

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

- APPLICATIONS** : The Department of Social Development, Private Bag x 20616, Bloemfontein 9300 or place applications in an application box at Standard Bank Building, Ground Floor, Charlotte Maxeke Street, Bloemfontein.
- FOR ATTENTION** : Ms. MV. Mophethe: Human Resource Planning and Advisory Services
- CLOSING DATE** : 13 July 2018
- NOTE** : 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. 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. The competency assessment will be testing generic, managerial competencies using DPSSA SMS competency assessment tools. 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.

MANAGEMENT ECHELON

- POST 26/233** : **DIRECTOR STRATEGIC MANAGEMENT REF NO: CS 18/18**
- SALARY** : An all-inclusive package of R948 174 per annum Level 13. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Provincial Office (Bloemfontein)
Appropriate Bachelor's Degree in Business Management/ Economics/Accounting 5-10 years working experience in the field. Valid drivers licence.
- DUTIES** : Ensure the development, maintenance and/or successful implementation of the Department's strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks. Ensure the development and/or review of the Department's 5-Year Strategic Plan, 3-Year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury Regulations and/or national and/or provincial formats. To ensure that the capacity of the Department on matters related to strategic – and operational planning improved continuously. Ensure the operationalization of the Departmental Strategic Plan and Annual Performance Plan. This includes the following: Assisting and advising senior managers and managers on the development of Annual Operational Plans / Annual Work Programmes, taking into account the Annual Performance Plan as well as other activities of units not captured in the Annual Performance Plan. Represent the Department in national and/or provincial meetings on matters related to strategic – and operational planning. This include the following: Attend and participate in scheduled national and/or provincial meetings / for a. Ensure that resolutions

ENQUIRIES : taken during national and/or provincial meetings on matters related to strategic planning, monitoring and evaluation are complied with and report thereon. Adv TJ Phahlo, Tel No: 0820440057, Provincial Office

OTHER POSTS

POST 26/234 : **SOCIAL WORK MANAGER GRADE 1 ECD REF NO: SWS 06/18**

SALARY : R755 598 - R850 443 per annum
CENTRE : Provincial Office (Bloemfontein)
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.

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 26/235 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: FS 15/18**

SALARY : An all-inclusive package of R697 011 per annum Level 11. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : An Appropriate Bachelor's Degree or equivalent qualification in the field of management / Public Administration with a minimum of 5 years' experience in junior management position of which three years should have been in demand and acquisition environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulation, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act and Supply Chain Management policies and circulars. Computer literate (Excel), Working knowledge of transversal systems such as the LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver's license.

DUTIES : Manage and coordinate the implementation and maintenance of Supply Chain Management with regard to demand and acquisition process in the Department. Address acquisition and demand enquiries to ensure the correct implementation of supply chain management practices. Ensure development and successful implementation of Departmental/Public Service policies on matters related to Supply Chain Management to adhere the relevant prescripts/legislation. Prepare in depth reports and statistics on Supply Chain Management issues. Manage risks with regard to Supply Chain Management in the Department to minimize risks and enhance performance with regard to supply chain management processes. Manage the allocated human resources and assets of the Sub-directorate'. Respond to audit communications and queries and should be able to develop working systems and standard operating procedures to ensure compliance to supply chain management processes.

ENQUIRIES : Mr. SS Thulo Tel No: 072 0724499

<u>POST 26/236</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: FS 04/18</u>
<u>SALARY</u>	:	An all-inclusive package R697 011 per annum (Level 11), structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Bloemfontein) B. Tech Degree in Internal Auditing, B.Com (Accounting, Auditing, Risk Management). At least 5 years' experience in internal audit services; risk management; governance and internal controls. Minimum 3 years supervisory/ managerial experience. Computer Literacy. Member of the Institute of Internal Auditors (SA). A Valid driver's license. Recommendation: Internal Audit Technician (IAT). Competencies: Strategic capability and leadership. Audit project management. Risk Management. Financial management. People management and empowerment/ Development. Programme and project management. Problem solving, analysis and communication skills. Client orientation and customer focus. Facilitation and presentation skills. Deadline cognisant
<u>DUTIES</u>	:	Evaluate effectiveness and adequacy of the Department to sound corporate governance principles, compliance with all government regulations and legislative oversight requirements. Assist to develop an effective and professional relationship with the Audit Committee responsible for the department as well as external auditors. Provide administrative support to the Audit Committee in terms of logistics for meetings; documentation; plans and reports. Co-ordinate activities of the Internal Audit component with others so as to best achieve the objectives of the department and eliminate duplication of effort. Perform management and advisory services and render support to the CAE as required. Review the timeliness and appraising the effectiveness of corrective actions. Participate in the development of automated information systems to ensure that those systems incorporate necessary controls. Oversee and ensure timely completion of approved audit projects. Assist in preparation and review of the strategic and annual audit plan for approval by the Audit Committee. Identify audit areas, assign staff and financial resources to audit areas, provide timeframes for projects. Control and report time against budgeted hours. Arrange engagement meetings with the relevant role-players at the beginning of each audit. Compile audit workplan. Develop audit programmes. Develop audit procedures, compile system descriptions. Complete working papers. Review reliability and integrity of financial and operational information. Appraise the soundness and adequacy of controls. Determine compliance to acts, regulations and policies. Review the process of recording and safeguarding assets. Appraise the economy and efficiency with which resources are employed. Review outputs against objectives. Review the work of subordinates, ensure quality, compliance to IIA Standards. Review draft audit reports. Prepare final audit reports. Discuss findings, determine root cause, give audit opinion, and recommend corrective measures. Compile and monitor skills development plans. Compile personal development plans for team members. Conduct performance and development reviews. Applications are invited from interested & qualified parties to serve in the Department's Internal Audit Unit.
<u>ENQUIRIES</u>	:	Mr. K. Mojatau Tel No: (051) 409 0745
<u>POST 26/237</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATIONS REF NO: FS 10/18</u>
<u>SALARY</u>	:	An all-inclusive package R697 011 per annum (Level 11), structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Bloemfontein) An appropriate Bachelor's Degree in Communications, majoring in Public Relations and Marketing. Extensive recognized experience in the field of communications. A Valid driver's license
<u>DUTIES</u>	:	Provide public relations and media liaison services at Provincial level. Perform duties and responsibilities as spokesperson for the Department of Social Development. Organize stakeholder briefings and exhibitions for the department and market the services of the department. Manage internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal news, letters etc. Provide speech writing services and editing of departmental documents Coordinate and facilitate all internal and external events in the department such as, outreach programmes, ministerial events, national commemorative days, etc., as well as development and

		implementation of Event Management Strategy of the department. Manage and Develop the Performance of personnel Adv TJ Phahlo, 082 044 0057, Provincial Office
<u>ENQUIRIES</u>	:	
<u>POST 26/238</u>	:	<u>CENTRE MANAGER X2 POSTS</u>
<u>SALARY</u>	:	An all-inclusive package of R697 011 per annum (Level 11). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE</u>	:	Winkie Direko Secure Care Centre Ref No: DC 17/05/18 Thabo Mofutsanyana Secure Care Centre Ref No: DC 19/66/18
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ National Diploma or equivalent qualification. Registration with the appropriate South African Council for Social Service Professions (SACSSP) as a Social Worker. A minimum of 6-10 years relevant working experience in the field of Child and Youth care. Computer literacy. Valid Driver's License
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. B. Kgasane 083 446 3910
<u>POST 26/239</u>	:	<u>PROFESSIONAL NURSE GRADE 2 (SPECIALITY NURSING) X4 POSTS</u>
<u>SALARY</u>	:	R445 917 – R548 436 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE</u>	:	Winkie Direko Ref No: DC 17/22/18 (X1 Post) Tshireletsong Place of Safety Ref No: DC 17/23/18 (X1 Post) Matete Matches Ref No: DC 20/15/18 (X1 Post) Thabo Mofutsanyana Secure Care Ref No: DC 19/14/18 (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate National Diploma/Degree in Nursing. Current registration with the South African Nursing Council. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices.
<u>ENQUIRIES</u>	:	Ms. K. Phandliwe Tel No: (051) 434 3010 Winkie Direko, Mr. M. Speelman Tel No: 083 443 8267 Thireletsong, Ms. N. Moletsane Tel No: 079 098 7205 Matete Matches, Ms. Tlaka Tel No: 083 443 8195 Thabo Mofutsanyana Secure Care Centre
<u>POST 26/240</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 (GENERIC SERVICES) REF NO: DC 19/62/18</u>
<u>SALARY</u>	:	R363 507 – R421 404 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE</u>	:	Leratong Children's Home
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's Degree in Social Work. Current Registration with the South African Council for Social Services Professions (SACSSP) as a Social Worker. A minimum of 7 years appropriate experience in Social Work.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result

in, or stem from social instability in any form. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all administrative functions required in the unit and undertake the higher level administrative functions.

- ENQUIRIES** : Ms. E. Skosana Tel No: (058) 713 1824
- POST 26/241** : **PROFESSIONAL NURSE GRADE 1 (SPECIALTY NURSING) REF NO: DC 19/56/18 X2 POSTS**
- SALARY** : R362 559 – R420 318 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)
- CENTRE** : Beyers Naude Substance Dependence Half Way House
- REQUIREMENTS** : Appropriate National Diploma/Degree in Nursing. Current registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant a health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices.
- ENQUIRIES** : Mr. C.F. Botes Tel No: 082 568 0705
- POST 26/242** : **ASSISTANT DIRECTOR: ADMIN SUPPORT SERVICES (X5 POSTS)**
- SALARY** : A basic salary of R356 289 per annum (Level 09)
- CENTRE** : Thabo Mofutsanyana Secure Care Centre Ref No: DC 19/21/18 (X1 Post)
Tshireletsong Place of Safety Ref No: DC 17/06/18 (X1 Post)
Winkie Direko Ref No: DC 17/07/18 (X1 Post)
Boiketlong Ref No: DC 17/08/18 (X1 Post)
Matete Matches Ref No: DC 20/18/18 (X1 Post)
- REQUIREMENTS** : Appropriate Bachelor's Degree or equivalent applicable qualification and a minimum of 3 years' experience in financial administration and supervisory abilities
- DUTIES** : Administer the budget of the Centre. Sensitize and keep the Centre Manager informed on matters related to the budget of the Centre e.g. spending patterns, overspending and/or under-spending, preparation of cash flow projections, etc. Liaise with the Centre Manager on matters relating to the budget, shifting of funds, etc. Prepare and submit budgetary inputs to the CFO (in consultation with the Centre Manager) on budget needs of the Centre. Perform all functions as Paymaster for the District. Collect, consolidate and prepare, in consultation with Senior Manager: District Services Financial and Non-Financial Performance Reports for submission to the Head of Department, CFO or any other stakeholders. Align expenditure with the business plan of the District and provide explanations for deviations. Serve as entry point to and from the District matters related to the budget of the District. Represent the District in departmental committees related to financial administration. Handle all enquiries related to the budget of the District. Be responsible for Human Resource Administration, Security Services, Supply Chain Management and general support.
- ENQUIRIES** : Ms. Tlaka (0834439185) Thabo Mofutsanyana Secure Care Centre
Mr. M. Speelman 083 443 8267 Tshireletsong Place of Safety
Winkie Direko Ms. Phandliwe Tel No: (051) 430 3410
Mr. G. Dipico Tel No: (051) 873 2159 Boiketlong
Ms. N. Moletsane 079 098 7205 Matete Matches
- POST 26/243** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND ADVISORY SERVICES REF NO: CS 06/18 X1 POST**
- SALARY** : A basic salary of R356 289 per annum (Level 09)
- CENTRE** : Provincial Office (Bloemfontein)
- REQUIREMENTS** : A Bachelor's Degree in Human Resource Management or equivalent Qualification. A minimum of three (3) years relevant working experience. Computer literacy. A valid driver's license (Motor Vehicle).

- DUTIES** : Manage Human Resource Planning and Advisory Services. Develop and provide advice on all human resource policies in the department. Co-ordinate recruitment and selection process. Develop and submit Human Resource Plan, Human Resource Plan Implementation Report, Employment Equity Plan and Employment Equity Report. Manage performance of subordinate and ensure appropriate training and development. Oversee the implementation of directives and policies.
- ENQUIRIES** : Ms. M.V. Mophethe 083 577 2009
- POST 26/244** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: CS 10/18 X1 POST**
- SALARY CENTRE REQUIREMENTS** : A basic salary of R356 289 per annum (Level 09)
: Provincial Office (Bloemfontein)
: A Bachelor's Degree in Human Resource Management or equivalent qualification with appropriate experience. 3 years work experience in Human Resource Management. Proven knowledge of PERSAL. Computer literacy
- DUTIES** : Manage Personnel Administration Sub-directorate. Manage performance of staff and ensure appropriate training and development. Maintain Human Resource database of the department. Monitor and authorize PERSAL transactions according to delegations of the department. Manage appointment, transfers and termination of services. Prepare and consolidate reports on personnel administration issues. Implementation of departmental/public service policies on matters related to human resource management to adhere to the relevant prescripts/legislations.
- ENQUIRIES** : Ms. M.V. Mophethe 083 577 2009
- POST 26/245** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: CS 13/18**
- SALARY CENTRE REQUIREMENTS** : A basic salary of R356 289 per annum (Level 09)
: Provincial Office (Bloemfontein)
: An appropriate Bachelor's degree or Tertiary National Diploma in Information Technology (with Information Systems as a subject). 3 years' practical experience in System Support Environment. Knowledge of Systems Development Life Cycle (incl. Data Modelling & System Design). Valid Driver's license.
- DUTIES** : Provides input to the Information Systems and Technology Strategy. Develops Policies and Principles related to Information Systems. Responsible for the smooth running of the information systems, supervising the implementation and maintenance of application software. Manage the Information Systems team consisting of system support personnel. Liaise with Information System stakeholder (internal and external) on Information Systems implementation. Business Analysis of user requirements and translating them into system development and implementation. Manages utilisation of information system and reporting. Project management of Information Management Systems' deliverables. Facilitate user testing of Information Management Systems.
- ENQUIRIES** : Ms. N. Ntombela, 062 52904745 Provincial Office
- POST 26/246** : **ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: FS 11/18**
- SALARY CENTRE REQUIREMENTS** : A basic salary of R356 289 per annum (Level 09)
: Provincial Office (Bloemfontein)
: An appropriate three year tertiary qualification in Communication or Journalism/ Public Relations. Two to three years' experience in media, marketing and communication environment .A valid driver's license
- DUTIES** : Organize stakeholder briefings and exhibitions for the whole province. Manage internal and external communications in the province. Such as management of notice boards, posting of information on internet, updating staff on issues affecting the department. Manage all internal and external events in the province such as Imbizo outreach programmes and national commemorative days
- ENQUIRIES** : Adv TJ Phahlo, 082 044 0057, Provincial Office
- POST 26/247** : **ASSISTANT DIRECTOR: WEB & SYSTEMS REF NO: CS14/18**
- SALARY** : A basic salary of R356 289 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Bloemfontein)
	:	An appropriate Bachelor's degree or Tertiary National Diploma in Information Technology (with Web / Application Development as a subject). 3 years' practical experience in Web / Application Development Environment. Knowledge of Systems Development Life Cycle (incl. Data Modelling & System Design). Sound knowledge of Java, JavaScript, HTML, SQL and Oracle PL/SQL. Practical knowledge of database design and normalisation of user requirements. Valid Driver's license
<u>DUTIES</u>	:	Provides input to the Web and Systems Development and Technology Strategy. Develops Policies and Principles related to Web and Systems Development. Planning and delivering software platforms used across multiple products and organisational units. Deep expertise and hands on experience with Web Applications and programming languages such as HTML, CSS, JavaScript, JQuery and API's. Web and Application Systems Development. Strong grasp of security principles and how they apply to Information and Application systems. Design experience with Web Services and other Web Design platforms. Manage the Web and Systems Development team. Project management of Information Management Systems' deliverables. System testing. Provides input to the Web and Systems.
<u>ENQUIRIES</u>	:	Ms. N. Ntombela, 062 52904745 Provincial Office
<u>POST 26/248</u>	:	<u>OCCUPATIONAL THERAPIST REF NO: DC 19/63/18 X1 POST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R337 308 per annum
	:	Dr Beyers Naude Substance Dependence Half Way House
	:	An appropriate National Diploma or Bachelors in Occupational Therapy Registration with the HPCSA. Knowledge of child psychiatry, normal Development and perceptual development as well as behavior management. Good organizational as well as communication skills, an advantage.
<u>DUTIES</u>	:	Render occupational therapy services. Write reports and keep record. Present Life Skills and Vocational Training programmes to clients. Attend sensory integration courses or completion thereof. Provide therapy to clients. Manage, plan and supervise the implementation of developmental programmes. Render effective administration services to the section. Evaluate specific needs, problems and abilities of clients. Provide inputs to the multi-professional team on the handling of clients.
<u>ENQUIRIES</u>	:	Mr. C.F. Botes Tel No: 064 141 8117
<u>POST 26/249</u>	:	<u>SENIOR ADMINISTRATION OFFICER REF NO: CS 19/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R299 709 per annum (Level 08)
	:	Provincial Office (Bloemfontein)
	:	An appropriate Bachelor's degree or Tertiary National Diploma in Information Technology (with Web / Application Development as a subject). 3 years' practical experience in Web / Application Development Environment. Knowledge of Systems Development Life Cycle (incl. Data Modelling & System Design). Sound knowledge of Java, JavaScript, HTML, SQL and Oracle PL/SQL. Practical knowledge of database design and normalisation of user requirements. Valid Driver's license. An appropriate Bachelor's degree or Tertiary National Diploma in Information Technology (with Information Systems as a subject). 1 year practical experience in System Support Environment. Sound knowledge of Database design and normalisation of user requirements. Systems Development Life Cycle (incl. Data Modelling & System Design). Valid Practical experience in System Support Environment. Valid Driver's license.
<u>DUTIES</u>	:	To implement and administer information systems. To perform version control to meet user demands and improve information systems. To provide adhoc system support and training for information systems. Work with programmers who write code to modify existing systems and/or build new ones. Assigning roles and privileges to users on the system. Troubleshoot system issues and failures. Monitoring software to track operating systems, applications, databases, and networks, and to escalate incidents. Train users on New system and monitor system usage.
<u>ENQUIRIES</u>	:	Ms. N. Ntombela 062 52904745 Provincial Office

<u>POST 26/250</u>	:	<u>CHIEF HEALTH THERAPIST REF NO: DC 19/13/18</u>
<u>SALARY</u>	:	A basic salary of R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Thekolohelong Old Age Home
<u>REQUIREMENTS</u>	:	Tertiary qualification in health related discipline. Current proof of registration with the council. Computer literate. Understanding health policies. A Valid driver's license (Motor Vehicle). Knowledge in pathology and assistive devices. Experience in community based rehabilitation services. Sound leadership management skills.
<u>DUTIES</u>	:	Render and manage rehabilitation services. Co-ordinate auxiliary health services. Participate in multi-disciplinary team. Liaise with other stakeholders. Supervise subordinates. Provide training in area of responsibility. Conduct crisis management. Screen and assess patients. Supervise and ensure proper training in use of assistive devices. Contribute in research on development of programmes for the aged and disabled.
<u>ENQUIRIES</u>	:	Ms. T.R. Plaatjie Tel No: (058) 713 0061
<u>POST 26/251</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE PLANNING AND ADVISORY SERVICES REF NO: CS 07/18 X2 POSTS</u>
<u>SALARY</u>	:	A basic salary of R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	An appropriate Degree/ National Diploma in Human Resource Management or equivalent qualification with relevant working experience. Knowledge of practices and procedures of Human Resource. Knowledge of policy research, analysis and development. Computer literacy. A valid driver's license (Motor Vehicle)
<u>DUTIES</u>	:	Render Human Resource advisory services to the department by investigating, analyzing and interpreting human resource related issue. Research, analyze and develop departmental policies. Facilitate recruitment and selection process in the department to adhere to procedures and to contribute to a professional human resource management services. Facilitate Human Resource Planning and Employment Equity in the department to forecast staffing needs and develop effective strategies to address the identified needs. Adhere to Batho Pele Principles.
<u>ENQUIRIES</u>	:	Ms. M.V. Mophethe 083 577 2009
<u>POST 26/252</u>	:	<u>SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: LOGISTICS MANAGEMENT REF NO: FS 16/18</u>
<u>SALARY</u>	:	A basic salary of R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ National Diploma/ Public Administration/ Supply Chain Management or equivalent qualification. LOGIS introduction certificate. Computer Literacy. A minimum of 3 years' experience in Logistics Management. Valid driver's license (Motor Vehicle).
<u>DUTIES</u>	:	Verify that batch runs and the handlings/checking of relevant reports are properly executed and file daily exception reports. Coordinate and monitor office procedures such as voucher control and filing. Review and authorize requisitions on-line. Approve Procurement Advice manually according to financial delegations. Check and control all reports before submission to the Higher Authority. Ensure compliance to SCM prescripts. Manage the Performance and Development of personnel.
<u>ENQUIRIES</u>	:	Mr. T.J. Ramatsa Tel No: (051) 409 0532
<u>POST 26/253</u>	:	<u>CHIEF PERSONNEL OFFICER: HRM REF NO: CS 09/18</u>
<u>SALARY</u>	:	A basic salary of R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	A Degree or National Diploma in Public Administration/Human Resources Management or Public Management or Grade 12 with a minimum of 5 years relevant working experience and supervisory abilities. 2-3 working experience in Human Resource Management. Regulations in HRM, Basic conditions of employment Act, Labour Relations Act. Sound Knowledge of BCEA, EEA, PFMA.
<u>DUTIES</u>	:	Develop database on transfers, service terminations, death, resignations and retirements. Administer all types of employee benefits and conditions of

service (e.g. Long Service Awards, Medical Aid) Process leave gratuities. Administer leaves. Management of Pension documents and approving the transactions on the Persal System. Management of Leave Gratuity and Leave Discounting. Management of Housing documents and approving transactions on the Persal System. Management of Injury on Duty. Supervision of subordinates. Prepare reports. Adhere to Batho Pele Principles.
Ms. M.V. Mophethe 083 577 2009

ENQUIRIES

POST 26/254

SOCIAL WORK GRADE 1- 4 (X4 POSTS)

SALARY

R242 553 - R549 837 per annum (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)

CENTRE

Matete Matches Ref No: DC 20/11/18 (X1 Post)
Winkie Direko Ref No: DC 17/09/18 (X1 Post)
DR Beyers Naude Substance Dependence Half Way House Ref No: DC 19/50/18 (X2 Posts)

REQUIREMENTS

An appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP.

DUTIES

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from social instability in any form. Support Social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service.

ENQUIRIES

Ms. N. Moletsane Tel No: 079 098 7205 Matete Matches, Ms. K. Phandliwe Tel No: (051) 434 3010 Winkie Direko, Mr. C.F. Botes Tel No: 082 568 0705 Dr Beyers Naude

POST 26/255

ADMINISTRATION OFFICER: HUMAN RESOURCE MANAGEMENT X6 POSTS

SALARY

A basic salary of R242 475 per annum (Level 07)

CENTRE

Winkie Direko Ref No: DC 17/24/18 (X1 Post)
Tshireletsong Ref No: DC 17/25/18 (X1 Post)
Matete Matches Ref No: DC 20/20/18 (X1 Post)
Boiketlong Ref No: DC 17/26/18 (X1 Post)
Thekolohelong Ref No: DC 19/22/18 (X1 Post)
Thabo Mofutsanyana Secure Care Ref No: DC 19/23/18 (X1 Post)

REQUIREMENTS

Appropriate degree or National Diploma in Human Resources Management/Public Administration or appropriate equivalent qualification or extensive relevant experience in Human Resource matters. Computer Certificate.

DUTIES

Manage leave days/forms to ensure service delivery of the district. Manage recruitment to fill vacant posts in order to ensure the smooth running of the district. Manage all enquiries related to human resources in order to ensure effective service delivery of the district. Manage all submissions related to human resources in order to ensure effective service delivery of the district. Manage the monthly salary advices in order to ensure proper running of the district. Manage filling to ensure effective running of the district. Supervise and develop subordinates to ensure motivated and effective service delivery.

ENQUIRIES

Ms. Tlaka (0834438195) Thabo Mofutsanyana Secure Care Centre
Mr. M. Speelman 083 443 8267 Tshireletsong Place of Safety
Ms. K. Phandliwe Tel No: (051) 434 3010 Winkie Direko
Mr. G. Dipico Tel No: (051) 873 2159
Ms. N, Moletsane 079 098 7205 Matete Matches
Ms. T.R. Plaatjie Tel No: (058) 713 0061 Thekolohelong

POST 26/256

STRATEGY, MONITORING AND EVALUATION OFFICER REF NO: CS 19/18

SALARY

A basic salary of R242 475 per annum (Level 07)

CENTRE

Provincial Office (Bloemfontein)

REQUIREMENTS

National Diploma in Business Management/Economics/Accounting. 1-2 years relevant working experience. A Valid driver's license.

<u>DUTIES</u>	:	Assist with the development of the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). Assist with the development of the Department's Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) 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 (of non-financial performance) is improved continuously. Collate and consolidate information pertaining to the performance of the Department. Attend provincial – and/or departmental meetings on matters related to monitoring and evaluation. This includes the capturing of resolutions if and when the meetings are chaired by the Departmental M&E Specialist and/or the departmental Manager: M&E.
<u>ENQUIRIES</u>	:	Mr. T. Ntsane 0832952624
<u>POST 26/257</u>	:	<u>ADMINISTRATION OFFICER: FINANCE AND SUPPLY CHAIN REF NO: DC 19/54/18</u>
<u>SALARY</u>	:	A basic salary of R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Thekolohelong
<u>REQUIREMENTS</u>	:	Appropriate degree or National Diploma in Finance (Accounting as a passed subject in Grade 12) or appropriate equivalent qualification. Relevant experience in Finance and Supply Chain. Computer Certificate. A Valid driver's license.
<u>DUTIES</u>	:	Manage procurement, budget and assets allocated. Coordinate maintenance in the district. Provide auxiliary services within the district office. Manage transport administration in the district Provide Personnel Administration. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. T.R. Plaatjie Tel No: (058) 713 0061 Thekolohelong
<u>POST 26/258</u>	:	<u>PRINCIPAL PERSONNEL OFFICER REF NO: CS 08/18 (X2 POSTS)</u>
<u>SALARY</u>	:	A basic salary of R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	Degree/National Diploma In Human Resource Management/Public Management with relevant working experience or Grade 12 Certificate/National Certificate (Vocational) with a minimum of 5 years' relevant experience with relevant working experience in Human Resource Management and implementation on PERSAL system.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Supervise and undertake the more complex implementation of Human Resource Provisioning, Appointments, Transfer, Absorptions, Probationary periods etc. Supervise and undertake the more complex implementation of conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Relocation, Pension, Allowances). Supervise and undertake the more complex implementation of Termination of service. Recommend (approve) transactions on PERSAL according to delegations. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise and manage performance and development of personnel. Adhere to Batho Pele Principles.
<u>ENQUIRIES</u>	:	Ms. M.V. Mophethe 083 577 2009
<u>POST 26/259</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: VERIFIER REF NO: FS 17/18</u>
<u>SALARY</u>	:	A basic Salary of R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ National Diploma Commerce/ Supply Chain Management with a minimum of 3 years experience or Grade 12 certificate with a minimum of 5 years' relevant experience. Knowledge of the LOGIS System. Knowledge of supply chain management legislation (PPPFA regulations, BBBEEA, Practice notes circulars and Treasury Regulations).
<u>DUTIES</u>	:	Verify that batch runs and the handlings/checking of relevant reports are properly executed and file daily exception reports. Coordinate and monitor office procedures such as voucher control and filing. Review and authorize

		requisitions on-line. Approve Procurement Advice manually according to financial delegations. Check and control all reports before submission to the Higher Authority. Ensure compliance to SCM prescripts. Staff supervision Mr. T.J Ramatsa, Tel No: (051) 409 0532
<u>ENQUIRIES</u>	:	
<u>POST 26/260</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION REF NO: FS 18/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic Salary of R242 475 per annum (Level 07) Provincial Office (Bloemfontein) Bachelor's Degree/ National Diploma Commerce/ Supply Chain Management with a minimum of 3 years experience or Grade 12 certificate with a minimum of 5 years relevant experience; Knowledge of the LOGIS System. Knowledge of Centralised Supplier Database. Knowledge of supply chain management legislation (PPPFA regulations, BBBEEA, Practice notes circulars and Treasury Regulations).
<u>DUTIES</u>	:	Maintain the preferential procurement database for the Department to ensure the quotation and bids obtained comply with Legislation. Assist with the certification of quotations in line with the preferential procurement database before orders can be processed. Conduct an industry and commodity analysis. Determine an optimum method to satisfy the needs of the Department and the possibility of procuring goods, works or services from other institutions or on transversal or ad hoc contracts. Assist in determining proper and correct product or item specifications. Ensure that the requirements of the end user are addressed and filling of documents. Compile bid documentation and invite bids so that qualified suppliers can submit bids. Maintain a complete register of procurement related contracts in the department. Supervision of staff
<u>ENQUIRIES</u>	:	Ms N. Mabula, Tel No: (051) 409 0533
<u>POST 26/261</u>	:	<u>CHIEF SECURITY OFFICERS: INSTITUTIONS (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	A basic salary of R242 475 per annum (Level 07) Thabo Mofutsanyana Secure Care Ref No: DC 19/25/18 (X1 Post) Winkie Direko Secure Care Centre Ref No: DC 17/14/18 (X1 Post) Tshireletsong Child Care Centre Ref No: DC 17/15/18 (X1 Post) Boiketlong Old Age Home Ref No: DC 17/16/18 (X1 Post) Matete Matches Secure Care Centre Ref No: DC 20/22/18 (X1 Post) Thekolohelong Welfare Centre Ref No: DC 19/57/18 (X1 Post) Leratong Children's Home Ref No: DC 19/58/18 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification and 3-5 years relevant supervisory experience in Security Operations. Grade A PSIRA certificate. Knowledge of Private Security Industrial Regulating Act.56 of 2001, Control of access to Public premises act 53 Of 1985. Ability to implement counter measures within physical security component. Computer literate in MS Word, Excel, Power point. Ability to work under pressure. A valid driver's license. Appointment subject to Security clearance.
<u>DUTIES</u>	:	Undertake, organize and coordinate security operation in the Institution. Implementation of the standards on security operations e.g. access control, vehicle control and safe guarding of government assets. Compile misconduct reports and liaise with Centre Managers and Labour Relations office. Investigate alleged misconduct and take disciplinary action. Ensured effective and efficient execution of departmental policies. Draft duty rooster and ensured proper supervision and audit of tool of trade. Manage all human resources function within the section. Conduct Risk assessment and provide advice/report to management.
<u>ENQUIRIES</u>	:	Mr. S. Mohoboko 084 066 8012 / Mr. J. Esau (051) 407 0705 Provincial Office
<u>POST 26/262</u>	:	<u>WEB DEVELOPER REF NO: CS 16/18 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R242 475 per annum (Level 07) Provincial Office (Bloemfontein) An appropriate Bachelor's degree or Tertiary National Diploma in Information Technology (with Web / Application Development as a subject)1 year practical experience in Web / System Development Environment. Knowledge of Systems Development Life Cycle (incl. Data Modelling & System Design). Sound knowledge of Java, JavaScript, HTML, SQL and Oracle PL/SQL, CSS,

<u>DUTIES</u>	:	JQuery and API's. Practical knowledge of database design and normalisation of user requirements
<u>ENQUIRIES</u>	:	Delivering software platforms used across multiple products and organizational units. Design experience with Web Services and other Web Design platforms. Work closely with Communications unit, and other stakeholders to develop and maintain the organisation's website and intranet. Information and Application Systems Development. Strong grasp of security principles and how they apply to Information and Application systems. Ms. N. Ntombela, 062 52904745 Provincial Office
<u>POST 26/263</u>	:	<u>PERSONAL ASSISTANT (X16 POSTS)</u>
<u>SALARY CENTRE</u>	:	A basic salary of R242 475 per annum (Level 07) Xhariep Ref No: DC 16/19/18 (X1 Post) Thabo Mofutsanyana Ref No: DC 19/24/18 (X1 Post) Internal Audit Ref No: FS 19/18 (X1 Post) Population Development Ref No: FS 20/18 (X1 Post) Social Welfare Services Ref No: SWS 08/18 (X1 Post) Children Ref No: SWS 09/18 (X1 Post) Lejweleputswa Ref No: DC 18/10/18 (X1 Post) Community Development Ref No: CD 05/18 (X1 Post) Youth Development Ref No: DSS 02/18 (X1 Post) Supply Chain Management Ref No: FS 21/18 (X1 Post) Financial Administration and Accounting Ref No: FS 22/18 (X1 Post) Corporate Management Ref No: CS 11/18 (X1 Post) Infrastructure and Facilities Management Ref No: CS 12/18 (X1 Post) Institutional Management Ref No: FS 23/18 (X1 Post) Special Needs Ref No: SWS 10/18 (X1 Post) Social Research and Policy Coordination Ref No: SWS 11/18 (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate Degree/National Diploma in Office Management/Administration or equivalent qualification. Computer literacy. Report writing skills.
<u>DUTIES</u>	:	Manage engagements of the Chief Director/Director to improve service delivery. Implement administrative measures to ensure the efficient functioning of the office of the Chief Director/Director. Assist the Director with regard to meetings attended so as to enable the Chief Director/Director to efficiently execute her/his duties. Ensure the safe-keeping of all documentation in the office of the Chief Director/Director to be in line with the Archive Legislation. Handle travel arrangements for the Chief Director/Director and assist him/her with personal matters to enable them to attend to their duties. Set up and maintain systems in the office of the Director that will contribute towards improving efficiency in the office. Promote professional behaviour and ethics in the office of the Director to enhance the image of the Public Service.
<u>ENQUIRIES</u>	:	Ms. F.F. Nondabula Tel No: (053) 205 9868 Xhariep Ms. M.M. Mohaleroe Tel No: (058) 718 6300 Thabo Mofutsanyana Mr. K. Mojatau Internal Audit Tel No: (051) 409 0745 Mr. C. Twala Population Development Tel No: (051) 409 0580 Ms. M.E. Motsemme Children 083 2745610 Mr. M.J. Maikgosho Lejweleputswa Tel No: (057) 916 8740 Ms. Lehasa Community Development Ms. D. Maputle Youth 071 8759716
<u>POST 26/264</u>	:	<u>COMMUNICATIONS OFFICER REF NO: CS 20/18 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	A basic salary of R242 475 per annum (Level 07) Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Public Relations/Communication Science or Marketing, a minimum of 2 years working experience in the field of communications, A valid driver's license
<u>DUTIES</u>	:	Arrange and provide support to outreach internal programmes of the department, Write articles for the internal newsletter and website, Market department services and maintain positive relations of the department with its stakeholders including the media, Manage all the marketing and promotional material of the department, Package and disseminate information for the exhibition and road shows
<u>ENQUIRIES</u>	:	Ms. Lerato Kapa Tel No: (051) 409 0623

POST 26/265 : **PERSONAL ASSISTANT (CHIEF FINANCIAL OFFICER) REF NO: FS 23/18 (X1 POST)**

SALARY REQUIREMENTS : A basic salary of R242 475 per annum (Level 07)
: Appropriate Degree/National Diploma in Office Management/Administration or equivalent qualification. Computer literacy. Report writing skills and experience in financial management environment.

DUTIES : Manage engagements of the Chief Financial Officer to improve service delivery. Implement administrative measures to ensure the efficient functioning of the office of the Chief Financial Officer. Assist the Chief Financial Officer with regard to meetings attended so as to enable the Chief Financial Officer to efficiently execute her/his duties. Ensure the safe-keeping of all documentation in the office of the Chief Financial Officer to be in line with the Archive Legislation. Handle travel arrangements for the Chief Financial Officer and assist him/her with personal matters to enable them to attend to their duties. Set up and maintain systems in the office of the Chief Financial Officer that will contribute towards improving efficiency in the office. Promote professional behaviour and ethics in the office of the Chief Financial Officer to enhance the image of the Public Service

ENQUIRIES : Ms. KE Moahloli Tel No: (051) 409 0603

POST 26/266 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: TRANSPORT OFFICER REF NO: FS 27/18**

SALARY CENTRE REQUIREMENTS : A basic salary of R242 475 per annum (Level 07)
: Provincial Office (Bloemfontein)
: National Diploma in Transport/Logistics/Commerce. Minimum of 3 years in Government Transport Management, Knowledge of transport related legislations/prescripts and regulations. Computer certificate (Excel/Word). Valid drivers licence with PDP.

DUTIES : Manage logistical matters on subsidized and departmental fleet vehicles and to ensure that information is available on the usage of vehicles. Ensure the availability, safekeeping and proper care of vehicles, proper record keeping of trips, effective and efficient utilisation of vehicle. Ensure the implementation of transport policy/procedure guidelines of the department. Ensure that the inspections are done on departmental fleet before and after trip and mileage corresponds. Manage and development of staff.

ENQUIRIES : Mr. SS Thulo 072 0724499

POST 26/267 : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X10 POSTS)**

SALARY : A basic salary of R204 951 – R237 597 (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience).

CENTRE : Xhariep Ref No: DC 16/10/18 (X2 Posts)
Fezile Dabi Ref No: DC 20/14/18 (X2 Posts)
Thabo Mofutsanyana Ref No: DC 19/65/18 (X2 Posts)
Lejweleputswa Ref No: DC 18/09/18 (X2 Posts)
Mangaung Metro Ref No: DC 17/33/18 (X2 Posts)

REQUIREMENTS : Appropriate three-year qualification. Competent in knowledge of human behavior and social systems, community development intervention, counselling, community development research, understanding community development, managing community, understanding community dynamics, networking and establishing partnerships and understanding community legislation. Skills possession; impact and influence, planning and organizing, presentation, communication, computer literacy, empathy, trustworthiness, honesty, teamwork and collaboration and understanding principles.

DUTIES : Facilitate, identify, plan and implement integrated and transformative social development programs in partnership with key stakeholders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods.

ENQUIRIES : Ms. F.F. Nondabula Tel No: (053) 205 9868 Xhariep, Ms. K. Martins Tel No: (056) 216 8000 Fezile Dabi, Mr. N. Tyobeka Tel No: 0834438094, Mangaung Metro, Ms. M.M. Mohaleroe Tel No: (058) 718 7029 Thabo Mofutsanyana

<u>POST 26/268</u>	:	<u>CHILD AND YOUTH CARE SUPERVISOR GRADE 1 (X2 POSTS)</u>
<u>SALARY</u>	:	R187 560 – R211 101 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE</u>	:	Leratong Ref No: DC 19/55/18 (X1 Post) Tshireletsong Ref No: DC 17/29/18 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12). A minimum of 10 years appropriate experience in child and youth work after obtaining the required qualification.
<u>DUTIES</u>	:	Facilitate and supervise the caring for and life space interventions of children and young people. Form part of a multi-disciplinary team. Supervise staff to ensure an effective care service. Keep up to date with new developments in the child and youth care field. Supervise and perform administration functions.
<u>ENQUIRES</u>	:	Mr. M. Speelman Tel No: 083 443 8267 Tshireletsong, Ms. E. Skosana Tel No: (058) 713 1824
<u>POST 26/269</u>	:	<u>ADMIN CLERK: SUPPLY CHAIN MANAGEMENT REF NO: FS 24/18 (X6 POSTS)</u>
<u>SALARY</u>	:	A basic salary of R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	Grade 12 with a minimum of 1-2 years relevant experience in Supply Chain Management. Computer Literacy with experience in LOGIS, Centralised Supplier Database.
<u>DUTIES</u>	:	Execution of functions pertaining to the provisioning administration in line with the approved Supply Chain Management guidelines. Request quotations from suppliers with regard to goods and/or services needed by the Department. Assist in determining proper and correct product or item specifications. Ensure that the requirements of the end user are addressed. Capture requisitions, receipts and invoices. Compiling of monthly reports. Follow up on outstanding orders and invoices. Filling orders and payments
<u>ENQUIRIES</u>	:	Mr. SS Thulo 072 0724499
<u>POST 26/270</u>	:	<u>ADMINISTRATIVE CLERK: ASSET MANAGEMENT REF NO: FS 25/18</u>
<u>SALARY</u>	:	A basic salary of R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12/National Certificate (Vocational). Computer Certificate.
<u>DUTIES</u>	:	Typing of documents and filing. Make logistical arrangements for meetings, interviews, workshops etc. Procurement of goods and services in the section and distribution of stock. Ensure proper usage and maintenance of photocopy machine and fax
<u>ENQUIRIES</u>	:	Mr. SS Thulo 072 0724499
<u>POST 26/271</u>	:	<u>SENIOR SECURITY OFFICER (X11 POSTS)</u>
<u>SALARY</u>	:	A basic salary of R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Matete Matches Secure Care Centre Ref No: DC 20/23/18 (X2 Posts) Leratong Children's Home Ref No: DC 19/27/18 (X3 Posts) Thekolohelong Welfare Centre Ref No: DC 19/28/18 (X4 Posts) Thabo Mofutsanyana Secure Care Centre Ref No: DC 19/59/18 (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade E C D up to Grade B and PSIRA registration. 2- 3 years relevant Experience in Security Operations. Computer literate in MS Word, Excel, Power point. Ability to work under pressure. A valid driver's license. Permanent appointment subject to Security clearance. Recommendation: Grade 12/National Certificate (Vocational) or equivalent qualification.
<u>DUTIES</u>	:	Implementation of control of access to government premises and vehicle act 53 of 1985. Supervise shift workers. Conducting parades. Access staff on performance and development plans. Submit all claims, leave plans of staff and write weekly reports to Chief Security Officer.
<u>ENQUIRIES</u>	:	Mr. S. Mohoboko 084 066 8012 or Mr. J. Esau Tel No: (051) 407 0705
<u>POST 26/272</u>	:	<u>TRANSPORT CLERK (X3 POSTS)</u>
<u>SALARY</u>	:	A basic salary of R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Tshireletsong Child Care Centre Ref No: DC 17/31/18 (X1 Post) Winkie Direko Secure Care Centre Ref No: DC 17/32/18 (X1 Post)

<u>REQUIREMENTS</u>	:	Leratong Children's Home Ref No: DC 19/60/18 (X1 Post) Grade 12. Computer certificate. A Valid driver's license and a Professional Driver's Permit (PDP).
<u>DUTIES</u>	:	Provide transport administration. Provide support and assistance. Provide asset management.
<u>ENQUIRIES</u>	:	Ms. K. Phandliwe Tel No: (051) 434 3010 Winkie Direko Mr. M. Speelman 083 443 8267 Tshireletsong Ms. E. Skosana Tel No: (058) 713 1824 Leratong.
<u>POST 26/273</u>	:	<u>STAFF NURSE X4 POSTS</u>
<u>SALARY</u>	:	R161 376 – R181 620 per annum (The Salary will commensurate with relevant years of previous experience in nursing)
<u>CENTRE</u>	:	Boiketlong Old Age Home Ref No: DC 17/13/18 (X1 Post) Beyers Naude Substance Dependence Half Way House Ref No: DC 19/51/18 (X3 Posts)
<u>REQUIREMENTS</u>	:	Qualification that allows current registration with the SANC as Staff Nurse. Current registration with the South African Nursing Council as enrolled nurse
<u>DUTIES</u>	:	Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility .Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Ms V. Morake Tel No: (051) 873 2159 Boiketlong Mr. C.F. Botes 082 568 0705 Dr Beyers Naude Substance Dependence Halfway House
<u>POST 26/274</u>	:	<u>CHILD AND YOUTH CARE WORKER TEAM LEADER GRADE 1 (X10 POSTS)</u>
<u>SALARY</u>	:	R148 065 – R166 650 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE</u>	:	Thabo Mofutsanyana Secure Care Centre Ref No: DC 19/15/18 (X4 Posts) Matete Matches Ref No: DC 20/16/18 (X2 Posts) Leratong Ref No: DC 19/16/18 (X4 Posts)
<u>REQUIREMENTS</u>	:	Grade 12/National Certificate (Vocational). A minimum of 7 years appropriate experience in Child and Youth Care Work after obtaining the required qualification.
<u>DUTIES</u>	:	Serve as a team leader for Child and Youth care Worker during a shift. Undertake inspections during a shift and report on incidents and problems identified. Perform administrative work relevant to the job. Assist with the care of children as the need arise
<u>ENQUIRIES</u>	:	Ms. Tlaka Tel No: 083 443 8195 Thabo Mofutsanyana Secure Care Centre, Ms. N. Moletsane Tel No: 079 098 7205 Matete Matches, Ms. E. Skosana Tel No: (058) 713 1824 Leratong
<u>POST 26/275</u>	:	<u>HOUSEHOLD SUPERVISOR REF NO: DC 19/53/18</u>
<u>SALARY</u>	:	A basic salary of R136 800 per annum (Level 04)
<u>CENTRE</u>	:	Thekolohelong Welfare Centre
<u>REQUIREMENTS</u>	:	Grade 12 with extensive relevant working experience in household. Computer literate.
<u>DUTIES</u>	:	Provide support to household sections. Perform administrative duties. Supervise staff. Manage development and performance of staff.
<u>ENQUIRIES</u>	:	Ms. T.R. Plaatjie Tel No: (058) 713 0061
<u>POST 26/276</u>	:	<u>CARE WORKER GRADE 1 (X8 POSTS)</u>
<u>SALARY</u>	:	R132 729 – R148 065 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE</u>	:	Ref No: DC 17/11/18 Boiketlong (X4 Posts) Ref No: DC 17/30/18 Thekolohelong (X4 Posts)
<u>REQUIREMENTS</u>	:	Grade 12/National Certificate (Vocational). Certificate in Home Based Care
<u>DUTIES</u>	:	Receive the elderly to the care facility after admission. Ensure that the elderly receive care services. Assist with the implementation of planned activities, developmental and therapeutic programmes. Engage in basic life space work

		to promote the development and care of the elderly. Perform administrative work relevant to the job.
<u>ENQUIRIES</u>	:	Ms V. Morake Tel No: (051) 873 2159 Boiketlong, Ms. T.R. Plaatjie Tel No: (058) 713 0061 Thekolohelong
<u>POST 26/277</u>	:	<u>CHILD AND YOUTH CARE WORKER (X18 POSTS)</u>
<u>SALARY</u>	:	R132 729 – R148 065 per annum. (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)
<u>CENTRE</u>	:	Thabo Mofutsanyana Secure Care Centre Ref No: DC 19/17/18 (X6 Posts) Winkie Direko Ref No: DC 17/10/18 (X6 Posts) Leratong Ref No: DC 19/18/18 (X6 Posts)
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (grade 12). FET level 4 will be an added advantage.
<u>DUTIES</u>	:	Receive children and youth to the care facility after admission. Ensure that children/youth receive medical services. Assist with the implementation of planned activities, developmental and therapeutic programmes. Engage in basic life space work to promote the development and care of children and youth. Perform administrative work relevant to the job.
<u>ENQUIRIES</u>	:	Ms. Tlaka Tel No: 083 443 8195 Thabo Mofutsanyana Secure Care Centre, Ms. K. Phandliwe Tel No: (051) 434 3010 Winkie Direko, Ms. E. Skosana Tel No: (058) 713 1824 Leratong
<u>POST 26/278</u>	:	<u>NURSING ASSISTANT GRADE 1 (X8 POSTS)</u>
<u>SALARY</u>	:	R124 788 – R140 454 per annum (The Salary will commensurate with relevant years of previous experience in nursing)
<u>CENTRE</u>	:	Boiketlong Ref No: DC 17/12/18 (X4 Posts) Thekolohelong Ref No: DC 19/19/18 (X2 Posts) Beyers Naude Substance Dependence Half Way House Ref No: DC 19/49/18 (X2 Posts)
<u>REQUIREMENTS</u>	:	Qualification that allows current registration with the SANC as Nursing Assistant. Current registration with the South African Nursing Council.
<u>DUTIES</u>	:	Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Ms V. Morake Tel No: (051) 873 2159 Boiketlong Ms. T.R. Plaatjie Tel No: (058) 713 0061 Thekolohelong Mr. C.F. Botes Tel No: 082 568 0705 Dr Beyers Naude Substance Dependence Halfway House
<u>POST 26/279</u>	:	<u>SECURITY OFFICER (X12 POSTS)</u>
<u>SALARY</u>	:	A basic salary of R115 437 per annum (Level 03)
<u>CENTRE</u>	:	Thabo Mofutsanyana Secure Care Ref No: DC 19/30/18 (X4 Posts) Thekolohelong Ref No: DC 19/31/18 (X4 Posts) Leratong Ref No: DC 19/32/18 (X4 Posts) Matete Matches Ref No: DC 20/32/18 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification and 1- 2 years relevant experience in Security Operations. Grade E, C, D and PSIRA qualification. Ability to work under pressure, 12 hour shifts. Permanent appointment subject to Security clearance.
<u>DUTIES</u>	:	Implementation of control of access to government premises and vehicle act 53 of 1985, by conducting access control, vehicle control and safe guarding government property. Advice and directing visitors and escort visitors to higher authorities if needed.
<u>ENQUIRIES</u>	:	Mr. S. Mohoboko 084 066 8012 / Mr. J. Esau Tel No: (051) 407 0705 Provincial Office Ms. N. Moletsane 079 098 7205 Matete Matches
<u>POST 26/280</u>	:	<u>DRIVER/MESSENGER (X3 POSTS)</u>
<u>SALARY</u>	:	A basic salary of R115 437 per annum (Level 03)
<u>CENTRE</u>	:	Matete Matches Ref No: DC 20/26/18 (X1 Post)

		Thekolohelong Ref No: DC 19/33/18 (X1 Post)
		Leratong Ref No: DC 19/34/18 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/National Certificate (Vocational). A valid driver's license (Motor Vehicle). A valid Professional Drivers Permit (PDP).
<u>DUTIES</u>	:	Transport clients and goods/stock. Administrative procedures pertaining to driving e.g. completion of logbooks, trip authorities etc. Provide internal and external messenger services on a daily basis. Collecting mail from the Post Office and sorting of mail
<u>ENQUIRIES</u>	:	Ms. N. Moletsane 079 098 7205 Matete Matches Ms. T.R. Plaatjie Tel No: (058) 713 0061 Thekolohelong Ms. E. Skosana Tel No: (058) 713 1824 Leratong
<u>POST 26/281</u>	:	<u>LAUNDRY AID SUPERVISOR REF NO: DC 19/49/18 (X1 POST)</u>
<u>SALARY</u>	:	A basic salary of R115 437 per annum (Level 03)
<u>CENTRE</u>	:	Leratong Childrens Home
<u>REQUIREMENTS</u>	:	ABET or equivalent qualification. A minimum of 1-2 years working experience in laundry services.
<u>DUTIES</u>	:	Ensure that clothes and linen is collected, sorted, washed, ironed and distribute. Manage sluice and laundry services. Ensure that cleaning is done including cleaning of the equipment, the ablution area and the laundry room.
<u>ENQUIRIES</u>	:	Ms. E. Skosana Tel No: (058) 713 1824 Leratong
<u>POST 26/282</u>	:	<u>SEAMSTRESS (X3 POSTS)</u>
<u>SALARY</u>	:	A basic salary of R96 549 per annum (Level 02)
<u>CENTRE</u>	:	Thekolohelong Old Age Home Ref No: DC 19/20/18 (X1 Post) Leratong Ref No: DC 19/61/18 (X2 Posts)
<u>REQUIREMENTS</u>	:	ABET. Relevant experience in sewing and mending of garments.
<u>DUTIES</u>	:	Provide needlework services. Mending and labelling linen and garments. Ensure proper maintenance of machinery/equipment.
<u>ENQUIRIES</u>	:	Ms. T.R. Plaatjie Tel No: (058) 713 0061 Thekolohelong Ms. E. Skosana Tel No: (058) 713 1824 Leratong
<u>POST 26/283</u>	:	<u>CLEANER (X46 POSTS)</u>
<u>SALARY</u>	:	A basic salary of R96 549 per annum (Level 02)
<u>CENTRE</u>	:	Thabo Mofutsanyana Secure Care Ref No: DC 19/35/18 (X1 Post) Winkie Direko Ref No: DC 17/17/18 (X1 Post) Tshireletsong Ref No: DC 17/18/18 (X2 Posts) Leratong Ref No: DC 19/36/18 (X6 Posts) Boiketlong Ref No: DC 17/19/18/18 (X2 Posts) Thabo Mofutsanyana One Stop Centre Ref No: DC 19/37/18 (X1 Post) FDC Qwaqwa Ref No: DC 19/38/18 (X4 Posts) Makwane Youth Centre Ref No: DC 19/39/18 (X2 Posts) Sederhof Bethlehem Ref No: DC 19/40/18 (X3 Posts) Community Dev (Public Works Bethlehem) Ref No: DC 19/41/18 (X1 Post) Senekal Ref No: DC 19/42/18 (X2 Posts) Ladybrand Office Ref No: DC 19/43/18 (X2 Posts) Ficksburg Office Ref No: DC 19/44/18 (X2 Posts) Vrede Ref No: DC 19/45/18 (X1 Post) Xhariep Ref No: DC 16/24/18 (X1 Post) Fezile Dabi Ref No: DC 20/27/18 (X8 Posts) Provincial Office Ref No: CS 17/18 (X6 Posts)
<u>REQUIREMENTS</u>	:	ABET or equivalent qualification. Ability to use cleaning equipment.
<u>DUTIES</u>	:	Clean and create an orderly working environment e.g. cleaning floors, lavatories, utensils, kitchens, offices, boardrooms, windows and residential place. Operate cleaning machines. Fill water bottles. Manage the allocated cleaning material and cleaning equipment
<u>ENQUIRIES</u>	:	Ms. Tlaka 083 443 8195 Thabo Mofutsanyana Secure Care Centre Ms. K. Phandliwe Tel No: (051) 434 3010 Winkie Direko Mr. M. Speelman 083 443 8267 Tshireletsong Ms. E. Skosana Tel No: (058) 713 1824 Leratong Mr. G. Dipico Tel No: (051) 873 2159; Ms. F.F. Nondabula Tel No: (053) 205 9868 Xhariep Ms. K. Martins Tel No: (056) 216 8000 Fezile Dabi Ms. M.M. Mohaleroe Tel No: (058) 718 6300 All Thabo Mofutsanyana posts

Mr. K. Makhema Tel No: (051) 407 0766 Provincial Office.

POST 26/284 : **GROUNDSMAN (X3 POSTS)**
SALARY : A basic salary of R96 549 per annum (Level 02)
CENTRE : Thaba Mofutsanyana Secure Care Centre Ref No: DC 19/46/18 (X1 Post)
Tshireletsong Ref No: DC 17/20/18 (X1 Post)
Boiketlong Ref No: DC 17/21/18 (X1 Post)
REQUIREMENTS : ABET. Relevant experience in Utilization of different types of gardening equipment.
DUTIES : Maintain grounds within the institution. Provide cleaning support, Perform general worker duties.
ENQUIRIES : Ms. Tlaka 083 443 8195 Thabo Mofutsanyana Secure Care Centre
Mr. M. Speelman 083 443 8267 Tshireletsong
Mr. G. Dipico Tel No: (051) 873 2159 Boiketlong

POST 26/285 : **LAUNDRY AID (X6 POSTS)**
SALARY : A basic salary of R96 549 per annum (Level 02)
CENTRE : Boiketlong Old Age Home Ref No: DC 17/27/18 (X1 Post)
Tshireletsong Ref No: DC 17/28/18 (X1 Post)
Winkie Direko Ref No: DC 17/29/18 (X1 Post)
Thabo Mofutsanyana Secure Care Ref No: DC 19/47/18 (X1 Post)
Thekolohelong Ref No: DC 19/48/18 (X1 Post)
Matete Matches Ref No: DC 20/28/18 (X1 Post)
REQUIREMENTS : ABET or equivalent qualification. Previous experience in laundry services.
DUTIES : Collect, sort, wash, iron and distribute clothes and linen. Provide sluice and laundry services. Perform cleaning duties that include of equipment, the ablution area and the laundry room.
ENQUIRIES : Ms. Tlaka 083 443 8195 Thabo Mofutsanyana Secure Care Centre
Ms. K. Phandliwe Tel No: (051) 434 3010 Winkie Direko
Mr. M. Speelman 083 443 8267 Tshireletsong
Mr. G. Dipico Tel No: (051) 873 2159 Boiketlong
Ms. T.R. Plaatjie Tel No: (058) 713 0061 Thekolohelong
Ms. N. Moletsane 079 098 7205 Matete Matches

DEPARTMENT OF TREASURY

The 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 : Applications, quoting the relevant reference, should be forwarded as follows:
The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.
FOR ATTENTION : Ms. N Mchabasa, Tel No: (051) 405 4274
CLOSING DATE : 13 July 2018
NOTE : 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 or subjects should be mentioned in the CV), driver's license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83 form. 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 application is 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. 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. Candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POSTS

POST 26/286 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: FSPT 030/18**

SALARY : An all-inclusive salary package of R697 011 per annum (Level 11). (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE REQUIREMENTS : Bloemfontein
: An appropriate B-degree or equivalent qualification in the field of Commerce/ Management/ Public Administration with a minimum of five years experience in a junior management position of which at least three years should have been in a supply chain management/ financial management environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act and supply chain management policies and circulars. Computer literate. Working knowledge of transversal systems such as the LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver's license.

DUTIES : Manage and coordinate the implementation and maintenance of supply chain management with regard to acquisition and demand processes in the department. Address acquisition and demand enquiries to ensure the correct implementation of supply chain management practices. Ensure development and successful implementation of Departmental/ Public Service policies on matters related to supply chain management to adhere to the relevant prescripts/legislation. Prepare in depth reports and statistics on supply chain management issues. Manage risks with regard to supply chain management in the Department to minimize risks and enhance performance with regard to supply chain management processes. Manage the allocated human resources and assets of the Sub-directorate.

ENQUIRIES : Mr. T Medupe Tel No: (051) 403 3983

POST 26/287 : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: FSPT 031/18**

SALARY : An all-inclusive salary package of R697 011 per annum (Level 11). (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE REQUIREMENTS : Bloemfontein
: An appropriate B-degree or equivalent qualification in the field of Commerce/ Management/ Public Administration with a minimum of five years experience in a junior management position of which at least three years should have been in an asset management/ supply chain management/ financial asset management environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and asset management framework and policies. Computer literate. Working knowledge of transversal systems such as the LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver's license.

DUTIES : Ensure physical asset management monitoring visits are conducted. Report on quarterly interim financial statements with regard to asset management and evaluation of the preliminary annual financial statements of the Free State Provincial Departments and public entities. Provide support and report on prior year asset audit issues raised by the Auditor General of South Africa (AGSA) with regard to asset management of the Free State Provincial Departments and public entities. Assist with capacity building of officials in line departments and public entities with regard to physical asset management by means of training sessions and forums. Oversee and regulate monitoring of all movable and immovable assets within provincial government departments and public entities. Monitor quarterly inventory management within provincial government

		departments and public entities. Produce quarterly LOGIS asset management compliance reports for provincial government departments and public entities. Manage the allocated human resources and assets of the Sub-directorate. Mr. TM Mabilo Tel No: (051) 405 4175
<u>ENQUIRIES</u>	:	
<u>POST 26/288</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: FSPT 027/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R356 289 per annum (Level 09) Bloemfontein A relevant degree/diploma in Logistics/Supply Chain Management/Public Administration/Management or equivalent qualification with a minimum of 3 years' experience in a supply chain management (Logistics) environment. Proven knowledge of the Logis/BAS system. Knowledge of the Public Finance Management Act (PFMA), legislative framework (policies) on supply chain management and related government policies. Computer literacy.
<u>DUTIES</u>	:	Monitor and manage logistics processes in the Department to contribute to the rendering of a professional supply chain management services. Evaluate and analyse logistics processes. Serve as chairperson of the logistics committee. Provide statistics on logistics processes. Provide information regarding audit queries. Ensure the effective receiving and delivery of goods and services. Evaluate monthly reports on losses. Ensure timeous processing of payments. Evaluate authorized and reconciled payments reports against the Logis system. Manage the human resources and assets of the Unit to contribute towards the smooth running of the Sub-directorate.
<u>ENQUIRIES</u>	:	Mr. MG Medupe Tel No: (051) 403 3983
<u>POST 26/289</u>	:	<u>LEGAL ADMINISTRATOR REF NO: FSPT 029/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R353 253 per annum Level 09 (OSD) Bloemfontein A LLB degree (NQF level 7). Private and Public sector experience with at least eight (8) years' appropriate post qualification legal experience. Knowledge of the Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations, Public Service Regulations, and other relevant legislation related to the Public Sector environment.
<u>DUTIES</u>	:	Identify legal capacity gaps within the Department. Market the Legal Management Framework. Provide continuous support and guidance on the implementation of the Legal Management Framework and guidelines within the Department. Liaise with different stakeholders of the Department with regard to legal matters. Analyze documents and provide legal advice. Monitor the application of legal matters. Act as a presiding officer during disciplinary hearings. Draft legal service agreements. Monitor compliance to service agreements. Create awareness on legal matters. Manage human resource of the Division to ensure the smooth running of the Division.
<u>ENQUIRIES</u>	:	Mr. S Mhlambi Tel No: (051) 405 5031
<u>POST 26/290</u>	:	<u>RECORDS AND FACILITY MANAGEMENT ADMINISTRATOR REF NO: FSPT 028/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R299 709 per annum (Level 08) Bloemfontein A degree/ diploma in Public Management or equivalent qualification. A minimum of three (3) years' experience in the Public Sector environment. Knowledge of the National Archives and Records Services Act, Access to Information Act, Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations.
<u>DUTIES</u>	:	Implement and monitor the Records and Facility Management policy of the Department. Implement and monitor well-structured records classification and records keeping systems (i.e. paper based records, micrographics projects, electronic records, etc.) to ensure easy retrieval, management and safe keeping. Manage and monitor the Messenger/Driver services, Cleaners and Groundsman. Handle the Promotion of Access to Information Act (PAIA) requests. Manage the resources of the Component.
<u>ENQUIRIES</u>	:	Mr. FF Sithole Tel No: (051) 4023 4137