

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

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

- APPLICATIONS** : For the Department OF Cooperative Governance and Traditional Affairs to be submitted to: The HR Manager, P.O. Box 211, Bloemfontein, 9300 or hand delivered in the box provided in the entrance at the OR Tambo Building, St Andrew Street, Bloemfontein. Please quote the reference number on your application.
- CLOSING DATE** : 03 May 2021
- NOTE** : Directions to applicants Applications must be submitted on the new Z 83 forms, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the new Z83 forms properly and in full. 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. Additional to the said, all academic qualifications except the short courses of the short-listed candidates, will be sent to SAQA for verification. Shortlisted candidate will have to undertake Vetting as well as Suitability Placement processes and they will be subjected to social media checks so as to determine their employability. The candidates will have to disclose to disclose her/his financial interest. No e-mailed or faxed applications will be considered. 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.

MANAGEMENT ECHELON

- POST 13/136** : **CHIEF DIRECTOR: MUNICIPAL PLANNING AND DEVELOPMENT REF NO: COGTA 02/2021**
- SALARY** : R1 251 183 per annum (Level 14), – All inclusive 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 REQUIREMENTS** : Bloemfontein
: An undergraduate qualification (NQF7) as recognized by SAQA and 5 years of experience at a senior managerial level. Recommendations: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which will be applicable for appointments at SMS level. Please note that no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Candidates are expected to undergo a Compulsory Competency Assessment and Technical exercise.
- DUTIES** : It will be expected from the suitable candidate to strategically plan, direct, co-ordinate, manage and oversee the effective and efficient rendering of the following services, including overseeing the development and successful implementation of

related policies and implementation of strategies. eg municipal planning and development, LED/IDP, Spatial Planning and Development, Free Basic Services, MIG Monitoring and MIG Technical Services. Render advice to the DDG, HoD and the Executing Authority as well as all the clients and/or various stakeholders of the Department on matters related to the above. Ensure the development of the Directorate 5 year Strategic Plan, 3 Year Annual Performance Plan in line with the priorities as set out in the Free State Growth and Development Strategy and the Provincial Outcome-Bases Plan and monitor the performance of the directorate against its strategic objectives and the Provincial Programme of Action, including implementing Represent the Department and participate in various committees for a within and outside to represent the department in various committees and or structures within and outside the department on matters related to the above, and perform all functions and responsibilities in the following capacity/ies as appointed by the DDG eg Executive Management Committee, Senior Management Committee, Departmental PDMS Moderating Committee, Shared Audit Committee and Risk Management Committee. Plan, coordinate and manage all activities of as well as the resources attached to the Directorate, which includes the following i.e Management of all records, including the flow of documentation within the Directorate. Management of the Budget of the Directorate. Management of the Non-Financial Performance of the Directorate. Identification and Mitigation of Risks impacting negatively on the performance of the Directorate. Management of Human Resources including development of JD and assessing performance of employees.

- ENQUIRIES** : Mr. SJ Thomas Tel No: 051 407 6768
- POST 13/137** : **DIRECTOR: MUNICIPAL INTEGRATED PLANNING AND LOCAL ECONOMIC DEVELOPMENT REF NO: COGTA 03/2021**
- SALARY** : R1 057 326 per annum (Level 13), All inclusive 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 REQUIREMENTS** : Bloemfontein
: An undergraduate qualification (NQF7) as recognized by SAQA and 5 years of experience at a middle/managerial level. Recommendations: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which will be applicable for appointments at SMS level. Please note that no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Candidates are expected to undergo a Compulsory Competency Assessment and Technical exercise.
- DUTIES** : It will be expected from the suitable candidate to evolve effective municipal planning systems and establish viable local economies by performing the following functions: Develop an integrated development planning framework for municipalities aligned to the Free State Growth and Development Strategy and Provincial Spatial Framework. Manage the development of an integrated system of development planning across government. Oversee effective implementation of LED policy framework within municipalities. Develop and implement a support programme on IDPs and LED. Review the impact of IDPs on coordinated, integrated and effective service delivery. Assess reviewed / comprehensive municipal IDPs and provide timely feedback to municipalities to ensure corrective action. Co-ordinate inter-departmental participation in the implementation of IDPs and LED. Convene and provide a secretariat service to the Inter Departmental IDP Assessment and Review Committee. Manage economic research, statistical modelling and analysis for LED and IDPs. Participate in the development of the Department's 5-year Strategic Plan, 3-Year Performance Plan and Annual Business Plan in line with the priorities as set out in the Free State Growth and Development Strategy and plan, manage and co-ordinate all resources within the

Directorate towards achieving said strategic objectives, including sensitizing the responsible Chief Director and Deputy Director-General timeously on problem areas and implementing remedial steps where and when necessary towards improving service delivery. Render advice and report monthly, quarterly and annually on matters related to the above, represent the Department and participate in various committees / fora on any such matter(s). Manage, plan and co-ordinate all resources in the Directorate in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles, accommodation, etc.

ENQUIRIES : Mr. SJ Thomas Tel No: 051 407 6768

POST 13/138 : **DIRECTOR: HUMAN RESOURCES MANAGEMENT AND ORGANISATIONAL DEVELOPMENT REF NO: COGTA 04 /2021**

SALARY : R1 057 326 per annum (Level 13), All inclusive 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 REQUIREMENTS : Bloemfontein
 : An undergraduate qualification (NQF7) as recognized by SAQA and 5 years of experience at a middle/managerial level. Please note that no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Candidates are expected to undergo a Compulsory Competency Assessment and Technical exercise. Recommendations: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which will be applicable for appointments at SMS level. Please note that no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Candidates are expected to undergo a Compulsory Competency Assessment and Technical exercise.

DUTIES : Strategic plan, guide, co-ordinate and manage the development and successful implementation of the following departmental policies and strategies as well as services in the Department in line with national and provincial frameworks. Human Resources Management and Labour Relations, including records management, Human Resources Development, Service Delivery Improvement and Customer Care, Employee Assistance Programme, Special Programmes related to HIV/AIDS, Disability, Youth and Gender, Organizational development such as interventions, employee morale related matters, etc, .Occupational Health and Safety, Learning and Knowledge Management .Advice the Executing Authority, the Head of Department, Senior Managers and other officials in the Department on matters related to the above. Represent the Department and participate in the following national and provincial committees and fora on matter related to the above. MPAT KPA Manager for KPA3, Member of the Provincial HR Directors Forum, Member of the PILLAR Steering Committee, Member of the Departmental JE Quality Assurance Committee, Member of the Departmental SMS Management Committee, HR Advisor to the Departmental PDMS Moderating Committee, Chairperson of the Programme 1 PDMS Quality Assurance Committee, Member of the Internal Audit Steering Committee, Member of the Departmental Annual Report Committee and plan, manage and coordinate all resources attached to the Directorate and Plan, manage and coordinate all resources attached to the Directorate.

ENQUIRIES : Mr LS Mokoena Tel No: 051 403 3646

POST 13/139 : **DIRECTOR: DEPARTMENTAL PLANNING AND PERFORMANCE MANAGEMENT REF NO: 05/2021**

SALARY : R1 057 326 per annum (Level 13), All inclusive 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 REQUIREMENTS

: Bloemfontein
: An undergraduate qualification (NQF7) as recognized by SAQA and 5 years of experience at a middle/managerial level. Recommendation: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which will be applicable for appointments at SMS level. Please note that no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Candidates are expected to undergo a Compulsory Competency Assessment and Technical exercise.

DUTIES

: Develop and ensure the successful implementation of the following departmental policies and procedures in line with national and provincial policy frameworks/strategies. Facilitate, prepare and advice on the development and successful implementation of the following in the Department. Monitor the non-financial performance of the Department in respect of the following and submit and present it to various stakeholders in the required formats/templates/systems. Perform all responsibilities as MPAT Coordinator of the Department including the following. Manage job evaluation in the Department. Ensure the successful implementation of the Performance and Development Management System in the Department and advice the HOD and the MEC on matters related thereto. Improve the understanding and knowledge of staff through formal training, information sessions and/or personal interactions and chair and/or represent the Department in various committees and/or fora on matters related to the above. Represent the Department in various committees and/or structures within and outside the Department on matters related to the above, and perform all functions and responsibilities in the following capacity as appointed by the HoD. Plan, coordinate and manage all activities of as well as the resources attached to the Directorate.

ENQUIRIES

: Mr Mokoena LS Tel No: 051 403 3646

DEPARTMENT OF TREASURY

The 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.



APPLICATIONS

: Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein.

FOR ATTENTION CLOSING DATE NOTE

: Mr. I B Pheello Tel No: (051) 405 5069
: 07 May 2021
: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (A transcript of results must be attached or subjects should be mentioned in CV), driver's license, if required, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via the following link: <https://www.thensg.gov.za>. Candidates will also be subjected to a competency assessment as well as a practical test. Qualification certificates

must not be copies of certified copies. Only documents certified by the SAPS or holders of offices as Published by the Minister of Justice in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963) who are designated to be commissioners of oaths, will be accepted. 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. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

MANAGEMENT ECHELON

- POST 13/140** : **DIRECTOR: ECONOMIC ANALYSIS REF NO: FSPT: 006/21**
- SALARY** : R1 057 326 per annum (Level 13), An all-inclusive salary package. (This all – inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
- CENTRE REQUIREMENTS** : Bloemfontein
: A Bachelor’s Degree/Advanced Diploma in Economics with specialization in Econometrics/ Statistics or Applied Economic Modelling. A minimum of five years’ experience in a managerial position of which at least three years should have been in an economic environment. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Act and Regulations, Econometrics, Public Finance and Development, Macro and Labour Economics. Problem solving and innovation capability. Good interpersonal, strategic capability, leadership and analytical skills. Computer literate. Valid driver’s license.
- DUTIES** : Periodic analysis and update of provincial socio-economic indicators. Coordinate and produce Departmental publications such as Provincial Economic Review and Outlook (PERO), Provincial Mid-Term Budget Policy Statement (MTBPS), Quarterly Labour Market Review (QLMR) and Municipal Economic Review and Outlook (MERO). Conduct, publish and disseminate research in lieu of policy development, planning and the fiscal framework of the Province. Provide technical and strategic support in economic policy research, analysis and development. Maintain and expand existing databases and information sources on the provincial economic and related social issues. Manage resources of the Directorate.
- ENQUIRIES** : Mr. P E Lebone cell @: 082 803 4075
- POST 13/141** : **DIRECTOR: MUNICIPAL RISK MANAGEMENT AND INTERNAL AUDIT REF NO: FSPT: 007/21**
- SALARY** : R1 057 326 per annum (Level 13), An all-inclusive salary package. (This all – inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).
- CENTRE REQUIREMENTS** : Bloemfontein
: A Bachelor’s Degree/Advanced Diploma in Internal Auditing/ Risk Management/ Accounting or equivalent qualification with Auditing and/or Risk Management as a major subject. A minimum of five years’ experience in a managerial position of which at least a minimum of three years should have been in a risk management/ auditing/ accounting environment. Knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, MFMA Circulars, National Treasury Internal Audit and Risk Management Frameworks and Institute of Internal

Auditors' Standards. Problem solving and innovation capability. Good interpersonal, strategic capability, leadership and analytical skills. Computer literate. Valid driver's license.

DUTIES

: Monitor, assist and guide the effectiveness and efficiency of: The risk management processes of municipalities. The work that is managed by the Internal Audit Units and the Audit Committees within municipalities. The implementation of fraud management strategies within municipalities. Provide capacity building at municipalities to enhance the skills of municipal staff. Manage the resources of the Directorate to ensure efficiency and effectiveness within the Directorate.

ENQUIRIES

: Mr. S D Mokhele cell @: 082 507 6521