

**PROVINCIAL ADMINISTRATION: FREE STATE
OFFICE OF THE PREMIER**

Free State Department 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 positions and candidates whose appointment/promotion/transfer will promote representativity; will receive preference.

- APPLICATIONS** : Posted to Ms. Petro Norval, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Petro Norval, Room 5, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za
- CLOSING DATE** : 15 July 2022
- 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. Communication from the HR of the department regarding the submission of certifies copies of qualifications and other relevant documents will be limited to shortlisted candidates Applications must be submitted on or before the closing date. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to 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.

OTHER POSTS

- POST 24/115** : **ASSISTANT DIRECTOR: JOB EVALUATION AND BUSINESS PROCESS RE-ENGINEERING REF NO: 12/2022**
- SALARY** : R382 245 per annum (Level 09), (A basic salary)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : National Diploma in Organisational Development field (NQF Level 6). 5 Years' experience in the Organisational Design/ Job Evaluation field. Knowledge of Organisational Design principles, legislation and processes. Knowledge of Job Evaluation processes, legislation and principles. Knowledge of BPM legislation, principles and legislation. Knowledge of Job Description legislation, policies and processes. Organising, presentation and Communication skills.
- DUTIES** : Implement, advice and support Provincial Departments with Organisational Design, including: Analyse proposed changes to organisational structures of Provincial Departments in line with relevant legislation, directives and organisational design principles; Provide feedback on proposed changes to organisational structures as received for consultation in line with Organisational Design Principles; Support Provincial Departments with proposed changes to organisational structures; Liaise with the Department of Public Service and Administration (DPSA) with consultation of proposed changes to organisational structures to finalise the consultation process for final consideration by the respective Department; Report on the status of organisational design interventions of allocated Provincial Departments. Implement Organisational Design within the Office of the Premier, including: Analyse the organisational structure in terms of proposed changes to the organisational structure; Draft proposals in terms of the proposed changes to the organisational structure; Submit draft reports in line with relevant legislation and policies on proposed changes to organisational structures. Implement, advice and support Provincial Departments with Job Evaluation, including: Support Provincial Department with job evaluation; Provide advice to Provincial Departments in terms of Job Evaluation; Draft schedules of posts to be presented at the PQA; Inform PQA members and relevant Job Analysts of PQA meetings; Attend the Provincial JE Quality Assurance Committee (PQA); Render secretariat services to the PQA; Provide input on the Provincial JE Policy. Job Evaluate posts within the Office of the Premier, including: Collect information on allocated job; Conduct job evaluation interview with relevant officials; Capture job information on the job evaluation system; Present the post to the Departmental Provincial Job Evaluation Committee (DPQA) and thereafter to the PQA for consideration;

Draft a report on the outcome of the job evaluation for consideration to be implemented; Assist with the job evaluation of posts every 60 calendar months; Maintain a register of posts job evaluated. Implement, advice and support Provincial Departments with Business Process Management (BPM), including: Support Provincial Departments with business process management and Standard Operating Procedures (SOPs); Provide advice to Provincial Departments in terms of BPM and SOPs; Report on the status of BPM and SOPs within allocated Provincial Departments. Implement Business Process Management within the Office of the Premier, including: Collect information of services to be captured from relevant officials and management; Draft Standard Operating Procedure (SOP) for relevant service; Consult draft SOP with relevant officials; Draft Business Process Map (BPMs) of relevant service in line with policy and standards of BPM; Analyse process for improvement and amend accordingly when needed; Draft report to obtain approval for the draft SOP and BPMs for implementation; Maintain register for SOP and BPM s. Implement, advice and support Provincial Departments with Job Descriptions, including: Support Provincial Departments with job description administration; Provide advice to Provincial Departments with the development or implementation of job descriptions; Report on the status of job description administration within allocated Provincial Departments; Provide input into the Provincial Job Description Policy. Implement Job Description Administration within the Office of the Premier, including: Support supervisors with the review of job description; Provide advice to officials on job descriptions; assist with the review of job descriptions every 60 calendar months; Maintain a register of job descriptions.

ENQUIRIES : Ms. C. Ledwaba Tel No: 051 405 5774

POST 24/116 : **ASSISTANT DIRECTOR: PERFORMANCE AND DEVELOPMENT MANAGEMENT REF NO: 13/2022 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09), (A basic salary)
: Bloemfontein
: Appropriate qualification (NQF Level 6) preferably in the Management Advisory Services field. 3-5 years experience in the Performance Management or similar environment. Provide Training in Performance Management. Knowledge of Policy analysis, Evaluation mechanisms, systems and processes, Organisational and Structural Design, Performance Management principles and Basic Training Principles. Analytical, planning, Inter-personal, communication, training & presenting skills.

DUTIES : The implementation of Performance Management for salary levels 1-12 within the Office of the Premier to enhance productivity & service delivery, including: Render advice on the implementation of Performance Management Systems; Implementation of Provincial and National Policies; Implementation of National Directives affecting performance management implementation ; Participate in Performance Management Committees; Render secretariat services for Performance Management Committees and other relevant Bodies; Assist with the research on Performance Management implementation and Systems; Render advice/guidance and compile performance agreements, including Job Descriptions.; Conduct quality assurance on performance agreements and performance assessments; Assist with performance improvement within the Department; Build capacity on performance management within the Department; Conduct surveys and analysis of outcomes; Preparation and presentation of all performance related documentation at various committees/for a Review and respond to grievances. The co-ordination of Performance Management for salary levels 1-12 within the Free State Provincial Government to facilitate provincial compliance and service delivery., including: Render advice and guidance on: implementation of Performance Management Systems; implementation of Provincial and National Policies; implementation of National Directives affecting performance management implementation; performance agreements and assessments; best practices; Job Descriptions; Departmental committees. Monitor and report on Provincial implementation of and compliance with Performance Management Directives, Policies and Systems; Participate in Provincial Performance Management Committees/For a; Render secretariat services for Provincial Performance Management Committees/For a; Assist with the research on Performance Management implementation and Systems; Assist with performance improvement within Provincial Departments; Conduct surveys and analysis;

Consolidation and analysis of provincial information for reporting to FOHOD, EXCO and DPSA; Monitoring and co-ordination Roadshows. The provisioning of training to facilitate the proper implementation of the Performance Management Systems, including: Maintain training material to remain relevant to Policies, Regulations and Directives; Keep a data base of all trained officials; Make relevant logistical arrangements; Produce and re-produce training material; Design and implement practical training exercises; Capacity building/training roadshows.

ENQUIRIES : Ms. C. Ledwaba Tel No: 051 405 5774

POST 24/117 : **SECRETARY TO THE DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 14/2022**

SALARY : R176 310 per annum. (Level 05), (A basic salary)

CENTRE : Bloemfontein

REQUIREMENTS : Grade 12 with typing as a subject or any other training/qualification. Secretarial experience within a middle/senior management office. Knowledge of telephone etiquette, records management and office administration. Language, basic written communication, computer and organizing skills.

DUTIES : Provides a secretarial/receptionist support service to the Manager, including: Co-ordination of telephone calls, e.g. receive telephone calls and refers the calls to the correct role players if not meant for the Manager; Records appointments and events in the diary of the Manager; Types documents for the Manager and other staff within the unit; Operates office equipment like fax machines and photocopiers. Provides a clerical support service to the Manager, including: Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received; Arranges meetings and events for the Manager and staff in the unit. Identify venues, invites role players, organizes refreshments and sets up schedules for meetings and events; Processes travel and subsistence claims for the unit; Processes all invoices that emanate from the activities of the work of the Manager; Drafts basic minutes of the meetings of the Manager where required; Drafts routine correspondence, reports and other documentation; Does filing for the Manager and unit according to the Archives Act.; Administers matters like leave registers and telephone accounts; Receives, records and distributes all incoming and outgoing documents; Coordinates the procurement of standard items like stationary and refreshments; Collects all relevant documents to enable the Manager to prepare for meetings.

ENQUIRIES : Ms. C. Ledwaba Tel No: 051 405 5774

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS : Applications for the Department of Public Works And Infrastructure To Be submitted to: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of or Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, or Tambo House, St. Andrews Street, Bloemfontein. No Applications will be accepted by staff in offices in the building.

CLOSING DATE : 15 July 2022

NOTE : Directions to applicants Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply

for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted.

OTHER POSTS

- POST 24/118** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: PWI 22/06**
Directorate: Internal Audit
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant tertiary qualification in Auditing and /or Accounting at NQF Level 7. Good understanding of the Audit process and Audit approaches. Good communication (verbal and written) skills. Effective report writing. Computer literacy. Knowledge of Teammate will serve as an advantage. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of internal audit standards. Registration with the IISA will be a strong recommendation. Computer skills (MS Word, Excel, Power-point, etc) Recommendations: Completion of the Professional Internal Auditing (Including IAT learnership from the Institute of Internal Auditors (SA)(IIASA) plus 5 years internal audit experience, 2 of which should be at a supervisory level.
- DUTIES** : The incumbent of this post is expected to supervise and execute internal audit assurance and consultancy engagements to support the implementation of the approved Internal Audit Operational Plan, providing assurance on governance, risk management and control processes in accordance with IIA Standards and legislative framework. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Review, collect information and compile reports to the accounting officer and audit committee. Keep up to date with new developments in the internal audit environment. Supervise employees to ensure effective internal audit service. Manage and transfer auditing skills to junior Internal Auditors.
- ENQUIRIES** : Ms R Mocwaledi, Chief Audit Executive Tel No: (051) 492 3817
- POST 24/119** : **CHIEF WORKS INSPECTOR (BUILDING) REF NO: PWI 22/07 (X1 POST)**
Directorate: Works Construction and Maintenance
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant, recognized diploma/degree in built environment or equivalent qualification plus appropriate technical experience in the Built environment OR a N3 Certificate and passed Trade Test in terms of the provisions of Section 13(2)(h) of the Manpower Training Act, 1981, as amended or Certificate issued under the Provisions of the Repealed Section 27 of the same Act plus appropriate technical experience in the Built environment OR registration at the South African Council for the Project and Construction Management Professions (SACPCMP) as either Professional Building Inspector (PrBInsp) or Certified Building Inspector (CBInsp). A valid driver's licence with exception of persons with disabilities.
- DUTIES** : Identify the needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Render an inspection service of work done on new projects and existing structures. Analyze and compile relevant project documentation for new and existing structures. Manage the activities of contractors on project sites. Gather and submit information in terms of the expanded public works programme. Supervise the performance and conduct of Works Inspectors.

ENQUIRIES

: Mr MP Ndlebe Tel No: (051) 492 3908