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.

MANAGEMENT ECHELON

POST 42/181: HEAD OF DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

HOD: PW & IS

This post has been advertised previously. This is a re-advertisement of the same post, applicants who have applied in response to the first advertisement, need not to apply again.

SALARY: R1 978 533 per annum (All-inclusive remuneration package) Plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government'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 which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years.

CENTRE: Bloemfontein

REQUIREMENTS: The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (At least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES: Mr. A.J. Venter Tel No: (051) 405 4926

APPLICATIONS: Mr. AJ Venter, Head: Corporate Administration, Office of the Premier, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: joann.kleynhans@fspremier.gov.za, Fax: 051 – 405 4955

FOR ATTENTION: Ms J Kleynhans
NOTE: Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Applications must be submitted on or before the closing date. Fax or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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. Applicants that previously applied for the advertised posts may re-apply. A security clearance of top secret, a competency assessment 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. Nominated candidates must 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.

CLOSING DATE: 13 December 2019 at 16:00

POST 42/182: HEAD OF DEPARTMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: HOD: AGRIC

This post has been advertised previously. This is a re-advertisement of the same post, applicants who have applied in response to the first advertisement, need not to apply again.

SALARY: R1 978 533 per annum (All-inclusive remuneration package) Plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government'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 which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years.

CENTRE: Bloemfontein

REQUIREMENTS: The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (At least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A Post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government
Governance and Administration

The Office Manager: Office of the Director-General is responsible for the efficient administration and support services of the Office of the Director General. This includes the coordination and integration of activities, work under pressure, and excellent interpersonal relations skills.

**DUTIES**

- Manage Engagements of the Director General.
- Ensure the Personal Assistant compiles realistic programmes of appointments and journeys for the Director General.
- Liaise with and/or sensitize the DG regarding priority issues.
- Prioritize issues in the Office of the Director General.
- Coordinate and compile reports of a transverse nature for the Office of the Director General.

**REQUIREMENTS**

- A SAQA recognized undergraduate or equivalent qualification (NQF Level 7).
- A minimum of 5 years appropriate experience at middle/senior managerial level in the private or public sector.
- Knowledge and understanding of public service policies and procedures.
- Working knowledge of the functioning of Provincial Government.
- Working knowledge of MS Word, Excel and PowerPoint.
- The ability to execute research and analyze complex information.
- Excellent interpersonal relations skills.

**SALARY**

R1 057 326 per annum (Level 13) (An all-inclusive salary package)

**CENTRE**

Bloemfontein

**APPLICATIONS**

Ms J Kleynhans

FOR ATTENTION

Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers’ licence etc. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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 welcome.

**NOTE**

Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers’ licence etc. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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 welcome.

**ENQUIRIES**

Ms J Kleynhans

**POST 42/183**

OFFICE MANAGER: OFFICE OF THE DIRECTOR-GENERAL REF NO: 1/2019

**CLOSING DATE**

13 December 2019 at 16:00
Director General and advise/sensitize the DG on reports to be submitted by Provincial Departments, Municipalities, Components etc; Follow-up on reports to be submitted by Provincial Departments, Municipalities, Components, etc. to the Office of the Director General; and Develop presentations and speeches for the Director General. Execute research, analyze information and compile complex documents for the DG. This entails inter alia the following: Research and compile comprehensive documents (not linked to a specific line function) for the Director General with regard to issues forthcoming from meetings such as FOHOD, Municipal Managers meeting etc; Compile EXCO Memoranda and memoranda with regard to sensitive issues that are not linked to a specific line function; and Scrutinize complex submissions/reports and make abbreviated notes and/or recommendations for the Director General. Provide support to the Director General with regard to meetings. This entails inter alia the following: Scrutinize documents to determine actions/information/documents required for the meeting; Record minutes/decisions and communicates to relevant role-players, follow-up on progress made and prepare briefing notes for the DG; Arrange for the placements of items on the agenda of meetings chaired by the DG and to ensure circulation of accompanying memoranda; and Ensure that the logistical arrangements for meetings are executed. Manage the budget of the Office of the Director General. This entails inter alia the following: Determine and collate information with regard to the budget needs of the Office of the Director General; Keep record of expenditure commitments, monitor expenditure and alert the DG with regard to possible over- and under spending; and identify the need to move funds between items, compile submissions for this purpose. Remains up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the Director General. This entails inter alia the following: Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly; and Remain abreast with the procedures and processes that apply in the Office of the Director General. Build the necessary capacity with regard to Office Support in the Offices of Heads of Department in the FSPG; Liaise and communicate on a regular basis with the Offices of Heads of Department and ensure that Support Personnel of Heads of Department understand how the FSPG functions and the expectations with regard to documents to be submitted to the Office of the Director General.; and Co-ordinate and advice on the necessary training programmes for Office Support Staff in the Offices of the Heads of Department. The management of resources to ensure that the objectives of the component are achieved. This entails inter alia the following: Management of staff within the Sub-Directorate; The development of Job Descriptions within the Sub-Directorate; The performance management of staff within the Sub-Directorate; Facilitation of training interventions; and Give strategic direction, guidance and advice to staff within the Sub-Directorate.

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

APPLICATIONS : Posted to: Ms. Lerato Motsie, Office of the Premier, Human Resources Advice, Coordination 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.

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.

CLOSING DATE : 06 December 2019 at 16:00
POST 42/184 : DIRECTOR: PROVINCIAL BURSARY MANAGEMENT REF NO: 2/2019

SALARY : R1 057 326 per annum. (Level 13) (An all-inclusive salary package) 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

CENTRE 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: Special knowledge of relevant frameworks applicable to Major Government Programmes that must be implemented. Special knowledge on the co-ordination and implementation of substantial programmes/projects. Strategic thinking, project management, financial management and organizing skills.

DUTIES : It will be expected of the successful candidate to perform the following duties: Manage, coordinate, guide and support all local and international bursaries. This include inter alia the following: Recruitment of students; Screening and short listing of candidates; Pre-tertiary induction; Logistical arrangements for departure to tertiary; Monitoring and assessment of academic progress through interpretation of results and remedial recommendations; Provision of academic & psychosocial support; Manage the provision of student support desk to provide assistance and guidance to all local and international bursars; and Provide administrative and supply chain management support services. Manage and coordinate stakeholder management for full-time bursaries for the FSPG. This include inter alia the following: Liaise with post school institutions; Coordinate annual student visits; Enhance adherence to protocol issues and liaison with IGR; Monitor academic progress through interpretation of results; and Identify donors and mobilise resources for bursaries. Manage resources of the Directorate. This include inter alia the following: Provide strategic direction in terms of provincial skills development; manage the budget as Responsibility Manager; manage human resources in line with applicable legislation and policy frameworks; and Manage equipment and assets in line with prescriptions and policy guidelines.

ENQUIRIES : Mr. B. Mthembu, Chief Director: Provincial HR Development, Tel No: (051) 403 3903.

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.

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.

CLOSING DATE : 06 December 2019 at 16:00