

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL
AFFAIRS**

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** : Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
- FOR ATTENTION** : Ms M Parkies/ K Majafe
- CLOSING DATE** : 22 April 2022 at 16:00
- NOTE** : Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by 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 Z83 form 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. 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. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidates will be expected to enter into a performance agreement. Note: Applicants must submit uncertified copies of qualifications, only shortlisted candidate will be required to submit certified copies of qualifications.

OTHER POSTS

- POST 12/124** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: WASTE MANAGEMENT REF NO: DESTEA 24/03/22 (2 POSTS)**
- SALARY** : R276 831 per.annum. (OSD) – Appropriate salary will be determined according to the regulatory frame work based on OSD.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An undergraduate NQF level 6 in Natural/ Physical Science/ Environmental Management or equivalent qualifications. Knowledge of relevant government regulations. Computer literacy. A valid driver's license.
- DUTIES** : Contribute towards the implementation of environmental policies, legislation, protocols, regulations and guidelines. Ensure the responsible management of waste in the Province. Promote, facilitate and implement strategies for cleaner production technology. Administer, implement and enforce statutory obligations with regards to waste, storage, treatment and disposal facility permitting. Perform all administrative and related functions.
- ENQUIRIES** : Dr. S. Fuku, Tel No: (051) 400 4781
- POST 12/125** : **TRADE OFFICER: SECTOR DEVELOPMENT REF NO: DESTEA 25/03/22**
- SALARY** : R261 372 per.annum. (Level 7)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An undergraduate NQF level 6 in Commerce / Business Administration or equivalent qualifications. Understanding of government micro policies relating

		to Economic Development and knowledge of business principles. Computer literacy.
<u>DUTIES</u>	:	Provide support in implementing the sectoral development initiatives/project plans; provide inputs into development of the implementation plan and assist with the implementation itself, coordinate the resources for the implementation of sectoral initiatives/projects, Monitor and evaluate the progress of the initiatives/projects, provide the feedback report. Support appropriate environment for sectoral development; provide advice on appropriate business model, provide advice on suitable operational models. Support the formulation/development of departmental sector development policies; gather information relevant to the policy development. Provide support in the build-upwards and downwards-stream in sectoral value chains, organise the stakeholder in the relevant industrial value chain, follow up on the relevant matters on specific/relevant industry value chain.
<u>ENQUIRIES</u>	:	Ms. A. Phitsane, Tel No: (051) 400 4732
<u>POST 12/126</u>	:	<u>TRADE OFFICER: ECONOMIC PLANNING REF NO: DESTEA 26/03/22</u>
<u>SALARY</u>	:	R261 372 per.annum. (Level 7)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENT</u>	:	An undergraduate NQF level 6 in Commerce/Business Administration or equivalent qualifications. Understanding of government micro policies relating to Economic Development and knowledge of business principles. Computer literacy.
<u>DUTIES</u>	:	Develop plans, policies and strategies for economic development for the Department and ensure alignment with provincial and national policies and mandates. Provide support to municipalities in updating and developing Local Economic Development (LED) strategies. Assist management with monitoring and evaluation of economic plans, strategies and programmes. Assist municipalities with Integrated Development Plans (IDPs) review. Facilitate capacity building interventions for Local Economic Development (LED) officials at municipalities. Network with relevant stakeholders on issues relating to economic planning. Manage the asset resources for the office.
<u>ENQUIRIES</u>	:	Mr. T. Lekutle, Tel No: (051) 400 9618
<u>POST 12/127</u>	:	<u>TRAINING OFFICER REF NO: DESTEA 27/03/22</u>
<u>SALARY</u>	:	R261 372. per.annum. (Level 7)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 in Management of Training /Human Resource Development/ Human Resource Management or equivalent
<u>DUTIES</u>	:	Coordinate training and development programmes and administration by giving inputs in the development of policies and strategies. Identify training and development needs within the Department by ensuring proper implementation of Skills Development Interventions. Administration of training programmes by registering and maintaining all training and development interventions in the database. Monitor and evaluate effectiveness and quality of training and development by- communicating training with service providers externally, communicating with managers and employees about training needs and assessing training programmes. Implement Departmental Induction programme including planning for logistical arrangements for the induction of newly appointed staff and preparing reports on staff inducted. Facilitate the appointment of interns, learnership and related youth development programmes. Assist in bursary administration and administer stays. Evaluate and co-ordinates the purchase and delivery of training programmes. Arrange skills development committees and interns mentors meetings (logistical arrangements). Coordinate training and development programmes and administration by giving inputs in the development of policies and strategies.
<u>ENQUIRIES</u>	:	Mr. M. Segopa, Tel. No: (051) 400 9543