

**PROVINCIAL ADMINISTRATION: FREE STATE
OFFICE OF THE PREMIER**

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

- APPLICATIONS** : Posted to: Ms. Lerato Motsie, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivered to: Lerato Motsie, Room 8, Ground floor, OR Tambo House, Bloemfontein or e-mail lerato.motsie@fspremier.gov.za (Kindly note that applicants needs to verify @ 051 4055276 whether application is received due to problems experience with our e-mails)
- CLOSING DATE** : 14 September 2018
- NOTE** : Directions to applicants: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver's License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these requirements will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

MANAGEMENT ECHELON

- POST 35/74** : **DIRECTOR: HUMAN RESOURCE ADVICE, COORDINATION AND MANAGEMENT REF NO: 01/2018**
- SALARY** : An all-inclusive salary package of R1 005 063 per annum Level 13. The remuneration package includes a basic salary, State's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A SAQA recognized undergraduate or equivalent qualification (NQF Level 7); and a minimum of 5 years appropriate experience at middle/senior managerial level in the private or public sector. Key Competencies and Skills: Displays proven ability to co-ordinate a cross section of activities in human resource and labour relations fields. Proven ability to co-ordinate, monitor and evaluate systems and processes with regard to human resources and labour relations and to advice thereon. Display an above average ability to communicate (written and verbal) on high-level ideas, issues to variety of audiences in tactful and influential manner. Effective organizational skills and strong leadership and management skills. Display conflict management and negotiation skills. Able to motivate and influence staff to achieve the objectives of the Department. Ability of work under pressure and tight deadlines. Act in professional, committed and client orientated manner. Display

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| | | integrity, loyal and trustworthy nature. Display an ability and willingness to solve problems. |
| <u>DUTIES</u> | : | It is expected of the candidate to give strategic direction on and develop and oversee the implementation of transverse human resource strategies, including labour relations for Free State Provincial Government and the management of the internal human resource function for the Office of the Premier: Identify, develop and monitor transverse human resource and labour relations issues that impact on Free State Provincial Government by facilitate and co-ordinate the development of policies/strategies for FSPG on transverse human resource and labour relations issues. Provide strategic direction, specialist advice and build capacity with regard to transverse human resource and labour relations matters; Collate, disseminate, interpret, and advise on transverse human resource information, statistics, and data. Collate and develop transverse human resource documents and provide recommendations to the Premier and Director General on these issues for example, Employment Equity, Human Resource Planning etc. Ensure that intra- and interdepartmental flow of human resource information takes place. Facilitate and co-ordinate transverse human resource and labour relations projects, contracts and service level agreements in Free State Provincial Government. Facilitate and co-ordinate the development and maintenance of a provincial transverse human resource and labour relations forums for Free State Provincial Government. Represent/serve the FSPG in various labour relation structures nationally and provincially. Render an internal labour relation service for the Office of the Premier. Render an internal human resource management and registry function for the Office of the Premier. Develop/Customise human resource policies and strategies for the Office of the Premier including the development and maintenance of an Employment Equity Plan, Human Resource Plan, Human Resource Oversight report, departmental procedure and policy directives on human resources etc. Render an effective and efficient personnel registry and general registry service for the Office of the Premier. Develop and implement an employee assistance programme for officials in the Office of the Premier. |
| <u>ENQUIRIES</u> | : | Aubrey Josiah, Chief Director: Corporate Reform, Tel No: 051 405 4756 |
| <u>NOTE</u> | : | The successful candidate will be required to enter into a performance agreement within 3 months after assumption of duty; and will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted 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 (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. |
| <u>POST 35/75</u> | : | <u>DIRECTOR: EXECUTIVE SECRETARIAT SERVICES REF NO: 03/2018</u> |
| <u>SALARY</u> | : | An all-inclusive salary package of R1 005 063 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 the 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 REQUIREMENTS</u> | : | Bloemfontein |
| | : | A SAQA recognized undergraduate qualification (NQF Level 7) and a minimum of 5 years appropriate experience at middle/senior managerial level in the private or public sector. Knowledge of Public Administration and the Public Service Legislation. Knowledge of administrative support to political office bearers. Project management, financial, organizing and effective communication skills. |
| <u>DUTIES</u> | : | To manage the following secretariat services in line with the Free State Cabinet System so as to ensure that an effective administrative / secretariat support services is provided: Executive Council; EXCO Cluster; IDMC; IDMC Technical Committees; Central Procurement Committee and Office of the Premier. To co-ordinate all activities related to the above. To facilitate and monitor the effective |

implementation of the Free State Cabinet System. To manage and strategically plan all resources.

ENQUIRIES : Mr. A.J. Venter, DDG: Corporate Administration and Coordination, Tel No: 051 405 4926

NOTE : This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted 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 (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 35/76 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADVICE AND MANAGEMENT REF NO: 02/2018**

SALARY : An all-inclusive salary package of R826 053 per annum Level 12. The remuneration package includes a basic salary, Employer's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, housing allowance, medical aid assistance and non-pensionable cash allowance.

CENTRE REQUIREMENTS : Bloemfontein
: The candidate must be in possession of a tertiary qualification in the Human Sciences or related field and/or relevant experience in human resources management. Relevant experience in the co-ordination of a cross section of activities and people. Recommendations: Special knowledge of relevant legislation, policies, policy analysis and policy development. Special knowledge of co-ordinating, monitoring and evaluation mechanisms, systems and processes.

DUTIES : It will be expected of the successful candidate to perform the following duties: Facilitate and co-ordinate the development of policies/strategies for the Free State Provincial Government on transverse human resource issues including employment and other personnel practices, conditions of services, human resource reform etc. Review and maintain transverse human resource policies/strategies in Free State Provincial Government. Monitor and report on the implementation of human resource policies/strategies in Free State Provincial Government. Provide specialist advice and training on transverse human resource matters. Collate, disseminate, interpret and advise on transverse human resource information, statistics and data including the submission of quarterly surveys to SA Statistic's. Collate and develop transverse human resource documents and provide recommendations through the Director to the Premier and Director General on these issues for example Employment Equity, Human Resource Planning etc. Ensure that intra- and interdepartmental flow of human resource information takes place. Facilitate and co-ordinate transverse human resource projects in Free State Provincial Government. Facilitate and co-ordinate Compensation Commissioner issues in Free State Provincial Government. Facilitate and co-ordinate the development and maintenance of a provincial advertisement contract for Free State Provincial Government. Render secretariat services to a number of transverse human resource forums in the Free State Provincial Government. Render an effective and efficient Human Resource Provisioning Service for the Office of the Premier including recruitment and selection of staff, appointments, establishment control etc. Render an effective and efficient Human Resource Maintenance Service for the Office of the Premier including the administration of service benefits and allowances, termination of service and civil pensions, injury on duty etc. Develop/Customise human resource policies and strategies for the Office of the Premier including the development and maintenance of an Employment Equity Plan, Human Resource Plan, Human

Resource Oversight report, departmental procedure and policy directives on human resources etc. Render an effective and efficient personnel registry and general registry service for the Office of the Premier. Ensure that the resources of the component are utilized effectively and efficiently. Ensure that performance and development plans are in place for all personnel of the Component and managed on an ongoing basis.

- ENQUIRIES** : Aubrey Josiah –Chief Director: Corporate Reform Tel No: 051 405 4829/4756
- POST 35/77** : **DEPUTY DIRECTOR: ECONOMIC INVESTMENT AND EMPLOYMENT CLUSTER REF NO: 04/2018**
- SALARY** : An all-inclusive salary package of R826 053 per annum Level 12. The remuneration package includes a basic salary, Annual Service Bonus, the Employer’s contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a car allowance, Medical Aid contribution, 13th cheque, motor car allowance, housing allowance and non-pensionable cash allowance.
- CENTRE REQUIREMENTS** : Bloemfontein
: The candidate must be in possession of degree in Public Administration or appropriate equivalent qualification and/or appropriate project management experience. Special knowledge of Public Administration and the Public Service Legislation. Knowledge of administrative support of political office bearers. Project management, financial management, analytical thinking and strategic planning skills.
- DUTIES** : To overall plan, monitor, report and render advice on the implementation of projects emanating from the FSDP via EXCO Clusters. To attend all meetings of the various EXCO Clusters for purposes of co-ordinating their activities insofar as the implementation of projects are concerned to avoid overlapping and to prevent duplication. To render technical assistance to Sub-Programme Managers and/or Departmental Project Managers insofar as the implementation of projects are concerned as per individual Cluster. To manage and plan all resources in ensuring the effective utilization thereof.
- ENQUIRIES** : Mr. Mokalobe, Tel No: 051 405 4018
- POST 35/78** : **DEPUTY DIRECTOR: SOCIAL CLUSTER REF NO: 05/2018**
- SALARY** : An all-inclusive salary package of R826 053 per annum Level 12. The remuneration package includes a basic salary, Annual Service Bonus, the Employer’s contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a car allowance, Medical Aid contribution, 13th cheque, motor car allowance, housing allowance and non-pensionable cash allowance.
- CENTRE REQUIREMENTS** : Bloemfontein
: The candidate must be in possession of degree in Public Administration or appropriate equivalent qualification and/or appropriate project management experience. Special knowledge of Public Administration and the Public Service Legislation. Knowledge of administrative support of political office bearers. Project management, financial management, analytical thinking and strategic planning skills.
- DUTIES** : To overall plan, monitor, report and render advice on the implementation of projects emanating from the FSDP via EXCO Clusters. To attend all meetings of the various EXCO Clusters for purposes of co-ordinating their activities insofar as the implementation of projects are concerned to avoid overlapping and to prevent duplication. To render technical assistance to Sub-Programme Managers and/or Departmental Project Managers insofar as the implementation of projects are concerned as per individual Cluster. To manage and plan all resources in ensuring the effective utilization thereof.
- ENQUIRIES** : Mr. Mokalobe, Tel No: 051 405 4018