APPLICATIONS: Application that are hand delivered must be brought at the Foyer of Old Standard Bank Building, Charlotte Maxeke Street, where they must be placed in the appropriate marked box at Security Ground Floor, or by email: recruitment@fssocdev.gov.za.

NOTE: Directions to applicants. Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, 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. No Applications will be accepted by staff in the offices in the building. 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. 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. NB: 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.

OTHER POSTS

POST 05/120: SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: CS 01/21

SALARY: R473 820 - R1 140 828 per annum (OSD)
CENTRE: Provincial Office (Bloemfontein)
REQUIREMENTS: LLB degree with a minimum of eight (8) years post-graduate experience in the provision of legal services. Knowledge of the Promotion of Access to Information Act, 2000 (Act 2 of 2000) (PAIA), the Promotion of Administrative Justice Act, 2000 (Act 3 of 2000) (PAJA), the South African Constitution, the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Relevant post-graduate experience in administrative, constitutional, criminal or International law as well as laws of contract and delict and principles of interpretation of statutes, litigation, drafting of legal documents and debt collections. Analytical thinking and research skills. Excellent legal writing, drafting of legislation, contracts, labour law and litigation management skills. Excellent communication (verbal and written) skills as well as good interpersonal relations. A valid Code B driver’s licence and the willingness to travel and work overtime. Computer skills in all MS Office packages.

DUTIES: The incumbent will be responsible for the drafting and amendment of legislation and legal documents. Provide legally sound written opinions. Draft and vet contracts. Provide legal support in respect of the PAIA and the PAJA requests. Provide legal advice and support, including debt collection to the department. Liaise with the State Attorney, Council and other Legal Professionals in the management of civil and criminal litigation matters. Support on the institution and management of legal proceedings. Mentor junior legal Professionals. Perform regular reporting.

ENQUIRIES: Adv KD Tsotetsi Tel No: (066) 487 6155/083 274 1206

POST 05/121: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT – ACQUISITION MANAGEMENT REF NO: FS 01/21

SALARY: R376 596 per annum (Level 09), A basic salary
CENTRE: Provincial Office (Bloemfontein)
REQUIREMENTS: A relevant tertiary qualification at NQF level 7. 3 year supply chain experience on supervisory level.
DUTIES: Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate, review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain the supplier database. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES: Ms C Lebone Tel No: (051) 409 – 0616

POST 05/122: SCM PRACTITIONER: ASSETS REF NO: FS 02/21 (X1 POST)

SALARY: R257 508 per annum (Level 07), (A basic salary)
CENTRE: Provincial Office (Bloemfontein)

DUTIES: Supervise the activities of the Supply Chain Management Clerks. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the Department to contribute to the rendering of a professional Supply Chain Management Service. Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practises. Inform, guide and advice Department/personnel on supply chain management practises and policies. Approve transactions on LOGIS/BAS according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9).

ENQUIRIES: Mr. P. Nkhatho Tel No: (051) 409 – 0503

POST 05/123: SCM PRACTITIONER: ACQUISITION REF NO: FS 03/21 (X2 POSTS)

SALARY: R257 508 per annum (Level 07), (A basic salary)
CENTRE: Provincial Office (Bloemfontein)

DUTIES: Supervise the activities of the Supply Chain Management Clerks. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the Department to contribute to the rendering of a professional Supply Chain Management Service. Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practises. Inform, guide and advice Department/personnel on supply chain management practises and policies. Approve transactions on LOGIS/BAS according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9).

ENQUIRIES: Mr. P. Nkhatho Tel No: (051) 409 – 0503

POST 05/124: SCM PRACTITIONER: DEMAND REF NO: FS 04/21 (X2 POSTS)

SALARY: R257 508 per annum (Level 07), (A basic salary)
CENTRE: Provincial Office (Bloemfontein)

DUTIES: Supervise the activities of the Supply Chain Management Clerks. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the Department to contribute to the rendering of a professional Supply Chain Management Service. Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practises. Inform, guide and advice Department/personnel on supply chain management practises and policies. Approve transactions on LOGIS/BAS according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9).
INTERNAL AUDITOR REF NO: FS 05/21 (X1 POST)

SALARY: R257 508 per annum (Level 07), (A basic salary)
CENTRE: Provincial Office (Bloemfontein)
REQUIREMENTS: Applicants should be in possession of a National Diploma or B. Tech Degree in Internal Auditing, B.Com: Accounting/Auditing or equivalent qualification. Computer literate Knowledge of the PFMA, Treasury Regulations and ISPPIA (Standards). Valid driver’s license. Recommendation: Experience in the field of Internal Audit or Risk Management.

DUTIES: Perform audits according to the hours allocated for each audit project. Meet deadlines within allocated hours. Report actual hours utilized against budgeted hours. Ensure that the audit file is properly prepared according to the standards set by the audit management. Arrange and attend engagement meetings with relevant role-players at the beginning of each audit project. Ensure that minutes of engagement meetings are compiled. Discuss system flow of processes with the audit client operational staff. Identify risks/threats from the system flow of processes, identify ideal controls and obtain existing controls from the audit client operational staff and capture all the information on process flow documentation and preliminary risk assessment working paper. Complete working papers for the record of work done, with all our testing results. Cross reference working papers to the audit evidence. Initial all working papers as preparer. Compile audit program. Review the reliability and integrity of financial and operational information. Obtain, document and file audit evidence to support your audit opinion and conclusions. Evaluate the adequacy and effectiveness of internal control. Determine compliance to Acts, Regulations and Policies. Compile the informal queries and give the audit client opportunity to respond to audit findings. Discuss the responses with the audit client management to determine root causes, give audit opinion and recommend corrective actions.

SCM CLERKS: ASSETS REF NO: FS 06/21 (X7 POSTS)

SALARY: R173 703 per annum (Level 05), (A basic salary)
CENTRE: Provincial Office (Bloemfontein)
REQUIREMENTS: Grade 12 certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

DUTIES: Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.

SCM CLERKS: ACQUISITION REF NO: FS 07/21 (X6 POSTS)

SALARY: R173 703 per annum (Level 05), (A basic salary)
CENTRE: Provincial Office (Bloemfontein)
REQUIREMENTS: Grade 12 certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

DUTIES: Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.

SCM CLERKS: DEMAND REF NO: FS 08/21 (X8 POSTS)

SALARY: R173 703 per annum (Level 05), (A basic salary)
CENTRE: Provincial Office (Bloemfontein)
REQUIREMENTS: Grade 12 certificate or equivalent qualification. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the
legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

**DUTIES** : Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.

**ENQUIRIES** : Mr. P. Nkhatho Tel No: (051) 409 – 0503