

**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** : 05 October 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 38/123** : **DIRECTOR: FREE STATE TRAINING ACADEMY REF NO: 8/2018**
- 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 REQUIREMENTS** : Bloemfontein
: 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: Knowledge of the Public Service Act and Regulations. Knowledge of the legal framework for Human Resource Development and Training in the Public Service. Knowledge of Coordination, monitoring & Evaluation mechanisms, systems and processes. Knowledge of Policy analysis & development. Strategic thinking, planning, organizational & analytical skills. Facilitation, training and presentation skills.
- DUTIES** : It will be expected of the successful candidate to perform the following duties: Manage generic and operational training for salary levels 1 to 12 within the FSPG. This will include inter alia the following: Provide advice and support on generic and transversal training; Ensure the provision of generic training programmes and interventions; Manage the provision of transversal training programmes; Manage the provision of training through internal and external providers; and Ensure the

implementation of Compulsive Induction Programmes (CIP) for salary levels 1 to 12. Manage SMS strategic management development programmes from salary level 13 and higher within the FSPG. This include inter alia the following: Provide advice and support on leadership and management development; Manage the provision of leadership and management development interventions; Ensure the development and management of an integrated competency based learning pathway for management development; Manage the provision of training through internal and external providers; and Ensure the implementation of Compulsive Induction Programmes (CIP) for salary levels 13 and higher. Manage impact assessment and Training Evaluation within the FSPG. This include inter alia the following: Manage compliance, monitoring and impact assessments; Manage impact assessments to determine the impact of training on a Component/Organisation; Ensure the development and/or use of existing assessment tools to determine the impact of training and development interventions on the staff and the workplace; Advise and recommend on possible partnerships to execute impact studies in Free State Provincial Government; and Manage interventions if the envisaged impact is not achieved with training and development in Free State Provincial Government. Manage Public Service skills development coordination within the FSPG. This include inter alia the following: Manage Curriculum Development and Quality Assurance for the Free State Training Academy; and Ensure Skills Development within the Department. The management of resources to ensure that the overall objectives of the Training Institute are achieved. This include inter alia the following: Manage the budget of the FSTA; Manage all staff within the FSTA; Co-ordinate of the development of Job Descriptions within the unit; Implement the relevant performance management systems; Co-ordinate the management of performance of staff within the unit; Facilitate training interventions for staff ; Give strategic direction and advice to staff within the unit; Manage systems to ensure the payment of courses for training; Co-ordinate records management processes ; and Co-ordinate administrative and logistical support within the Free State Training Academy, during the execution of the core functions.

ENQUIRIES
NOTE

- : Aubrey Josiah, Chief Director: Corporate Reform, Tel No: 051 405 4756
- : 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.