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: 21 February 2020

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 05/182: CHIEF DIRECTOR: PROVINCIAL INTERVENTION REF NO: 88/2020

SALARY: R1 251 183 per annum. (Level 14) (An all-inclusive salary package) 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 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: Bloemfontein

REQUIREMENTS: An undergraduate qualification (NQF Level 7), as recognized by SAQA. A minimum of 5 years' experience at senior managerial level in the public or private sector. Knowledge of Legislation & Policies applicable to Community Liaison, Intervention and System Management Services. Knowledge of intervention Management Issues in the Free State and in South Africa. Strategic Thinking and Interpersonal skills. Potential applicants for posts in the Senior Management Service as well as existing SMS members who which to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which takes effect on 1 April 2020. (Full details can be sourced by following the link: http://www.thensg.gov.za/training-course/sms-pre-entry-
programme/. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours.) No appointment to successful applicant will be concluded in the absence of the certificate.

**DUTIES**: Provide strategic direction, guidance and oversight on the following work streams: Free State Integrated Service Delivery Model (Operation Hlasela); Thusong and Operation Hlasela Service Centres; Direct and Community liaison assistance/intervention services; Community Development Workers Programme; Presidential Hotline; and 30 Days Payments Contact Centre. This entails inter alia the following: Ensure implementation of the Annual Performance targets in the 2018/19 APP; Ensure submission of the Quarterly Performance Reports for the component in line with the 2018/19 APP, Operational Plan and Technical Indicators; Interpretation of policies in areas of responsibility; Make proposals on how policies can be improved; and Develop the Transport policy for the Provincial Intervention Component. Coordinate and Monitor the Implementation of FSPG’s Service Delivery Priorities/Injunctions. This entails inter alia the following: Analyse the 2018 SOPA and Budget Vote Speeches and prepare the injunctions; Send the SOPA and Budget Vote injunctions to Departments to update progress; and Receive, analyse and prepare analysis reports on implementation of the SOPA and Budget Vote Injunctions. Plan, organize, coordinate and control activities pertaining to the Provincial Intervention Component. This entails inter alia the following: Defining the key result areas of the Provincial Intervention Component and develop the Component’s 2019/20 Annual Performance Plan (APP) Develop the Annual Operational Plan for the component; Supervise and provide direction to Provincial Intervention component; Establishing Performance Standards; and Monitoring the outputs of Provincial Intervention Units. The management of resources to ensure the effective and efficient attainment of objectives. This entails inter alia the following: Management of the budget of the component; Management of all personnel within the component; Co-ordination of the development of Job Descriptions within the component; Co-ordination of the evaluation of performance of personnel within the component; Facilitate training interventions; and Provide strategic direction & advice to officials within the component.

**ENQUIRIES**: Ms. Hellen. Kekana, DDG: Provincial Monitoring and Evaluation Tel No: (051) 405 4300

**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.

**POST 05/183**: CHIEF DIRECTOR: PROVINCIAL HUMAN RESOURCE DEVELOPMENT

**REF NO: 12/2020**

**SALARY**: R1 251 183 per annum. (Level 14) (An all-inclusive salary package) 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 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE**: Bloemfontein

**REQUIREMENTS**: An undergraduate qualification (NQF Level 7), as recognized by SAQA. A minimum of 5 years’ experience at senior managerial level in the public or
Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which takes effect on 1 April 2020. (Full details can be sourced by following the link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/.)

Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours.) No appointment to successful applicants will be concluded in the absence of the certificate.

**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:
- Administer the Provincial Bursary function within the FSPG. This entails inter alia the following: Manage, coordinate, guide and support all local and international bursaries; and Manage and coordinate stakeholder management for full-time bursaries for the FSPG. Coordinate and monitor the implementation of provincial skills development programmes within the FSPG. This entails inter alia the following: Facilitate and coordinate the implementation of provincial skills development; Facilitate and coordinate the implementation of provincial sector skills development initiatives; Render effective and efficient administrative support services to the Provincial Skills Development Coordination component; and Render secretariat services for Human Resource Fora and Career Guidance. Administer proficient and professional training and development services for the FSPG. This entails inter alia the following: Manage generic and operational training for salary levels 1 to 12 within the FSPG; Manage SMS strategic management development programmes from salary level 13 and higher within FSPG; Manage Impact Assessment and Training evaluation within the FSPG; Manage Public Service skills development coordination within the FSPG; Manage logistical and administrative arrangements for the Free State Academy. Manage resources of the Chief Directorate. This entails inter alia the following: Provide strategic direction in terms of provincial HRD; 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. A.J. Venter, DDG: Corporate Administration and Coordination, Tel No: (051) 405 4926.

**NOTE:**

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.

**POST 05/184:**

**DIRECTOR: FREE STATE TRAINING ACADEMY REF NO: 14/2020**

**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:**

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. Potential applicants for posts in the Senior Management Service as well as existing SMS members who which to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which takes effect on 1 April 2020. (Full details can be sourced by following the link: http://www.thesng.gov.za/training-course/sms-pre-entry-programme/. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours) No appointment to successful applicant will be concluded in the absence of the certificate. 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 entails 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 entails 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 entails 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 entails 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 entails 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. To manage resources to ensure that the objectives of the component are achieved. This entails inter alia the following: Management of staff within the component; the development and updating of Job Descriptions for reporting staff; the performance management of staff within
the component; Facilitation of training interventions; and Give direction, guidance and advice to staff within the component.

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

NOTE : 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.