

**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 at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
- FOR ATTENTION** : Ms K Molusi /Ms MA Parkies
- CLOSING DATE** : 29 June 2018 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 24/77** : **DEPUTY DIRECTOR-GENERAL: ENVIRONMENT AND CONSERVATION REF NO: DESTEA 01/06/18**
- SALARY** : An all-inclusive salary package of R1 370 973 per annum (Level 15). 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 Natural Sciences/ Environmental Management or equivalent qualifications. Relevant experience in similar environment. Good knowledge of appropriate legislation governing Environmental Management/ Biodiversity and Protected Areas at National, Provincial and Local level. Computer literacy. A valid driver's license. Recommendations: A Master's degree will be an added advantage.
- DUTIES** : Promote equitable and sustainable use of natural resources to contribute to economic development. Ensure a healthy environment through integrated environmental management. Ensure compliance to all environmental legislation, implement and enhance programmes to interact with stakeholders and empower

communities to partner with government in implementing environmental and social economic programmes. Management of resources of the Branch, i.e. human, asset and financial resources

**ENQUIRIES** : Dr M Nokwequ, Tel No: 051-400 4923

**POST 24/78** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DESTEA 02/06/18**

**SALARY** : An all-inclusive salary package of R1 127 334 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.

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate 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.

**DUTIES** : 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 organization. Ensure a supportive work environment that will improve wellness in the workplace. Promote advocacy to designated groups (Youth, Elderly, and the Disable) in order to ensure the Department is implementing programmes on equality and equity. Manage Information Technology and Systems of the department. Provide security services and prevent Fraud & Anti-Corruption in the department. To advise the department on legal and labour related matters in the department. Management of resources of the Chief directorate, i.e., human, asset and financial resources.

**ENQUIRIES** : Dr M Nokwequ, Tel. No: 051-400 4923

**POST 24/79** : **DIRECTOR: ORGANISATIONAL HUMAN RESOURCE DEVELOPMENT REF NO: DESTEA 03/06/18**

**SALARY** : An all-inclusive salary package of R948 714 per annum (Level 13). 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 Human Resource Development/ Public Management or equivalent qualifications. Extensive experience in Human Resource Development. 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** : Ensure a supportive work environment that will improve employee wellness in the workplace. Ensure optimal development of all employees and ensure the administration of bursaries, learnership and internship and ABET. Provide an organizational development services, including maintenance of the organizational structure. Ensure proper implementation of Performance Management and Development System in the department for salary level 1-12 and SMS members. Management of resources of the Directorate, i.e., human, asset and financial resources.

**ENQUIRIES** : Dr M Nokwequ, Tel No: 051-400 4913/14/23

#### OTHER POSTS

**POST 24/80** : **BIODIVERSITY OFFICER CONTROL GRADE B: LAW ENFORCEMENT REF NO: DESTEA 04/06/18**

**SALARY** : R759 219 – R782 175 per annum (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate three year Degree/Diploma in Environmental Management / Natural Science / Law Enforcement or equivalent qualifications. Relevant

<b><u>DUTIES</u></b>	:	experience in similar environment. Knowledge of relevant government regulations and biodiversity management. Computer literacy and a valid driver's license. 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 Sub-directorate; i.e, human, asset and financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr. C Erasmus, Tel No: (051) 400 4781
<b><u>POST 24/81</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DESTEA 05/06/18</u></b>
<b><u>SALARY</u></b>	:	R684 423 – R1 023 054 per annum (OSD) - An appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An appropriate Bachelor's Degree/Diploma in Legal/ Labour or equivalent qualifications. Extensive experience in Human Resource Development. 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.
<b><u>DUTIES</u></b>	:	To advise the department on issues relating to legislative and contract drafting. To ensure that all civil and criminal cases are handled and resolved timeously. To ensure that misconduct cases are investigated and finalized within the prescribed timeframe. To ensure that grievance cases are investigated and finalized within the prescribed timeframes. To ensure that employees are work-shopped on both legal and labour related matters. Management of resources of the Sub-directorate, i.e., human, asset and financial resources.
<b><u>ENQUIRIES</u></b>	:	Dr M Nokwequ, Tel No: 051-400 4923
<b><u>POST 24/82</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DESTEA 06/06/18</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R657 558 per annum (Level 11). 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.
<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.
<b><u>DUTIES</u></b>	:	Develop, implement and maintain Human Resource Provisioning (Recruitment and Selection) policies and strategies. Manage effective recruitment, selection, transfers, promotions, terminations and staff establishment. Administer leave, housing injury on duty, resettlement and PERSAL. Provide supportive services, including HR Registry and Messenger services in the department. Management of resources of the Sub-directorate, i.e., human, asset and financial resources.

- ENQUIRIES** : Ms MP Tlale, Tel No: 051 400 9430
- POST 24/83** : **DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DESTEA 07/06/18**
- SALARY** : An all-inclusive salary package of R657 558 per annum (Level 11). 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 three year Bachelor's degree/diploma in Supply Chain Management/ Public Management/ Administration or equivalent qualifications. Relevant experience in Supply Chain Management environment. Knowledge of PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service. Computer literacy. A valid driver's license.
- DUTIES** : Ensure compliance with SCM prescripts and broader government objectives, governing procurement of goods and services. Evaluate the total costs of ownership for a particular commodity. Assist and participate in the development of specifications and special conditions of contract for the acquisition of goods and services. Manage contracts for the department. Manage and facilitate the bidding process for the acquisitions that exceed certain threshold. Source quotations for the components in the department. Manage rotation of the supplier. Ensure effective and efficient systems related to the acquisition processes in the Department. Monitor the acquisition process and distribute procurement reports. Produce and present analysis reports on a weekly, monthly and quarterly basis. Provide technical support to the director's office with regards to the Bid Committee submission and reports. Provide ongoing support to both internal and external clients. Facilitates effective, efficient and transparent procurement of goods and services according to legislative prescripts. Deal with queries relating to processing of requisitions and orders within the SCM process. Manage the resources of the Sub-directorate, i.e. human, asset and financial resources.
- ENQUIRIES** : Mr. M Machela, Tel No: (051)-400 4740
- POST 24/84** : **DEPUTY DIRECTOR: TOURISM SECTOR AND TRANSFORMATION REF NO: DESTEA 08/06/18**
- SALARY** : An all-inclusive salary package of R657 558 per annum (Level 11). The total package includes 70% 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.
- CENTRE REQUIREMENTS** : Bloemfontein  
: An appropriate Degree/Diploma in Tourism or related field or equivalent qualifications. 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.
- DUTIES** : Initiate programmes and projects that seek to address imbalances in the ownership of tourism enterprises, develop skills and stimulate suppliers to transform. Manage the identification and establishment of partnership agreements with industry associations and other structure locally and internationally for developing and enabling environment for private sector compliance. Maintain a system for monitoring compliance with BEE ratings by tourism enterprises. Ensure access to empowerment opportunities in tourism by beneficiaries from designated groups. Project Manager of strategic projects and programmes for enhancing the Department's stakeholder engagements activities. Compile reports to National Department of Tourism on Tourism transformation. Management of resources of the Sub-directorate, i.e. human, asset and financial resources.
- ENQUIRIES** : Ms K Ntsala, Tel No: 051-400 4906

<b><u>POST 24/85</u></b>	:	<b><u>DEPUTY DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: DESTEA 09/06/18</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R657 558 per annum (Level 11). The total package includes 70% 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 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, i.e human, asset and financial resources.
<b><u>ENQUIRIES</u></b>	:	Dr T Mokoena, Tel No: 051-400 4937
<b><u>POST 24/86</u></b>	:	<b><u>ENVIRONMENTAL OFFICER CONTROL GRADE A: AIR QUALITY REF NO: DESTEA 10/06/18</u></b>
<b><u>SALARY</u></b>	:	R439 917- R502 992 per annum (OSD) - Appropriate salary will be determined by experience according to the regulatory framework based on OSD.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An appropriate Bachelor's Diploma/Degree in Natural, Physical Sciences or equivalent qualifications. A good knowledge of appropriate legislation governing Air Quality Activities at National, Provincial and Local level. Relevant experience in environmental management inclusive of air quality management is required. Computer literacy and a valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure the development, implementation and review of the Air Quality Management Plan. Ensure that local authorities and industries are supported in the development and implementation of Air Quality Management matters. Lead the unit in collating information for various inventories of all air quality management related programmes. Support municipalities in ensuring that processing of atmospheric emission licenses applications are authorized within the legislated timeframes. Provide inputs into the review of environmental impact assessment (EIA) process; review of atmospheric impact reports; disseminate information and provide technical and procedural advice to all relevant stakeholders. Coordinate the implementation of strategies and programs to promote air quality management within the Province. Ensure participation in various forums and committees relating to air quality management matters. Supervision of officials and other resources within the division.
<b><u>ENQUIRIES</u></b>	:	Ms N Nkoe, Tel No: (051) 400 4917
<b><u>POST 24/87</u></b>	:	<b><u>RESORT MANAGER (STERKFORTEINDAM RESORT) REF NO: DESTEA 11/06/18</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Level 09)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Harrismith An appropriate Bachelor's Degree/Diploma in Tourism /Hospitality Management or equivalent qualification. Relevant experience in Tourism Hospitality. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure effective management and marketing of all departmental resorts in order to attract provincial, national and international tourists. Ascertain that all Provincial resorts are graded in order to improve and maintain their standards. Develop and implement a database of visitor statistics and keep track of the tourism trends in the industry so as to determine the needs of the industry. Assist in the determination of tariffs in the resorts.
<b><u>ENQUIRIES</u></b>	:	Mr. T Sibeko, Tel No: 051-400 9497

**POST 24/88** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICE REF NO: DESTEA 12/06/18**

**SALARY** : R334 545 per annum (Level 09)  
**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. Computer literacy. A valid driver's license.

**DUTIES** : Implement Human Resource Management policies and procedures. Develop Human Resource Plan of the Department. Prove inputs into the development of HR policies and procedures. Conduct workshops on HR policies and Procedures and advice thereof. Coordinate the compilation of input to the Annual report. Supervision of officials and other resources within the division.

**ENQUIRIES** : Ms MP Tiale, Tel No: 051 400 9430

**POST 24/89** : **ASSISTANT DIRECTOR: JOB EVALUATION REF NO: DESTEA 13/06/18**

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma in Organizational Development Management/Work-Study Management or an equivalent qualifications coupled with relevant experience in Job Evaluation. Applicants should be certified Job Analysts in the Equate Job Evaluation System. Computer literacy. Good management skills (Presentation & interviewing skills).

**DUTIES** : Conduct job evaluations for vacant, redefined and newly created posts in the department so as to determine the correct salary level and present posts at the Provincial Quality Assurance Committee. Develop and maintain an appropriate Job Evaluation information management system for the department which include the data base of posts evaluated and posts awaiting evaluation. Provide inputs on the development of Job Evaluation policy. Provide advice and support to Management on issues relating to Job Evaluation. Provide a secretarial support to the Departmental Quality Assurance Committee and ensure that jobs are correctly. Compile submission on posts recommended by the Provincial JE Panel. Assist Managers with the development of Job Description and maintain the data base thereof and report on the outstanding Job Descriptions to be developed. Supervision of officials and other resources within the division.

**ENQUIRIES** : Ms N Mopeli, Tel No: 051 400 9440

**POST 24/90** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DESTEA 14/06/18**

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma in Labour Relations /Labour Law or equivalent qualifications. Relevant experience in Labour Relations. Thorough knowledge of the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act etc. Good verbal and written communication skills. Computer literacy and a valid driver's license.

**DUTIES** : Assist with the development of Labour Relation policies. Co-ordinate/ conduct investigation on misconduct and grievance cases and advise appropriately thereon. Advise management on all labour relations matters in order to minimize unfair labour practices. Represent the Department in bilateral discussions with organized labour unions. Represent the Department in Arbitration and Conciliation. Conduct research, train line functions and give advice on labour legislation and related matters. Perform and manage administrative and related functions. Supervision of officials within the division.

**ENQUIRIES** : Mr. M Mahlasela, Tel No: (051) 400 9472

**POST 24/91** : **ASSISTANT DIRECTOR: WELLNESS MANAGEMENT REF NO: DETEA 15/06/18**

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate Diploma/Degree in Social Science (Psychology/ Social Work/ Nursing) or equivalent qualifications. Relevant experience. Registration with relevant Professional Association. Computer literacy and a valid driver's license.

**DUTIES** : Design the Employee Assistance Programme (EAP) by compiling organizational profiles, needs analysis and establishment of EAP committee. Implement EAP by ensuring that EAP policies, operational plans. EAP strategy and implementation plans are developed. Manage and administer EAP by ensuring compilation of monthly and quarterly reports on EAP/ wellness issues to management for the purpose of appropriate reporting. Provide clinical services for employees and their immediate families by providing trauma debriefing and emotional support for victims and providing ongoing counselling and psychotherapeutic services for employees by both personal and work-related problems etc. provide preventative services, i.e., conduct proactive workshops (life skills, team building, stress management etc.). Monitor and evaluate implementation of EAP services in the department and conducting research into issues pertaining to EAP and programme evaluation. Manage human and other resource in the division.

**ENQUIRIES** : Ms. B Molefe, Tel No: 051 400 9566

**POST 24/92** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DESTEA 16/06/17**

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate 3-year tertiary qualification or equivalent, with minimum of 3 years' working experience in asset management. Sound knowledge and understanding of the Public Finance Management Act, Asset Management Framework, Asset Management policies and guidelines. Working experience on BAS and LOGIS. Computer literacy and a valid driver's license. Computer literacy in Microsoft Office packages, especially Word, PowerPoint and Excel. Good communication skills (verbal and written). Conflict resolution skills. Good analytical skills.

**DUTIES** : Implement an effective system of asset management. Compile monthly key performance indicator reports. Compile monthly asset reconciliation between BAS and LOGIS. Compile and submit disclosure note for Interim and Annual Financial Statements. Update the asset register with all movement of assets. Maintain the asset register. Facilitate and coordinate movement of assets. Facilitate and coordinate timeous bar-coding of assets. Conduct quarterly spot checks and annual asset verification. Administration of theft and losses. Supervision of officials within the division.

**ENQUIRIES** : Mr M Machela, Tel No: 051 400 4740.

**POST 24/93** : **ASSISTANT DIRECTOR: COOPERATIVES DEVELOPMENT REF NO: DESTEA 17/06/18**

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma in Commerce/ Public Management or equivalent qualifications. Relevant experience in providing development support to Cooperatives. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. A valid driver's license.

**DUTIES** : Coordinate and facilitate the implementation of developmental support programmes for Cooperatives. Ensure that route capacity building sessions for Cooperatives are held. Coordinate the interdepartmental Cooperatives support programmes. Facilitate interaction with Cooperative associations. Establish and maintain an on-line database of Co-operatives in the Free State province. Assist Cooperatives with business registrations as well as access to financial and non-financial support. Develop strategies to facilitate access to markets. Ensure the compilation of reports on the Strategic plan and Annual Performance Plans of the sub-directorate. Supervision of officials and other resources within the division.

<b><u>ENQUIRIES</u></b>	:	Mr. M Sehularo, Tel No: 051 400 9620
<b><u>POST 24/94</u></b>	:	<b><u>MONITORING &amp; EVALUATION SPECIALIST REF NO: DESTEA 18/06/18</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma in Public Management or equivalent qualifications. Relevant experience in monitoring & evaluation environment. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. Project Management and management information management system administration experience. A valid driver's license.
<b><u>DUTIES</u></b>	:	Develop the Department's Monitoring & Evaluation Policy and relevant standard operating procedures. Develop the Department's Monitoring & Evaluation Reporting Plan in line with the Department's Annual Performance Plan as well as the Annual Report Framework of the Department. Ensure that the capacity of the Department on matters related to monitoring and evaluation is improved continuously. Monitor and report on the activities and of the Department in relation to the following: Provincial Plans, Departmental Annual Performance Plan, SOPA/SONA/ MEC Budget Vote Injunctions and other Government Programmes of Action (national and provincial). Represent the Department in the national and provincial meetings on matters related to monitoring and evaluation. Oversee the administration of the departmental Management Information Management System. Oversee performance verification processes in the department. Supervision of officials and other resources within the division.
<b><u>ENQUIRIES</u></b>	:	Mr. D Hagen, Tel No: 051 400 4912
<b><u>POST 24/95</u></b>	:	<b><u>STATE ACCOUNTANT: SALARIES REF NO: DESTEA 19/06/18</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year Bachelor's degree/diploma in Management Accounting/ Financial Accounting/ Public Finance or equivalent qualifications or Grade 12 with 5-10 years' experience in salary administration. Relevant experience in Budget Management environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.
<b><u>DUTIES</u></b>	:	Assure on all reimbursement transactions on PERSAL. Reconcile transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Verify payments to third parties (employer contributions to pension funds, medical aid funds, tax deductions and reconciliations etc.) outside the payroll system. Reconcile payment requests with budget provisions and the availability of funds. Ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Verify the payment of transfers and subsidies processed on the accounting system. Sorting and distribution of payrolls. Ensure monthly reports are compiled. Ensure weekly filing of all relevant documentation. Implementation of allowances and deductions (house, rent, electricity, water, sanitation, union insurance & medical aids including posting and faxing of schedules).
<b><u>ENQUIRIES</u></b>	:	Ms P Rantekane, Tel No: 051 400 4753
<b><u>POST 24/96</u></b>	:	<b><u>STATE ACCOUNTANT: BUDGET MANAGEMENT REF NO: DESTEA 20/06/18</u></b>
<b><u>SALARY</u></b>	:	R226 661 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year Bachelor's degree/diploma in Management Accounting/ Financial Accounting/ Public Finance or Grade 12 with 5-10 years' experience in budget management or equivalent qualifications. Relevant experience in Budget Management environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.
<b><u>DUTIES</u></b>	:	Maintain and update balancing budget information on BAS and in compliance to standard chart of accounts. Compile monthly in-year and management expenditure reports as prescribed. Provide support to line function by contributing to the consistent and effective application of financial management practices.



	:	Assist in managing departmental cash flow. Assist in monitoring the infrastructure Expenditure by compiling and populating the information on the Infrastructure Reporting Model. Assist with verification of funds for procurement purposes. Mr M Moleko, Tel No. 051 400 4737
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 24/97</u></b>	:	<b><u>PERSONNEL PRACTITIONER: RECRUITMENT &amp; SELECTION REF NO: DETEA 21/06/18</u></b>
<b><u>SALARY</u></b>	:	R226 661 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Diploma/Degree in Human Resource Management/ Public Management or equivalent qualifications. Relevant experience. Computer literacy.
<b><u>DUTIES</u></b>	:	Undertake the recruitment and selection processes within the department. Gather information relevant to the policy development regarding recruitment and selection processes. Conduct information sessions on HRM policies and Directives and monitor adherence thereof. Render advice to management and other officials on HRM related issues. Provide administration clerical support services within the component. Provide supply chain clerical support services within the component.
<b><u>ENQUIRIES</u></b>	:	Ms T Parkies, Tel No: 051 400 4728
<b><u>POST 24/98</u></b>	:	<b><u>BIODIVERSITY OFFICER PRODUCTION GRADE A</u></b>
<b><u>SALARY</u></b>	:	R240 015 per annum (OSD) - Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.
<b><u>CENTRE</u></b>	:	Rustfontein Nature Reserve (Botshabelo) Ref No: DESTEA 22/06/18 Seekoeivlei Nature Reserve (Memel) Ref No: DESTEA 23/06/18 Gariëpdam Nature Reserve (Xhariep) Ref No: DESTEA 24/06/18 Soetdoring Nature Reserve (Soutpan) Ref No: DESTEA 25/06/18 Maria Moroka Nature Reserve (Thaba-Nchu) Ref No: DESTEA 26/06/18 Caldeon Nature Reserve (Wepener) Ref No: DESTEA 27/06/18
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma in Nature Conservation or Wildlife Management or equivalent qualifications. Relevant experience in Nature Conservation. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Implement infrastructure management plan for the reserve which deals with the following: maintenance of roads, pathways and water availability; maintenance of fence, control and manage soil erosion and conduct veld management services. Implement biodiversity monitoring and management practices identified in the management plan, by ensuring the following: provide data for decision-making, maintain ecological processes, systems and bio-diversity, implement annual game management plan and program, plan, monitor and implement fire management. Manage risk and security aspects on the reserves, which include: implement resource security plan of the reserve, enforce regulations and legislation applicable on the reserve, ensure and monitor regular observation and fence patrols. Perform all administrative and related functions, including; financial administration, asset management, procurement and reporting. Supervision of officials at the Reserve.
<b><u>ENQUIRIES</u></b>	:	Ms G Sebetlele, Tel No: 051 528 2926 Mr M Pretorius, Tel No: 058 924 0183 Mr F van den Berg, Tel No: 051 754 0026 Ms L Kelly, Tel No: 051 433 9002 Mr J van Zyl, Tel No: 051 873 2427 Mr M Leeuw, Tel No: 051 583 2000
<b><u>POST 24/99</u></b>	:	<b><u>SIGN LANGUAGE INTERPRETER REF NO: DETEA 28/06/18</u></b>
<b><u>SALARY</u></b>	:	R183 558 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 with practical demonstration of ability to do sign language and voice over or an appropriate Degree/ Diploma in Language Practice or equivalent qualifications.
<b><u>DUTIES</u></b>	:	Render interpreter services to support hearing-impaired individuals with communication, at for example Imbizo's, workshops, training sessions, meetings, etc. Sensitize consumers of interpreter services on the culture of hearing-impaired

individuals to promote communication between hearing-impaired and hearing persons.

**ENQUIRIES** : Ms P Mothibedi, Tel No: 051 400 9440

**POST 24/100** : **IT HELPDESK REF NO: DESTEA 29/06/18**

**SALARY** : R152 862 per annum (Level 05)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A Grade 12 or relevant certificates in IT or an appropriate Degree/ Diploma in Information Technology or equivalent qualifications.

**DUTIES** : Log all calls on the call logging system. Update the status of the calls resolved on the service desk and the ones handles and resolves by IT Technicians. Provide first line technical support, answering support queries via phone, email and self-help system. Maintain high degree of customer service for all support queries and adhere to all service management principles. Respond to enquiries in resolving hardware and software problems and assigning more complex calls to IT Technicians. Arrange for external technical support where problems cannot be resolved in-house.

**ENQUIRIES** : Ms M Mphathane, Tel No: 400 9473