Mr M Moleko Tel no. (051) 400 4737
<b><u>POST 30/64</u></b>	:	<b><u>RESEARCHERS 2 POSTS REF NO: DESTEA 27/08/17</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/ Diploma in Economics/ Business Management or equivalent qualifications. Relevant experience in research and economic development environment. Reasonable practical experience in a project management environment and broad knowledge of the Free State economic sectors. Computer literacy and a valid driver's license.
<b><u>DUTIES</u></b>	:	Conduct and commission sectoral research in the various economic sectors such as mining, agro- processing, bio-fuel, and manufacturing, as well as other areas of research. Disseminate research outputs to key stakeholders. Ensure the availability of updated information about the various service offerings available from DTI and other national departments, which would benefit the businesses in the Free State. Liaise with key stakeholders such as other government departments, public entities, parastatals, non-governmental organizations, industry associations and research institutions on research related issues. Compile reports for management purposes.
<b><u>ENQUIRIES</u></b>	:	Mr. M Sani, Tel no: (051)-400 4931
<b><u>POST 30/65</u></b>	:	<b><u>REGISTRAR REF NO: DESTEA 28/08/17</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma in Tourism or related field. Experience in tourism environment. Understanding of policy research analysis and development. Good written and verbal communication skills. Computer literacy (Excel, Ms Word). A valid driver's license.
<b><u>DUTIES</u></b>	:	Management of data base of tour guides and registration of tour guides in the Province. Dissemination of information about tour guides in the Province. Resolution of complaints lodged about tour guides and the touring of the sub-sector. Development and implementation of plans to grow the tour guiding sector. Development and implementation of programmes to profiles opportunities in the tour guiding sector. Facilitation of linkages of the tour guides with tour operators. Development and implementation of programmes in liaison with Tourism SMME training facilitation unit and capacity building to broaden skills base of tour guides in the province. Supervision of officials within the division.
<b><u>ENQUIRIES</u></b>	:	Ms M Mahlatsi-Mabuza, Tel no. (051) 400 9407
<b><u>POST 30/66</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE HOD REF NO: DESTEA 41/08/17</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree/Diploma in Office Management & Technology or equivalent qualifications. Relevant experience in similar environment. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good office management skills and financial management skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Set up and maintain systems in the office of the Head of Department that will contribute towards improving efficiency, e.g. filing, office protocol, etc. Ensure



safekeeping of all documentation in the office of the HoD. Render secretarial services to meetings of the HoD. Accompany the HoD on some major visits to assist with administrative and logistical arrangements. NB: The successful candidate will be expected to work long hours.

**ENQUIRIES** : Mr M Nndanduleni, Tel no: (051) 400 4913/14

**POST 30/67** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C: AIR QUALITY REF NO: DESTEA 65/08/17**

**SALARY** : R240 015 – R390 516 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma in Natural/Physical Science/Environmental Management or equivalent qualifications. Good communication and reportwriting skills are essential. Computer literacy. A valid driver's license.

**DUTIES** : Monitor, evaluate and report on the implementation of Air Quality policy instrumentations in the Municipalities and industries. Contribute towards the development and implementation of specific projects e.g. Air Quality Management Planning, information management and capacity building with Municipalities and industries. Provide support with regards to compliance monitoring and enforcement with respect to statutory obligation which include the following: Monitoring of Air stations around the province. Attend forums with municipalities that are experiencing Air Quality problems• Investigate, analyse, interpret and evaluate Air Quality reports.

**ENQUIRIES** : Ms N Nkoe, Tel no: (051) 400 4917

**POST 30/** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: IMPACT ASSESSMENT REF NO: DESTEA 66/08/17**

**SALARY** : R240 015 – R266 376 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma in Natural/Physical Science/Environmental Management or equivalent qualifications. Good communication and reportwriting skills are essential. Computer literacy. A valid driver's license.

**DUTIES** : Evaluate environmental authorization application which would include; provide technical and procedural advice to stakeholders and applicants, conduct site inspections required by applications, draft/ recommend environmental authorization for submission and decision-making by the relevant delegated authority, etc. Provide technical / procedural advice which would include; gather/ compile/ disseminate relevant information on State of the Environment reporting, provide information to internal clients to enable effective and efficient cross-functioning of integrated environmental management, etc. Perform all administrative and procedure required for the effective and efficient operation Impact Assessment.

**ENQUIRIES** : Ms N Nkoe, Tel no: (051) 400 4917

**POST 30/68** : **TRADE OFFICER: STAKEHOLDER MANAGEMENT 2 POSTS REF NO: DESTEA 29/08/17**

**SALARY** : R226 611 per annum

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate Degree / Diploma in Commerce / Business Administration or equivalent qualifications. Understanding of government micro policies relating to Economic Development and knowledge of business principles. Computer literacy. A valid driver's license.

**DUTIES** : Develop a comprehensive data base of stakeholders in the Free State. Identify areas that require stakeholder intervention from the department. Provide inputs on the development and amendment as well as implementation of policies that relate to Stakeholder Management. Assist in implementing departmental programmes

arising from interactions at workshops, EXCO Resolutions, Budget Vote Injunctions, meetings with institutions such as DTI and Parastatals. Compilation of monthly/quarterly reports.

**ENQUIRIES** : Mr T Lekutle, Tel: 051 400 9618

**POST 30/69** : **TRADE OFFICER: AGRO-INDUSTRY (x2 posts) REF NO: DESTEA 30/08/17**

**SALARY** : R226 611 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate Degree / Diploma in Business Administration / Commerce / Economics or equivalent qualifications. Understanding of government micro policies relating to Economic Development and knowledge of business principles. Computer Literacy. A valid driver's license.

**DUTIES** : Provide support in coordinate and facilitate the implementation of Agro-processing development initiatives/project plans. Support appropriate environment for Agro-processing development. Provide inputs in the development of departmental Agro-processing policies. Provide support in build-upwards and down-wards-stream in Agro-processing value chains.

**ENQUIRIES** : Ms M Makolabe, Tel no: (051) 400 9585

**POST 30/70** : **TRADE OFFICER: ENTERPRISE DEVELOPMENT SUPPORT REF NO: DESTEA 31/08/17**

**SALARY** : R226 611 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate Degree / Diploma in Economics / Business Economic/ Marketing or equivalent qualifications. Understanding of government micro policies relating to Economic Development and knowledge of business principles. Computer Literacy. A valid driver's license.

**DUTIES** : Implement Small Business Support initiatives/project plans. Support SMMEs by providing advice on appropriate business models, facilitating retention and expansion of existing SMMEs through access to funding. Support the formulation/ development of departmental small support programme policies. Link SMMEs with relevant stakeholders according the process flow and handover to Sector and Industrial Development.

**ENQUIRIES** : Mr MG Sehularo, Tel no: (051) 400 9620

**POST 30/71** : **TRADE OFFICERS: FEZILE DABI SC 3 POSTS REF NO: DESTEA 32/08/17**

**SALARY** : R226 611 per annum  
**CENTRE** : Parys  
**REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma in Business Administration / Commerce or equivalent qualifications, Computer literacy, A valid driver's license. Recommendations: Good understanding of government micro policies relating to Economic development and knowledge of SMMEs /Cooperatives sector. Knowledge of business principles.

**DUTIES** : Identify the areas that require intervention from the department and externally. Provide support to small businesses with regard to linking them with markets, financial institutions and business development service providers. Contribute to the development or amendment of policies that will address the needs and concerns identified during the company visits. Compile reports on business that were linked with markets, financial institutions and business development service providers and advice thereof.

**ENQUIRIES** : Ms. N Lentsa, Tel no: 082 443 5513

**POST 30/72** : **TRADE OFFICERS: COORDINATION OF FUNDING 4 POSTS REF NO: DESTEA 77/08/17**

**SALARY** : R226 611 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma in Business Administration / Commerce or equivalent qualifications, Computer literacy• A valid driver's license.

		Recommendations: Good understanding of government micro policies relating to Economic development and knowledge of SMME /Cooperatives sector. Knowledge of business principles.
<b><u>DUTIES</u></b>	:	Implement inward and outward mission under supervision of the Assistant Director, i.e provide input into development of the implementation plan, coordinate the resources for implementation of inbound and outbound governmental delegations, conduct research and site visits, etc. Implement Trade Agreements within the Province and Foreign Countries, by providing support into implementation of MOU objectives which are the main Trade and Investment, Educational Activities, Tourism, Cultural Activities, Socio Economic Activities, etc. Support Enterprise with Financial linkages with National Departments, Provinces, Local Governments and Development Finance Institutions and facilitate access to investment incentives. Provide support in developing strategic partnership to ensure access to synthetic funding (grants, loans, and other non-financial support) and Coordinate funding. Facilitate access by Industrialist to the DTI incentives and other Government Agencies. Provide inputs into the development of relevant policies.
<b><u>ENQUIRIES</u></b>	:	Ms. P Ngqeza, Tel no: (051) 400 9619
<b><u>POST 30/73</u></b>	:	<b><u>STRATEGIC PLANNING PRACTITIONER REF NO: DESTEA 33/08/17</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree / Diploma in Public Management or equivalent qualifications. Computer Literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Assist with the development, maintenance and successful implementation of the Department's strategic planning policy and/or implementation strategy. Co-facilitate and render assistance during strategic planning workshops in the Department towards the development and/or review of the Department's 5-Year Strategic Plan, 3-Years Annual Performance Plan and Annual Operation Plans in line with the provisions of Treasury Regulations and/or national and/ or provincial formats. Assist on matters related to the improvement of the capacity of the Department on matters related to strategic – and operational planning.
<b><u>ENQUIRIES</u></b>	:	Mr D Hagen, Tel no: (051) 400 4912
<b><u>POST 30/74</u></b>	:	<b><u>MONITORING AND EVALUATION PRACTITIONER REF NO: DESTEA 34/08/17</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree / Diploma in Public Management or equivalent qualifications. Computer Literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Assist with the development of the Department's Monitoring and Evaluation Policy and/ or Implementation Strategy; which include; participate in research projects towards ensuring that the Department's policy and/ or strategy remains abreast with national and provincial guidelines and/ or frameworks, consolidate inputs from managers and senior managers. Assist with the development of the Department's Monitoring & Evaluation Reporting Format in line with the Department's Annual Performance Plan as well as the Annual Report of the Department. Arrange, in liaison with the Departmental Skills Development Facilitator, capacity building programmes on matters related to monitoring and evaluation is improved continuously. Collate and consolidate information pertaining to the performance of the Department in relation to the following: Outcome Based Provincial Plan, Departmental Annual Performance Plan, SOPA and/ or MEC budget Injunctions and Government Programmes of Actions (national and provincial).
<b><u>ENQUIRIES</u></b>	:	Mr D Hagen, Tel no: (051) 400 4912
<b><u>POST 30/75</u></b>	:	<b><u>SERVICE DELIVERY IMPROVEMENT PRACTITIONER REF NO: DESTEA 35/08/17</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree / Diploma in Public Management or equivalent qualifications. Computer Literacy. A valid driver's license.

**DUTIES** : Assist with the development and successful implementation of departmental service delivery planning policy and/or strategy; Customer Care and Complaints Management Strategy and Processes; Citizen Participation Strategy and Processes. Assist with the development /review and successful implementation of the 3-Year Departmental Service Delivery Plan; the Departmental Service Delivery Improvement Plan; the departmental Service Delivery Charter with service delivery standards, including citizen participation and customer care and complaints.

**ENQUIRIES** : Mr D Hagen, Tel no: (051) 400 4912

**POST 30/76** : **INTERNAL AUDITOR 2 POSTS REF NO: DESTEA 43/08/17**

**SALARY** : R226 611 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate Degree / Diploma in Internal Audit or equivalent qualifications. Computer Literacy. A valid driver's license. RECOMMENDATION: Registration as an Internal Audit Technician (IAT) will serve as added advantage.

**DUTIES** : Contribute to the development of strategic internal audit plans. Assist the Accounting Officer to maintain efficient and effective control and achieving the objectives of the department by evaluating the department's control/objectives, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Collect information and participate in the compilation of reports to the Accounting Officer and Audit Committee. Keep up-to date with new development in the internal audit environment

**ENQUIRIES** : Ms M Mokone, Tel no: (051) 400 4723

**POST 30/77** : **PROCUREMENT OFFICERS: ACQUISITION MANAGMENT 4 POSTS REF NO: DESTEA 57/08/17**

**SALARY** : R226 611 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate Degree / Diploma in Supply Chain Management/ Logistics/Public Management/Administration or equivalent qualifications. Computer Literacy. Knowledge of LOGIS. Knowledge of relevant legislations.

**DUTIES** : Ensure that bid/quotation process is effectively executed in accordance with departmental policies and procedures and complaint with applicable legislative framework, and include the compilation of bid/quotation and advertisements, opening and processing bids/quotations, evaluation of bids/quotations, compilation of recommendations, adjudication of bids/quotations and conclusion of contracts. Administer contracts effectively, in accordance with departmental policies and procedures and complaint with applicable legislative requirements, in respect of compilation, adjustments, variations, amendments, cancellations and transfer, and remedial actions. Provide secretariat services to bid committees.

**ENQUIRIES** : Mr M Machela, Tel no. (051) 400 4743

**POST 30/78** : **PERSONAL ASSISTANT: CHIEF DIRECTOR: STRATEGIC PLANNING & RESEARCH REF NO: DESTEA 36/08/17**

**SALARY** : R226 611 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate three year Bachelor's degree/diploma in Office Administration or equivalent qualifications. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good management office skills. Financial management skills.

**DUTIES** : Set up and maintain systems in the office of the Chief Director that will contribute towards improving efficiency, e.g. filing, office protocol, etc. Ensure safekeeping of all documentation in the office of the Chief Director. Render secretarial services to meetings of the Chief Director. Accompany the Chief Director on some major visits to assist with administrative and logistical arrangements.

**ENQUIRIES** : Mr M Sani, Tel no: (051) 400 4931

**POST 30/79** : **PERSONAL ASSISTANT: CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DESTEA 49/08/17**

**SALARY** : R226 611 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate Degree/Diploma in Office Administration or equivalent qualifications. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good management office skills. Financial management skills.  
**DUTIES** : Set up and maintain systems in the office of the Chief Director that will contribute towards improving efficiency, e.g. filing, office protocol, etc. Ensure safekeeping of all documentation in the office of the Chief Director. Render secretarial services to meetings of the Chief Director. Accompany the Chief Director on some major visits to assist with administrative and logistical arrangements.  
**ENQUIRIES** : Ms MP Tiale, Tel no: (051) 400 9430

**POST 30/80** : **COMMUNICATION OFFICER REF NO: DESTEA 51/08/17**

**SALARY** : R226 611 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate Degree / Diploma in Corporate Communication or equivalent qualifications. Computer Literacy. A valid driver's license.  
**DUTIES** : Provide technical support to the Assistant Director: Communication. Assist with conducting research and drafting of speeches for the MEC. Arrange for media coverage for government programmes through advertisements, media innovations, media releases and media conferences. Scan daily and weekend newspapers for issues raised relating to the FSPG/Government in order to compile a media monitoring report for the MEC, EXCO and senior management of the Department. Plan, coordinate and give feedback on specific media programme/events. Write articles and take photos during events for the Departmental Staff Newsletter. Gather information and develop promotional materials for different departmental events. Liaise with media and handle media enquiries.  
**ENQUIRIES** : Ms. F. Nyamathe, Tel no: (051) 400 9548

**POST 30/81** : **IT TECHNICIAN 2 POSTS REF NO: DESTEA 52/08/17**

**SALARY** : R226 611 per annum, Level 07  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate Degree/ Diploma in Information Technology or equivalent qualifications. Experience in IT environment. Good Technical Report writing skills.  
**DUTIES** : Perform new software and hardware rollouts. Provide user support on existing hardware and software. Provide support to network equipment and related services. Provide first line Helpdesk support. Enforce and monitor strict adherence to ICT policies.  
**ENQUIRIES** : Ms M Mphatlhane, Tel no: (051) 400 9473