

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF EDUCATION**

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive Preference.

- APPLICATIONS** : Please submit your application, quoting the relevant Ref No number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street – Box at Security and or Private Bag X20565, Bloemfontein, 9300).
- CLOSING DATE** : 09 September 2022
- NOTE** : Applicants must apply using the NEW Z83 form which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. From 1 January 2021 should an application be received using the incorrect application form application for employment (Z83), it will not be considered. Please ensure to complete ALL fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Pre-entry certificate for the Senior Management Services posts is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and 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. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant REF NO number for each post applied for. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; Faxed and e-mailed applications will not be accepted; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non RSA residents/permanent residents will submit proof only when shortlisted. 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 had been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates on level 13 and higher must undergo a Competency test. This advertisement will also appear on the website of the Department at www.education.fs.gov.za. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

OTHER POSTS

POST 31/221 : **CHIEF ENGINEER: PHYSICAL RESOURCE PLANNING AND PROPERTY MANAGEMENT DIRECTORATE REF NO: PS1/2022/01**

SALARY : R1 058 469 – R1 210 251 per annum, (OSD), (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

CENTRE REQUIREMENTS : Bloemfontein: Head Office
: A university degree in Engineering, Be registerd with ECSA as a professional Civil/Structural Engineer, Valid drivers licence, Computer literacy and a minimum of 6 years experience post qualification. Recommendations: Computer literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.

DUTIES : Be able to provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Basic Education. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practise. Monitor that planning and design completed through insourced engineering service is done according to sound engineering principles and according to norms and standards and code of practise. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain civil/structural engineering norms & standards. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constrains, alternatives and attainability. Develop cost effective solutions according to standards. Prepare technical specifications. Apply civil/structural design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Determine civil/structural engineering performance based standards. Develop civil/structural engineering standard data sheets and drawings. Provide civil/structural engineering inputs to Project Execution Plan v 1. Provide civil/structural engineering inputs Plans v 2 – 7 to the Directorate Infrastructure Delivery Management. Determine requirements for built environment document management system from a Civil/Structural Engineering perspective. Determine civil/structural proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Coordinate the drafting of the User Asset Management Plan through inputs from all the professionals. Complete the Technical Condition Assessments of projects planned and implemented in the MTEF from an engineering perspective. Finalise and update the U-AMP on a continuous basis. Validate from an engineering perspective adherence to environmental and OHS requirements in terms of all infrastructure plans. Validate from an engineering perspective district plans on disaster management. Provide inputs to infrastructure assessments. Provide engineering inputs to maintenance projects. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment.

ENQUIRIES : Mr R.T Nthunya Tel No: (051) 404 9227

POST 31/222 : **CHIEF ARCHITECT: INFRASTRUCTURE DELIVERY MANAGEMENT DIRECTORATE REF NO: PS1/2002/02**

SALARY : R912 048 – R1 042 830 per annum, (OSD), (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

CENTRE REQUIREMENTS : Bloemfontein: Head Office
: Bachelor of Architecture and/or equivalent qualification, Registered as a Professional Architec with the South African Council for Architectural

		Profession, Valid drivers license, Computer literacy and a minimum of 6 years' experience post qualification. Recommendations: Computer literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.
<u>DUTIES</u>	:	Be able to prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management (SCM) Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an implementing agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resource Planning. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of projects/programmes documentation and information and submit all built environment documentation to Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Assess departmental projects that qualify for departmental funding assessed. Manage day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Monitor Section 21 allocations for maintenance. Coordinate and participate in project commissioning, including sites visits. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Conditions Assessments on completion of projects. Manage and participate in Post Projects and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resource Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practice, standardize processes and procedures, software applications and tools. Monitor and study the education sector, legal frameworks, standards changes and policy framework. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Monitor expenditure on infrastructure projects within budgets.
<u>ENQUIRIES</u>	:	Mr R.T Nthunya Tel No: (051) 404 9227
<u>POST 31/223</u>	:	<u>DEPUTY DIRECTOR: FINANCE: PHYSICAL RESOURCE MANAGEMENT REF NO: PS1/2022/03</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein: Head Office
	:	B Comm Degree or Equivalent in Accounting or Economics with ACC II. Minimum of 3 years' experience in management and Valid Drivers licence. Recommendations: Computer literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage. Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending.
<u>DUTIES</u>	:	Be able to extract relevant infrastructure project data from BAS and other relevant system. Analyse financial data of infrastructure projects. Validate credibility of financial data with all Programme / Project Managers. Prepare all financial reports as required by National Departments and Provincial Treasury.

Report any variances of infrastructure projects expenditure against budgets and cash flow projections. Implement roll-overs of infrastructure projects through providing inputs to the Finance Section. Direct financial commitments in line with approved budget, cash flow projections and the B5 Project list. Update B5 Project list and Budget [including budget adjustments] and direct that any changes are authorised by the Chief Director. Prepare reports to the Budget Section in terms of budget adjustment in formats as prescribed by the budget section. Manage infrastructure spending in line with cash flow projections to avoid under or overspending on infrastructure budgets. Liaise with the budget office and infrastructure office in Provincial Treasury to promote coordination and credibility of data/information. Monitor and report on deviations to the Finance Section and the Chief Director. Manage the issuing of Work orders after SCM processes. Manage the capturing of Infrastructure project invoices on LOGIS after signed off by the Chief Director. Manage payments. Implement financial journals for infrastructure projects/programme. Request for shifting of funds submitted to Budget office in line with the cash flow projections and payments of infrastructure projects and/or approved changes on B5 infrastructure project list. Direct personnel costs within approved budgets. Direct Operational budgets. Provide written inputs to the Finance Section in terms of operational budgets. Provide inputs to the Finance Section in terms of the budgets and Financial annual statements for infrastructure projects/programmes prepared in line with GRAP and within time frames for the PFMA. Manage movable assets being allocated to the Chief Directorate in line with the movable asset management policies and procedures of the Department. Implement Financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instruction, Departmental financial policies]. Assist managers and staff in Chief Directorate to understand financial policies and directive. Assist with implementation of SCM for projects with a value of less than R 10 million. Provide inputs to annual audits and respond to all Auditor General queries and related Management Letters. Manage the keeping of all financial records and copies of the contracts while projects are implemented. Original contracts will be kept by the contract management section in SCM and/or by the implementing agent. Provide all financial documents requested by Auditor General and/or Finance Section.

- ENQUIRIES** : Mr R. T Nthunya Tel No: (051) 404 9227
- POST 31/224** : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: PS1/2022/04**
Sub Directorate: Physical Resource Planning & Property Management Directorate
- SALARY** : R744 255 – R876 705 per annum (Level 11), (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.
- CENTRE REQUIREMENTS** : Bloemfontein: Head Office
: A relevant B Degree. Minimum of 5 years' experience post qualification and a Valid Driver's licence. Recommendations: Computer literacy and certificate in Infrastructure Delivery Management System will be an added advantage.
- DUTIES** : To obtain updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the provincial Asset Register managed by Public Works. Validate the correctness of information pertaining to location of immovable assets. Manage acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Manage disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposal. Confirm all deeds searches to validate ownership of land before planning for buildings are finalised. Keep a register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Monitor and report on conditions and maintenance of vacant sites allocated to education. Based the technical requirements for leases as prepared by the planning staff, identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Manage all Section 14 lease contracts. Manage all lease payments. Validate that maintenance is implemented by the Landlords.

Manage and direct the payment of municipal accounts through the finance section. Refer excessive use of water or electricity to the Directorate Infrastructure Delivery Management for investigation. Prepare and issue guidelines on the use of utilities by schools. Train Districts on the guidelines for use of utilities. Design monitoring system to report on the use of utilities. Prepare and submit progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities.

ENQUIRIES : Mr R. T Nthunya Tel No: (051) 404 9227

POST 31/225 : **DEPUTY DIRECTOR: SECURITY & RISK MANAGEMENT REF NO: PS1/2022/05**

Directorate: Physical Security Sub Directorate

SALARY : R744 255 – R876 705 per annum (Level 11), (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs.

CENTRE : Head Office: Bloemfontein

REQUIREMENTS : Degree/3-years diploma in Security and Risk Management or equivalent qualification. Extensive, applicable experience at middle management. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; strong leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of security legislation, procedures, and prescripts.

DUTIES : Manage and co-ordinate the provisioning of physical security i.r.o access control, guarding, patrolling and key control. Manage and co-ordinate the implementation of surveillance counter measures. Manage and co-ordinate the development and implementation of sound security policies and guidelines. Provide advice, guidance and reports to management on security related matters. Liaise with District Offices and other relevant stake holders i.r.o security matters. Overall management of the Sub-Directorate: Physical Security, including all resources.

ENQUIRIES : Adv T Moshotle Tel No: (051) 404 8438

POST 31/226 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: PS1/2022/06**

Directorate: Assets, Liabilities & Debt Management Sub Directorate

SALARY : R744 255 – R876 705 per annum (Level 11), (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs.

CENTRE : Head Office: Bloemfontein

REQUIREMENTS : B COMM degree or equivalent qualification with Accounting II as a subject. Extensive, applicable experience at middle management. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; strong leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of the Extensive knowledge of the PFMA, Treasury Regulations and BAS system.

DUTIES : Ensure proper BAS & LOGIS record management. Ensure cash & revenue management. Ensure expenditure management. Ensure that monthly reporting is done. Reconciliation of bank accounts.

ENQUIRIES : Ms P Huysamer Tel No: (051) 404 8448

POST 31/227 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: PS1/2022/07**

Directorate: Human Resource Information Management Sub Directorate

SALARY : R744 255 – R876 705 per annum (Level 11), (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs.

CENTRE : Head Office: Bloemfontein

REQUIREMENTS : Degree/ 3 – years diploma in Information Management / HR or equivalent qualification. Extensive, applicable experience at middle management. Valid

		Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; strong leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of communication principles, strategies, policies, and protocols.
<u>DUTIES</u>	:	Manage and co-ordinate the provision of quality HR information. Overall management of the Sub-Directorate: HR Information Management, including all resources. Overall management of the Departmental PERSAL system. Manage the post establishment of the Department (Head office, District offices and all schools). Manage and co-ordinate the post provisioning process. Manage and co-ordinate the grading of principal post's process. Manage the creation, relocation and transfer of posts and people. Provide monthly, quarterly and annual reports on HR information. Manage the Support Services of the Directorate. Attend to HR Planning.
<u>ENQUIRIES</u>	:	Mr T Khodumo Tel No: (051) 404 1732
<u>POST 31/228</u>	:	<u>DEPUTY DIRECTOR: HARD / SOFTWARE SUPPORT REF NO: PS1/2022/08</u> Sub Directorate: IT, EMIS & IS Directorate
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Bloemfontein B Sc: IT or an appropriate equivalent 3 or 4-year degree/diploma in IT. Extensive, applicable experience at middle management. Valid Code B/EB Driver's license. At least 5 years relevant experience. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. ITIL, COBIT, Project Management. Technical knowledge of routers, switches, network protocols are strongly recommended.
<u>DUTIES</u>	:	Manage and align the Department's information management systems and information technology strategy with the strategic plan of the Department. Manage the development information management and information technology enabler policies, strategies, norms, standards, guidelines and procedures in line with GITO Council, DBE and DPSA. Manage the promotion of effective management of information and IT as an enabler as a strategic resource. Manage the creation of an enabling environment for education staff to perform their functions more effectively and efficiently. Manage and control Business Agreements, Service Level Agreements and quality assurance of supplier's goods and Services. Manage and co-ordinate all IT training needs for the Department. Manage the Departmental ICT budget expenditure and resources of the Sub-Directorate. Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance.
<u>ENQUIRIES</u>	:	Mr R Pienaar Tel No: (051) 404 1811
<u>POST 31/229</u>	:	<u>OCCUPATIONAL AND HEALTH NURSE (PROFESSIONAL NURSE): JIMMIE ROOS SPECIAL SCHOOL – BOYS SCHOOL REF NO: PS1/2022/09</u>
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939 per annum, depending on experience Grade 2: R478 404 – R588 390 per annum, depending on experience
<u>CENTRE REQUIREMENTS</u>	:	Jimmie Roos Special School; Tswelang Special School A minimum of 4 years appropriate recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Recommendations: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212 in the relevant specialty. The following qualification will be an added advantage: Clinical nursing practitioner with Primary Health Care – PGS course. Driver's license. Preference will be given to candidates with a degree qualifications or equivalent.

DUTIES : Manage and run the clinic. Assess medical conditions. Give medical care and support to learners. Hand out medication. Admit new learners with serious conditions. Refer and escort learners to different hospitals. Make follow-up evaluation regarding long term medication. Control ARV medication. Handle day to day medical problems. Give Information about family planning, HIV/AIDS, and relevant subjects.

ENQUIRIES : Ms R Vorster Tel No: (051) 404 1969

POST 31/230 : **LEGAL ADMINISTRATIVE OFFICER: MR5 DIRECTORATE: LEGAL & AUXILIARY SERVICES REF NO: PS1/2022/10**
Sub Directorate: Legal Services

SALARY : R378 990 – R510 435 per annum, (OSD)

CENTRE : Bloemfontein

REQUIREMENTS : An LLB Degree or four-year recognised qualifications in the related field. At least 3 years post qualification litigation/ advisory experience. Admission as an Attorney or Advocate will be an added advantage. Specialised knowledge of the South African Schools Act, Employment of Educators Act, Public Finance Management Act, National Education Policy Act, Treasury Regulations, Promotion of Just Administrative Act, Constitution of the Republic of South Africa, Promotion of Access to Information Act and all other related legislations, both Acts and Regulations administered by the Department. A valid driver's licence. Computer literacy [MS Word, Excel and Power Point]. Excellent verbal and written communication skills. Dispute resolution and negotiation skills. Recommendations: Background in the educational environment will be an added advantage. Good administrative, organisational, and general office management skills. Knowledge of clerical.

DUTIES : Practices as well as the ability to capture data. Operate computer and collecting statistics. Knowledge and understanding of legislative framework governing the Public Service. Relevant experience will be an added advantage. Key Responsibilities The successful candidate will provide professional legal support and advice to the Department and will perform the following tasks: Draft legal documents, memoranda, reports and submissions and provide verbal and written legal opinions on a variety of matters pertaining to the Department Scrutinize legislation and subordinate legislation administered by the Department and provide assistance during the legislative process Handle all litigation on behalf of the Department through the Director: Legal Services Advise the MEC or Head of Department on appeals lodged against administrative decisions taken in terms of legislation administered by the Department. Scrutinize draft international agreements and comply with the prescribed procedure for the conclusion of international agreements. Issuing instructions to the State Attorney Liaise with all other related structures. Advise the MEC on misconduct, appeals. Draft, advise and amend Service Level Agreements and Memorandum of Understanding. Ensure that all civil and criminal cases are handled. Advise the Department on litigation trends against the Department and management thereof. Render professional representation in all litigation matters affecting the Department.

ENQUIRIES : Mr BC Ngwenya Tel No: 051 404 8439

POST 31/231 : **ASSISTANT DIRECTOR: COMMUNICATION SERVICES REF NO: PS1/2022/11**
Directorate External Communication Sub Directorate

SALARY : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)

CENTRE : Bloemfontein Head Office

REQUIREMENTS : A Degree/Diploma in Communication and Marketing or equivalent qualification. Applicable experience at a supervisory level. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with experience in the educational environment. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence; good knowledge of strategic communication principles, policies and protocols; willingness to work outside ordinary hours.

DUTIES : Co-ordinate liaison with national and local newspapers, magazines, radio, television and the internet. Co-ordinate media monitoring and maintain a

database with all relevant news clippings and events. Co-ordinate regular and ongoing contact with media organizations through the writing of press releases and fact sheets. Ongoing communication with the media (radio, television and newspapers) through the scheduling of press conferences and press interviews. Provide advice and guidance to management on communication related matters. Management of subordinates.
Mr H Ndaba Tel No: (051) 404 8462

ENQUIRIES

POST 31/232 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: PS1/2022/12**
Directorate: Cash, Expenditure & Revenue Management Sub Directorate

SALARY : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
CENTRE : Bloemfontein Head Office
REQUIREMENTS : B COMM degree or equivalent qualification with Accounting II as a subject. Applicable experience at a supervisory level. Valid Code B/EB Driver's license
Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Applicable experience of the Public Finance Management Act, Treasury Regulations, BAS and PERSAL. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence; good knowledge of strategic communication principles, policies and protocols; willingness to work outside ordinary hours.

DUTIES : Departmental BAS System Controller with all relevant functions and activities. Ensure proper BAS & LOGIS record management. Management of Departmental cash and revenue management. Expenditure management. Ensure monthly & quarterly reporting is done. Daily and Monthly Reconciliation of bank accounts. Manage head office Cashier as well as liaise with Districts cashiers and other relevant stakeholders. Management of subordinates.

ENQUIRIES : Ms P Huysamer Tel No: (051) 404 8448

POST 31/233 : **ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION**
DIRECTORATE: RECRUITMENT AND SELECTION REF NO: PS1/2022/13
Sub Directorate: Recruitment & Selection: Educators

SALARY : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
CENTRE : Bloemfontein Head Office
REQUIREMENTS : Degree/3-years diploma in HR or equivalent qualification. Applicable experience at a supervisory level. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence; good knowledge of PERSAL, Employment of Educators Act, Public Service Act and regulations, Basic Conditions of Employment Act and other applicable HR legislation and policies.

DUTIES : Co-ordinate the provision of recruitment and selection services for public servants and Educators. Co-ordinate and ensure correct appointment procedures are followed and all documents are captured and processed on PERSAL. Co-ordinate employee life cycle management. Provide advice, guidance and training to sub-ordinates, District Offices and management on recruitment and selection matters. Provide regular reports to management. Liaise with District Offices and other relevant stakeholders. Management of subordinates.

ENQUIRIES : Mr T Khodumo Tel No: (051) 404 1732

POST 31/234 : **ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION**
DIRECTORATE: RECRUITMENT AND SELECTION REF NO: PS1/2022/14
Sub Directorate: Recruitment & Selection: Appointments, Transfers & Terminations:

SALARY : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
CENTRE : Bloemfontein Head Office

- REQUIREMENTS** : Degree/3-years diploma in HR or equivalent qualification. Applicable experience at a supervisory level. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence; good knowledge of PERSAL, Employment of Educators Act, Public Service Act and regulations, Basic Conditions of Employment Act and other applicable HR legislation and policies.
- DUTIES** : Co-ordinate the provision of recruitment and selection services for public servants and Educators. Co-ordinate and ensure correct appointment procedures are followed and all documents are captured and processed on PERSAL. Co-ordinate employee life cycle management. Provide advice, guidance and training to sub-ordinates, District Offices and management on recruitment and selection matters. Provide regular reports to management. Liaise with District Offices and other relevant stakeholders. Management of subordinates.
- ENQUIRIES** : Mr A Molatole Tel No: (051) 404 1957
- POST 31/235** : **ASSISTANT DIRECTOR: ETHICS, RISK AND SECURITY MANAGEMENT**
REF NO: PS1/2022/15
Directorate: Physical Security Sub-Directorate
- SALARY** : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
CENTRE : Bloemfontein Head Office
REQUIREMENTS : Degree/3-years diploma in Security and Risk Management or equivalent qualification. Applicable experience at a supervisory level. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence; good knowledge of ethics, integrity, risk and security management policies and guidelines.
- DUTIES** : Assist with the coordinating of: the provisioning of Physical Security i.r.o access control, guarding, patrolling and key control, the implementation of surveillance counter measures, the development and implementation of sound security policies and guidelines. Provide advice, guidance and reports to management on security related matters. Liaise with District Offices and other relevant stakeholders i.r.o security matters.
- ENQUIRIES** : Adv T Moshotle Tel No: (051) 404 8438
- POST 31/236** : **ASSISTANT DIRECTOR: ETHICS, RISK AND SECURITY MANAGEMENT**
REF NO: PS1/2022/16
Directorate: Risk Management Sub-Directorate
- SALARY** : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
CENTRE : Bloemfontein Head Office
REQUIREMENTS : Degree/3-years diploma in Security and Risk Management or equivalent qualification. Applicable experience at a supervisory level. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence; good knowledge of ethics, integrity, risk and security management policies and guidelines.
- DUTIES** : Assist with the identifying and assessing of strategic, operational and financial risks in the Department. Develop Strategies to manage risks in the Department, ensure that there are relevant control strategies in place for managing risks. Provide advice, guidance and reports to management on risky related matters. Liaise with District Offices and other relevant stakeholders i.r.o risk matters.
- ENQUIRIES** : Adv T Moshotle Tel No: (051) 404 8652

POST 31/237 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS & PEOPLE MANAGEMENT REF NO: PS1/2022/17**
Directorate: Dispute Resolution & Collective Bargaining Sub Directorate

SALARY : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
CENTRE : Bloemfontein Head Office
REQUIREMENTS : LLB Degree in Labour Law or a Degree/Diploma in Labour Law/ Labour Relations Management or a Degree/Diploma in Public Management / HRM Management with Labour Law as a subject or a PGD in Labour Law. Applicable experience at a supervisory level. Valid Code B/EB Driver's license Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of labour legislation, dispute resolution, negotiation and collective bargaining policies and prescripts.

DUTIES : Represent the Department at conciliation and arbitration meetings. Represent the Department at collective bargaining councils/forums. Facilitate the implementation of collective agreements. Provide training, advice and guidance to staff, Districts and management on dispute resolution and collective bargaining matters. Provide regular reports and feedback to management. Liaise with Districts and other relevant stakeholders. Management of subordinates.

ENQUIRIES : Mr T Mokoena Tel No: (051) 404 4181

POST 31/238 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS & PEOPLE MANAGEMENT REF NO: PS1/2022/18**
Directorate: Misconduct Sub Directorate

SALARY : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
CENTRE : Bloemfontein Head Office
REQUIREMENTS : LLB Degree in Labour Law or a Degree/Diploma in Labour Law/ Labour Relations Management or a Degree/Diploma in Public Management / HR Management with Labour Law as a subject or a PGD in Labour Law. Applicable experience at a supervisory level. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of labour legislation, dispute resolution, negotiation and collective bargaining policies and prescripts.

DUTIES : Provide training and advice on disciplinary related matters. Manage all misconduct cases into regulations. Manage all grievance into prescribed procedures. Provide training, advice and guidance to staff, Districts and management on misconduct. Provide regular reports and feedback to management. Liaise with Districts and other relevant stakeholders. Management of subordinates.

ENQUIRIES : Mr T Mokoena Tel No: (051) 404 4181

POST 31/239 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: PS1/2022/19**
Directorate: Conditions of Service Sub Directorate

SALARY : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
CENTRE : Bloemfontein Head Office
REQUIREMENTS : Degree/3-years diploma in HR or equivalent qualification. Applicable experience at a supervisory level. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer

		literacy; the ability to persuade and influence. Thorough knowledge of Determination and Directive on Leave of Absence in the Public Service and Policy & Procedure on Incapacity Leave & Ill-Health Retirement (PILIR) and Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (COIDA). Appropriate Human Resource related experience. Extensive knowledge of the PERSAL system. Computer Literate in MS-Word, MS-Excel, PowerPoint & E- mail. Knowledge in Report and Submission Writing.
<u>DUTIES</u>	:	Supervise and monitor the administration of incapacity leave and ill-health retirement applications and assessments according to PILIR. Conduct investigations determine legal implications of enquiries & grievances and implement findings. Supervise and monitor the administration of Injury on duty. Training and ensuring compliance and monitoring implementation of both PILIR and COIDA in the five District Offices.
<u>ENQUIRIES</u>	:	Mr PPR Mohoje Tel No: (051) 404 1989
<u>POST 31/240</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS & PEOPLE MANAGEMENT REF NO: PS1/2022/20</u> Directorate: Employee Health and Wellness & OHS Sub Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
	:	Bloemfontein
	:	Degree/3-years diploma in Health/Wellness/OHS/Counselling or equivalent qualification. Applicable experience at a supervisory level. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of learner support policies, prescripts, procedures and guidelines.
<u>DUTIES</u>	:	Co-ordinate the implementation of National, Provincial and Departmental Occupational Health & Safety Policies and Guidelines, as prescribed Co-ordinate the implementation of the Hazard Identification Risk Assessment process. Facilitate training on OHS and related matters of all employees. Co-ordinate and conduct investigations of all incidents and provide managers with recommendations to prevent recurrence. Conduct regular site inspections of all Departmental buildings and other premises to ensure compliance
<u>ENQUIRIES</u>	:	Ms R Moroka Tel No: (051) 404 8652
<u>POST 31/241</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: PS1/2022/21</u> Directorate: Internal Audit Districts Sub Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
	:	Bloemfontein
	:	B degree/B Tech in Accounting and Auditing or National Diploma in Internal Auditing. CIA or studying towards CIA will be an added advantage A total of 4 years applicable experience of which 2 must be on a supervisory level. A valid Driver's license Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Must be conversant with Standards of Internal Auditors, PFMA and Treasury Regulations. Knowledge of National government systems (BAS, PERSAL, LOGIS). Skills and competencies: Good communication skills (verbal & written). Good management and interpersonal skills to build effective relationships with the client and audit staff. Proven computer literacy, including advanced MS Word, Excel and PowerPoint. Membership of the Institute Internal Auditors of South Africa (IIASA).
<u>DUITES</u>	:	Implementation of the audit operational plan, identification and assessment of risks at project level, performance of field work on the allocated audit projects to determine the effectiveness of the systems of internal control, risk management and governance across the organization. Gathering of evidence for all audit findings documented in the working papers, preparation of a complete audit file for review by the supervisor. Review working papers and audit file compiled by auditors before submission to the audit manager. Supervision of the audit team as well as providing support and on the job-training to auditors and interns. Perform all administrative tasks as allocated by

- supervisor; timeously notify the supervisors of any incidents that may affect the deadlines of the allocated audit projects.
- ENQUIRIES** : Ms. T Vezi Tel No: (051) 404 8553
- POST 31/242** : **ASSISTANT DIRECTOR: HUMAN RESOURCES (X5 POSTS)**
Sub Directorate: Labour Relations
- SALARY CENTRE** : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
: Motheo District Office Ref No: DC17/PS1/2022/22 (Bloemfontein/Thaba Nchu)
: Xhariep District Office Ref No: DC16/PS1/2022/23 (Bloemfontein – short term, Trompsburg –longterm)
: Thabo Mofutsanyana District Office Ref No: DC19/PS10/2022/24 (Phuthaditjhaba, Old Parliament Building)
: Fezile Dabi District Office Ref No: DC20/PS1/2022/25 (Sasolburg)
: Lejweleputswa District Office Ref No: DC18/PS1/2022/26 (Welkom)
- REQUIREMENTS** : LLB or a Degree/3yrs diploma in labour law/Labour Relations Management or a Degree/diploma in Public Management/HR Management Labour Law as a Major subject or coupled with PGD in Labour Law. Applicable relevant experience at a supervisory level. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of Employment of Educators Act, PAM, Public Service Act, PSR, BCEA and Labour Relations Act.
- DUITES** : Manage and co-ordinate all labour relation matters in the district. Ensure implementation of all disciplinary, grievance and dispute procedures. Conduct investigations and provide advice, guidance and reports to Head office, and management on all labour related matters. Represent the Department at conciliation, arbitration, and bargaining councils. Liaise with Head Office and other relevant stakeholders. Management of subordinates.
- ENQUIRIES** : Mr. BM Tshabalala Tel No: (051) 404 4585 for Motheo
: Mr F Kraalshoek Tel No: 071 333 1501 for Xhariep
: Mr. MD Makhubu Tel No: 058 713 0410 for Thabo Mofutsanyana
: Dr. VH Chuta Tel No: 016 973 9118 for Fezile Dabi
: Mr. MA Jafta Tel No: 057 391 7200 for Lejweleputswa.
- POST 31/243** : **ASSISTANT DIRECTOR: HUMAN RESOURCES (X3 POSTS)**
Sub Directorate: Personnel Provisioning
- SALARY CENTRE** : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
: Motheo District Office Ref No: DC17/PS1/2022/27 (Bloemfontein/Thaba Nchu)
: Lejweleputswa District Office Ref No: DC18/PS1/2022/28 (Welko)
: Thabo Mofutsanyana District Office Ref No: DC19/PS1/2022/29 (Phuthaditjhaba, Old Parliament)
- REQUIREMENTS** : HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of the Employment of Educators Act, PAM, Public Service Act, PSR, BCEA and Labour Relations Act.
- DUTIES** : Co-ordinate the provision of recruitment and selection services for public servants and Educators. Co-ordinate the advertisement of all vacant posts, ensure correct appointment procedures are followed and all documents are captured and processed on PERSAL. Co-ordinate employee life cycle management. Provide advice, guidance and training to sub-ordinates, schools and management on recruitment and selection matters. Provide regular reports to management. Liaise with Head Office and other relevant stakeholders. Management of subordinates.
- ENQUIRIES** : Mr. BM Tshabalala Tel No: (051) 404 4585 for Motheo

Mr. MD Makhubu Tel No: 058 713 0410 for Thabo Mofutsanyana
Dr. VH Chuta Tel No: 016 973 9118 for Fezile Dabi
Mr. MA Jafta Tel No: 057 391 7200 for Lejweleputswa

- POST 31/244** : **ASSISTANT DIRECTOR: ADMINISTRATIVE, FINANCIAL & LOGISTICAL SERVICES (X3 POSTS)**
Sub Directorate Office, Infrastructure & Auxiliary Services
- SALARY CENTRE** : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
Xhariep District Office Ref No: DC16/PS1/2022/30 (Bloemfontein – short term, Trompsburg longterm)
Thabo Mofutsanyana District Office Ref No: DC19/PS1/2022/31 (Phuthaditjhaba, Old Parliament Building)
Fezile Dabi District Office Ref No: DC20/PS1/2022/32 (Sasolburg)
- REQUIREMENTS** : B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Applicable experience at a supervisory level. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of the Employment of Educators Act, PAM, Public Service Act, PSR, BCEA and Labour Relations Act.
- DUTIES** : Manage the following: Rendering of records management services to the district. The provisioning of switchboard services to the district. The rendering of cleaning, messenger, and photocopy services. Co-ordinate EMIS Stats, provisioning of security services, provisioning of hard-ware and software support, co-ordinate all infrastructure needs and repairs.
- ENQUIRIES** : Mr F Kraalshoek Tel No: 071 333 1501 for Xhariep
Mr. MJ Mofokeng, Tel N: 073 1613 729 for Thabo Mofutsanyana
Mr Moetsela Tel No: 016 973 9120 for Fezile Dabi.
- POST 31/245** : **ASSISTANT DIRECTOR: ADMINISTRATIVE, FINANCIAL & LOGISTICAL SERVICES (X2 POSTS)**
Sub Directorate: Expenditure Management & School Expenditure Audit Sub Directorate
- SALARY CENTRE** : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
Thabo Mofutsanyana District Office Ref No: DC19/PS1/2022/33 (Phuthaditjhaba, Old Parliament Building)
Fezile Dabi District Office Ref No: DC20/PS1/2011/34 (Sasolburg)
- REQUIREMENTS** : B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Applicable experience at a supervisory level within the Finance Directorate. Extensive knowledge of the BAS and LOGIS systems Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; report writing and presentation skills, organizational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of the PFMA, Treasury Regulations, Division of Revenues Act and other financial legislation, policies, and prescripts.
- DUITES** : Manage and co-ordinate daily authorization of payments on BAS and LOGIS payments. Processing of BAS source documents. Manage the updating and maintenance of the W & E REF NO system. Manage and co-ordinate document control reports. Manage, monitor, and audit school and district office expenditure. Provide monthly expenditure reports. Manage salary administration at district office. Provide advice and guidance to staff, schools, and management on Expenditure matters. Ensure compliance with policies and guidelines. Liaise with Head office and other relevant stakeholders. Management of Human, Physical and Financial Resources.
- ENQUIRIES** : Mr. MJ Mofokeng Tel No: 073 1613 729 for Thabo Mofutsanyana
Mr Moetsela Tel No: 016 973 9120 for Fezile Dabi

<u>POST 31/246</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R382 245 – R450 255 per annum (Level 09), (A basic annual salary) Motheo District Office: Sub Directorate: Conditions of Service Ref No: DC17/PS1/2022/35 (Motheo District Office: Bloemfontein/ Thaba Nchu) Thabo Mofutsanyana District Office Conditions Of Service Ref No: DC19/PS1/2022/36 (Thabo Mofutsanyana District Office: Phuthaditjhaba, Old Parliament Building)
<u>REQUIREMENTS</u>	:	HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of the Employment of Educators Act, PAM, Public Service Act, PSR, BCEA and Labour Relations Act.
<u>DUTIES</u>	:	Co-ordinate the provision of conditions of service for public servants and Educators in Motheo District. Co-ordinate the provisioning of all housing, medical aid, resettlement, leave, IOD and retirement matters in Motheo District. Provide regular reports to management. Provide advice, guidance and training to staff, schools, and management on conditions of service. Liaise with Head Office and other relevant stakeholders. Management of subordinates.
<u>ENQUIRIES</u>	:	Mr BM Tshabalala Tel No: 051 404 4585 for Motheo district Mr. MD Makhubu Tel No: 058 713 0410 for Thabo Mofutsanyana district
<u>POST 31/247</u>	:	<u>ASSISTANT DIRECTOR: XHARIEP DISTRICT OFFICE INSTITUTIONAL DEVELOPMENT, MANAGEMENT & GOVERNANCE REF NO: DC16/PS1/2022/37</u> Directorate: Rural Education & Learner Support Sub Directorate
<u>SALARY CENTRE</u>	:	R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
<u>REQUIREMENTS</u>	:	Bloemfontein: Head Office Bachelor Degree/3 years Diploma in Business Management/Public Management/Public Administration/Governance, Administration and Development or equivalent qualification with applicable extensive experience. Valid code EB driver's license Recommendation: Preference will be given to candidates with a Degree qualification. Background in educational environment will be an added advantage and experience in rural education and Learner Support Systems. Computer literacy, good administration, communication skills, strong interpersonal skills, human relations, and report writing skills. Ability to work under pressure.
<u>DUTIES</u>	:	Develop and monitor the implementation of rural education policies and programmes. Monitor hostels for compliance – menus, cleanliness etc. monitor the implementation of learner transport. Manage and monitor the implementation of nutrition education and NSNP in schools. Develop and monitor the implementation of policies and guidelines
<u>ENQUIRIES</u>	:	Mr F Kraalshoek Tel No: 071 333 1501
<u>POST 31/248</u>	:	<u>ASSISTANT DIRECTOR: XHARIEP DISTRICT OFFICE: ADMINISTRATIVE, FINANCIAL & LOGISTICAL SERVICES SUB DIRECTORATE: BUDGET & FINANCIAL PLANNING: REF NO: DC16/PS1/2022/38</u>
<u>SALARY CENTRE</u>	:	R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
<u>REQUIREMENTS</u>	:	Xhariep District Office: Bloemfontein – short term, Trompsburg – longterm B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Applicable experience at a supervisory level. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of the Employment of Educators Act, PAM, Public Service Act, PSR, BCEA and Labour Relations Act.

- DUTIES** : Co-ordinate and manage the budget of the district and ensure effective financial planning. Co-ordinate norms and standards. Provide advice, guidance and training to staff, schools, and management on budget and financial planning matters. Liaise with Head Office and other relevant stakeholders. Management of subordinates.
- ENQUIRIES** : Mr F Kraalshoek Tel No: 071 333 1501
- POST 31/249** : **ASSISTANT DIRECTOR: MOTHEO DISTRICT OFFICE: PROVISIONING ADMINISTRATION: SUPPLY CHAIN MANAGEMENT: SUB DIRECTORATE REF NO: DC17/PS1/2022/39**
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
: Bloemfontein/ Thaba Nchu
: Supply Chain Management/B.Comm degree/3 years diploma or equivalent qualification. Extensive, applicable experience at middle management. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of the PFMA, Treasury Regulations and BAS system. Sound knowledge of legislation, policies and prescripts in respect of Supply Chain Management.
- DUTIES** : Manage and co-ordinate the district's transport/fleet. Manage and co-ordinate all the district's assets (moveable and immovable). Manage and co-ordinate the district's losses, surpluses, and disposals. Manage and co-ordinate the supply chain process for the procurement of all goods and services in the District. Liaise with Head Office and other relevant stakeholders. Provide advice and guidance to staff, management, and schools i.r.o supply chain management processes. Management of subordinates.
- ENQUIRIES** : Mr BP Mashibini Tel No: 051 404 4794
- POST 31/250** : **ASSISTANT DIRECTOR: LEJWELEPUTSWA DISTRICT OFFICE: ADMINISTRATIVE, FINANCIAL & LOGISTICAL SERVICES DIRECTORATE: EXPENDITURE MANAGEMENT & SCHOOL EXPENDITURE AUDIT SUB DIRECTORATE: REF NO: DC18/PS1/2022/40**
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
: Welkom
: B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Applicable experience at a supervisory level within the Finance Directorate. Extensive knowledge of the BAS and LOGIS systems Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; report writing and presentation skills, organizational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of the PFMA, Treasury Regulations, Division of Revenues Act and other financial legislation, policies, and prescripts.
- DUTIES** : Manage and co-ordinate daily authorization of payments on BAS and LOGIS payments. Processing of BAS source documents. Manage the updating and maintenance of the W & E REF NO system. Manage and co-ordinate document control reports. Manage, monitor, and audit school and district office expenditure. Provide monthly expenditure reports. Manage salary administration at district office. Provide advice and guidance to staff, schools and management on expenditure matters. Ensure compliance with policies and guidelines. Liaise with Head office and other relevant stakeholders. Management of Human, Physical and Financial Resources.
- ENQUIRIES** : Mr TMS Molebatsi Tel No: 057 391 7200

POST 31/251 : **ASSISTANT DIRECTOR: BUDGET AND EXPENDITURE MANAGEMENT (X2 POSTS)**

SALARY CENTRE : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
: Bloemfontein / Thaba Nchu

REQUIREMENTS

Sub Directorate: Motheo District Office Ref. No: DC17/PS1/2022/20
Fezile Dabi District Office: Ref No: DC20/PS1/2022/41
: B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Applicable experience at a supervisory level within the Finance Directorate. Extensive knowledge of the BAS and LOGIS systems. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Thorough knowledge in Public Services Regulations, Public Management Act (PFMA), Basic Accounting System (BAS), Treasury Regulations, Generally Accepted Accounting Principles (GAAP). Knowledge of spread sheet, database and financial systems applications.

DUTIES

: Manage and allocate budget. Analyze and review allocated budget in terms of In Year Management (IYM), Estimates of National Expenditure Framework (NTEF) as per PFMA and relevant policies. Compile and submit Demand Management Plan and Procurement. Plan in terms of need analysis of the Branch. Monitor expenditure and manage budget shifts using correct information in terms of Standard Chart of Accounts (SCOA). Manage service providers payments in accordance with Treasury Regulations. Monitor in a broad scope, compliance with all policies and guidelines. Manage batch control process. Manage proper record keeping for all financial documents for reporting and audit purpose. Manage restitution payments and expenditure. Compile and process land purchases, conveyancing, and grant payments. Verify project payments, list, and perform reconciliation. Verify payments, instructions, using correct information of claimants, allocation, and matching fields. Manage the commitment register of the Chief Directorate. Produce management reports e.g. spending plan, expenditure register, land parcels, Equity Capital Market Report (ECM), Court Order, Project Analysis. Prepare Expenditure and Units reports for submission. Authorize BASS and Personnel and salary administration (PERSAL) payments. Compile and co-ordinate financial reports. Prepare and submit financial and performance reports on a quarterly, monthly, and annually in compliance with all relevant policies and guidelines. Manage the suspense account. Manage reconciliation process. Identify incorrect allocations on the suspense account. Reconcile financial management system (FMS), BASS main account, BASS standing committee on public accounts (SCOPA) and SCOA.

ENQUIRIES

: Mr BP Mashibini Tel No: 051 404 4794 for Motheo; Dr. VH Chuta Tel No: 016 973 9118 for Fezile Dabi.

POST 31/252 : **ASSISTANT DIRECTOR: PHYSICAL RESOURCE PLANNING & PROPERTY MANAGEMENT DIRECTORATE REF NO: PS1/2022/42**

SALARY CENTRE : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
: Bloemfontein: Head Office

REQUIREMENTS

: Degree/3-year diploma or equivalent qualification. Minimum of Three years' experience post qualification. Computer literacy and valid driver's license.

DUTIES

: To collect updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close with Public Works. Consult with Districts and schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Update the register of sites allocated to Education for future infrastructure development. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administrate Section 14 lease contracts. Administrate the payment of municipal accounts through the finance section. Identify excessive use of water and electricity. Make inputs to the preparation of guidelines on the use of

utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Undertake planning for future human resource needs.
Mr R. T Nthunya Tel No: (051) 404 9227

ENQUIRIES

POST 31/253

ASSISTANT DIRECTOR FINANCE: INFRASTRUCTURE DELIVERY MANAGEMENT DIRECTORATE REF NO: PS1/2022/43

SALARY CENTRE REQUIREMENTS

R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
Bloemfontein: Head Office
B Comm Degree or Equivalent in Accounting or Economics with ACC II. Minimum of 3 years' experience in management and Valid Drivers licence. Recommendations: A certificate in infrastructure Delivery Management System will advantageous.

DUTIES

Extract relevant infrastructure project data from BAS and other relevant systems. Analyse financial data of infrastructure projects. Validate credibility of financial data with all Programme / Project Managers. Assist with the preparation of the financial and performance reports as required by National Departments and Provincial Treasury. Identify any variances of infrastructure projects expenditure against budgets and cash flow projections to the Deputy Director Finance. Make recommendations on roll-overs of infrastructure projects to the Deputy Director. Update and manage financial commitments in line with approved budgets and cash flow projections and the B5 Project list. Update B5 Project List and Budget [including budget adjustments]. Validate that the Service Providers database is updated correctly by the Finance section. Assist with the management of infrastructure spending in line with cash flow projections to ensure no under or overspending on infrastructure budgets. Validate that Finance section has updated BAS correctly in terms of projects, commitments, adjustments and spending against budgets. Validate that no duplicate payments as made in terms of projects with a Cession Agreement in terms of sub-contractors. Assist with construction procurement processes. Prepare the issuing of Work orders or Task orders after SCM processes have been completed. Assist with the capturing of invoices on LOGIS/BAS for payments after signed off by delegated officials. Assist with the control of personnel costs within approved budgets. Assist with the control of operational budgets. Make inputs to Deputy Director Finance in terms of the Budgets and Financial Annual Statements for Infrastructure projects/programmes prepared in line with GRAP and within time frames for the PFMA. Assist to manage adherence to financial policies. Update the CIDB register in terms of itender system and registration of projects. Update all financial files with the required financial documentation in compliance with Construction Procurement System requirements, Auditor General Requirements and related National/Provincial Treasury Instruction. Update the register of contracts while projects are implemented. Original contracts will be kept by the Contract Management Section in SCM and/or by the Implementing Agent. Provide all financial documents requested by Auditor General Finance Section.

ENQUIRIES

Mr R. T Nthunya Tel No: (051) 404 9227

POST 31/254

PROPERTY OFFICER (X2 POSTS)

SALARY CENTRE REQUIREMENTS

R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
Motheo District Office Ref No: DC17/PS1/2022/44 (Blemfontein/Thaba Nchu)
Thabo Mofutsanyana District Office Ref No: DC19/PS1/2022/45 (Phuthaditjhaba, Old Parliament Building)
B Degree in Infrastructure Delivery Management or a Degree/ 3 year's diploma in Building/Mechanical/Electrical or N3 with passed trade test plus minimum of 3 year's relevant experience post qualifications. Extensive, applicable experience at middle management. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Good conceptual and formulation skills; good leadership skills; good interpersonal skills; excellent verbal and written communication skills; good planning, organisational and people management skills; computer literacy; the ability to persuade and influence. Sound knowledge of legislation, policies, and prescripts in respect of Infrastructure Management.

- DUTIES** : Manage and co-ordinate all infrastructure needs and repairs. Provide advice and guidance to staff, management, and schools i.r.o infrastructure needs and repairs processes. Management of subordinates.
- ENQUIRIES** : Mr BP Mashibini Tel No: 051 404 4794 for Motheo
Mr. MJ Mofokeng, Tel No: 073 1613 729 for Thabo Mofutsanyana
- POST 31/255** : **HIV & AIDS COORDINATOR: DIRECTORATE: EMPLOYEE RELATIONS & PEOPLE MANAGEMENT REF NO: PS1/2022/46**
Sub Directorate: Employee Health & Wellness & OHS
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
: Bloemfontein
: An applicable 3/4-year degree/diploma in Psychology, Social Work or BSoc.Sc in Psychology or equivalent qualification. Experience in Employee Health and Wellness will be an added advantage. A valid Driving License. Registration with HPCSA, SACSSP or any other relevant professional council. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Relevant experience in Employee Health and Wellness will be an added advantage. Good knowledge of Occupational Health and Safety Act, its regulations and safety national standards. Ability to conduct EHW presentations. Good verbal and written communication skills, organizational and report writing skills. Ability to plan and implement EHW programmes. Computer literacy in Word, Excel and PowerPoint. Trainings or short courses in EAP, OHS, HIV/AIDS or any other relevant trainings will be an added advantage.
- DUTIES** : Perform administrative and operational functions of EHW pillars, HIV/AIDS & TB Management, Health and Productivity Management, Wellness Management and Safety Health Environment Risk and Quality Management. Support the development of EHW policies and implement activities of EHW Operational Plans. Identify hazards and assess risk at the workplace, put appropriate safety controls in place. Conduct building inspections and EHW presentations for management and employees at Head Office and throughout the district.
- ENQUIRIES** : Ms Moroka R Tel No: 051 404 4144
- POST 31/256** : **STATISTICIAN: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: PS1/2022/47**
Directorate: EMIS Sub-Directorate
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09), (A basic annual salary)
: Head Office: Bloemfontein
: A Degree/3-years Diploma with Mathematics or Statistical Mathematics. 3-years' experience in report writing or statistical analysis. Understanding of databases and the ability to interrogate large numeric data sets, computer literate with knowledge of the full MS Office suite and advanced use of MS Excel, MS Access, SQL Server 2008 (or later), knowledge of at least one statistical software package like SPSS/Statistical or equivalent. Valid light motor vehicle driver's license. 24 Hours standby in emergencies. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Sound communication and managerial skills and excellent skills in writing and reporting. Knowledge and experience in data analysis and quality assurance, Business Intelligent (BI) systems and working with large data inputs will be to the candidate's advantage. Ability to work under pressure, a high degree of accuracy and a willingness to learn will be advantageous. Good interpersonal skills and strong service orientation.
- DUTIES** : The successful candidate will be responsible for data analysis and quality control on information in the Education Management and Information System (EMIS) section, i.e. analyse, compare, flag any situation, interpretation of data as well as generating statistical reports and forecasts. Prepare and publish reports in the different sectors in Education, e.g. schools (GET and FET), ECD as well as other departmental and ad hoc reports, e.g. orphans, learner pregnancies, pass rate and 10th day statistics. Post Provisioning, School Grading, Educator, Staff and Learner information system, Curriculum system (schools and learner progress reporting on quarterly bases. Ensure that the

EMIS data conforms to the set data standards and policies. Problem-solving and quality control.

ENQUIRIES : Mr RJ Pienaar Tel No: (051) 404 8089

POST 31/257 : **SENIOR ADMINISTRATIVE OFFICER MOTHEO DISTRICT INFRASTRUCTURE & AUXILLIARY SERVICES: SUB DIRECTORATE REF NO: DC17/PS1/2022/48**

SALARY CENTRE REQUIREMENTS : R321 543 – R378 765 per annum (Level 08), (A basic salary)
: Bloemfontein
: Degree/3 years diploma in Business Management/Public Management/Office Management or equivalent qualification. Relevant experience will be an added advantage. Computer literacy and valid driver's licence.

DUTIES : Assisting with the rendering of records management services to the district. Assist with provision of switchboard services to the district. Assist with Co-ordinating EMIS statistics. Assist with the provision of hardware & software support. Assist with provision of security services. Assisting with of cleaning services. Assists with co-ordination of all infrastructure needs and repairs. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. A valid driving license. Good verbal and written communication skills, as well as administrative, organizational, and general office management skills. Good interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy. Successful candidate will be required to undergo security vetting. Relevant experience will be an added advantage.

ENQUIRIES : Mr BP Mashibini Tel No: 051 404 4794

POST 31/258 : **SENIOR STATE ACCOUNTANT THABO MOFUTSANYANA DISTRICT OFFICESUB DIRECTORATE: BUDGET & FINANCIAL PLANNING REF NO: DC19/PS1/2022/49**

SALARY CENTRE REQUIREMENTS : R321 543 – R378 765 per annum (Level 08), (A basic salary)
: Phuthaditjhaba Old Parliament Building
: B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Relevant experience will be an added advantage. Valid driving licence. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Experience on BAS and LOGIS. Knowledge of PFMA, Treasury Regulations and SASA. Able to interpret and analyses legislative requirements. Presentation skills. Good verbal and written communication skills, as well as administrative, organizational, and general office management skills. Good interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy (MS Office).

DUTIES : Manage all district expenditure – BAS payments, S&T Claims, and Authorization of LOGIS Payments for Motheo District Office. Monthly report / presentation on payment status in district Finance Committee Meeting. Compilation of submissions to relevant authority. Manage District Payroll in accordance with payroll policy. Report / Present in monthly Finance Committee Meeting on payroll status. Submit monthly report on workflow for previous month to Assistant Director. Upheld PDMS processes & supervise down line staff.

ENQUIRIES : Mr. MJ Mofokeng Tel No: 073 1613 729

POST 31/259 : **SENIOR STATE ACCOUNTANT XHARIEP DISTRICT OFFICE SUB DIRECTORATE: BUDGET & FINANCIAL PLANNING REF NO: DC16/PS1/2022/50**

SALARY CENTRE REQUIREMENTS : R321 543 – R378 765 per annum (Level 08), (A basic salary)
: Short Term Bloemfontein, Long Term Trompsburg
: B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Relevant experience will be an added advantage. Valid driving licence. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Experience on BAS and LOGIS. Knowledge of PFMA, Treasury Regulations and SASA. Able to interpret and analyses legislative requirements. Presentation skills. Good verbal and written

- communication skills, as well as administrative, organizational, and general office management skills. Good interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy (MS Office).
- DUTIES** : Manage all district expenditure – BAS payments, S&T Claims, and Authorization of LOGIS Payments for Motheo District Office. Monthly report / presentation on payment status in district Finance Committee Meeting. Compilation of submissions to relevant authority. Manage District Payroll in accordance with payroll policy. Report / Present in monthly Finance Committee Meeting on payroll status. Submit monthly report on workflow for previous month to Assistant Director. Upheld PDMS processes & supervise down line staff.
- ENQUIRIES** : Mr F Kraalshoek Tel No: 071 333 1501
- POST 31/260** : **SENIOR STATE ACCOUNTANT XHARIEP DISTRICT OFFICE REF NO: DC16/PS1/2022/51**
Sub Directorate: Administrative, Financial & Logistical Services
Section: Expenditure Management & School Expenditure Audit
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum (Level 08), (A basic salary)
: Short Term Bloemfontein, Long Term Trompsburg
: B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Relevant experience will be an added advantage. Valid driving licence. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Experience on BAS and LOGIS. Knowledge of PFMA, Treasury Regulations and SASA. Able to interpret and analyses legislative requirements. Presentation skills. Good verbal and written communication skills, as well as administrative, organizational, and general office management skills. Good interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy (MS Office).
- DUTIES** : Manage all district expenditure – BAS payments, S&T Claims, and Authorization of LOGIS Payments for Motheo District Office. Monthly report / presentation on payment status in district Finance Committee Meeting. Compilation of submissions to relevant authority. Manage District Payroll in accordance with payroll policy. Report / Present in monthly Finance Committee Meeting on payroll status. Submit monthly report on workflow for previous month to Assistant Director. Upheld PDMS processes & supervise down line staff.
- ENQUIRIES** : Mr F Kraalshoek Tel No: 071 333 1501
- POST 31/261** : **SENIOR PROVISIONING ADMINISTRATION OFFICER FEZILE DABI DISTRICT OFFICE INFRASTRUCTURE & AUXILLIARY SERVICES: SUB DIRECTORATE REF NO: DC20/PS1/2022/52**
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum (Level 08), (A basic salary)
: Sasolburg
: Degree/3 years diploma in Business Management/Public Management/Office Management or equivalent qualification. Computer literacy and valid driver's licence.
- DUTIES** : Assisting with the rendering of records management services to the district. Assist with provision of switchboard services to the district. Assist with Co-ordinating EMIS statistics. Assist with the provision of hardware & software support. Assist with provision of security services. Assisting with of cleaning services. Assists with co-ordination of all infrastructure needs and repairs. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. A valid driving license. Good verbal and written communication skills, as well as administrative, organizational, and general office management skills. Good interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy. Successful candidate will be required to undergo security vetting. Relevant experience will be an added advantage.
- ENQUIRIES** : Mr Moetsela Tel No: 016 973 9120

POST 31/262 : **EMPLOYEE WELLNESS PRACTITIONER FEZILE DABI DISTRICT OFFICE**
REF NO: DC20/PS1/2022/53 (X2 POSTS)
Sub Directorate: Employee Health and Wellness & OHS

SALARY : R321 543 – R378 765 per annum (Level 08), (A basic salary)
CENTRE : Sasolburg
REQUIREMENTS : An applicable 4-year degree in Psychology or BSoc.Sc in Psychology, or equivalent qualification. A valid Driving Licence. Registration with HPCSA/SACSSP/ any other accredited council as a Registered Counsellor, Social worker or a Counsellor it will be required of the successful applicant to do counselling. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Relevant experience in Employee Health and Wellness will be an added advantage. Good knowledge of Occupational Health and Safety Act, its regulations and safety national standards. Excellent communication skills with the ability to conduct EHW and OHS presentations. Good organizational and report writing skills. Ability to plan and implement EHW and OHS programmes. Computer literacy in Word, EXCELL and PowerPoint. EAP basic course/certificate e.g., SAMTRAC, SHE/OHS representative, First aid and fire marshal or any other related trainings.

DUTIES : Conduct counselling sessions and Psycho educational programmes in the district. Perform administrative functions of EHW pillars, HIV/AIDS & TB Management, Health and Productivity Management, Wellness Management and Safety Health Environment Risk and Quality Management. Support the development of EHW policies and implement activities of EHW Operational Plans. Identify hazards and assess risk at the workplace, put appropriate safety controls in place. Conduct building inspections, EHW and OHS presentations for management and employees throughout the district.

ENQUIRIES : Dr. VH Chuta Tel No: 016 973 9118

POST 31/263 : **CHIEF WORKS INSPECTOR: INFRASTRUCTURE PROGRAMMES SUB**
REF NO: PS1/2022/54 (X3 POSTS)
Directorate: Infrastructure Delivery Management Directorate

SALARY : R321 543 – R378 765 per annum (Level 08), (A basic salary)
CENTRE : Xhariep (Ref No: PS1/2022/07) (X1 Post)
Lejweleputswa (Ref No: PS1/2022/08) (X1 Post)
Fezile Dabi (Ref No: PS1/2022/09): Districts (X1 Post)

REQUIREMENTS : An applicable 3-year degree/diploma or equivalent qualification in Building or Mechanical or Electrical or N3 with passed trade test or National Diploma in Engineering., a valid driver's license and a 3–5-year relevant experience. Recommendations: Computer literacy.

DUTIES : Make inputs to the design of the maintenance system. Provide information for the design and updating of the electronic maintenance management system. Develop training manuals on the maintenance system. Provide training to Districts on the maintenance management system. Direct the establishment of the call centre. Provide training to personnel in the call centre. Provide relevant data and information for updating NEIMS and Facility Management System. Prepare specifications. Develop a bill of quantities. Develop proposal on associated costs. Make recommendations on quotations. Inspect maintenance work on projects sites. Verify invoices and make recommendations for payments.

ENQUIRIES : Mr R.T Nthunya Tel No: (051) 404 9227

POST 31/264 : **SOCIAL WORKER JIMMIE ROOS SPECIAL SCHOOL BOYS SCHOOL REF**
NO: PS1/2022/114

SALARY : R261 456 – R589 896 per annum, Salary according to OSD. Salary notch will be determined taking years of experience after registration with the South African Council for Social Service Professions as Social Worker into consideration.

CENTRE : Jimmie Roos Special School
REQUIREMENTS : Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. A relevant 4-year degree in Social Work or an equal Qualification. Valid Driver's license. Recommendations: Experience of multi-disciplinary teams and project management. Good interpersonal and

management skills. Willingness to work irregular hours and to travel extensively. Knowledge of one of the African languages of the region. A qualification in education and registration with SACE will be an added advantage. Computer literacy. Excellent English written and verbal skills. Knowledge of the National Curriculum Statement and White Paper 6. In-depth knowledge of policies governing education in general and inclusive education specifically. Preference will be given to candidates with a degree qualifications or equivalent.

DUTIES : Interviewing learners with challenging behaviours, do developmental assessments. Design and implement Individual Development Plans. Render Therapeutic Services. Parental guidance. Connecting with sources and services in the community. Multi professional teamwork. Writing of reports. Practice a sound administrative system. Organize social meetings and assist management.

ENQUIRIES : Ms R Vorster Tel No: (051) 404 1969

POST 31/265 : **CHIEF ADMINISTRATION CLERK REF NO: DC19/PS1/2022/55**
Thabo Mofutsanyana District Office: Institutional Development, Governance, Management & Support Sub Directorate: Rural Education, Learner Support & Measurement Section

SALARY : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Phuthadithjaba, Old Parliament Building
REQUIREMENTS : Degree/3 years Diploma in Business Management/Public Management/Public Administration/Governance, Administration and Development or equivalent qualification. Relevant experience will be an added advantage. Valid driving licence. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment and experience in rural education and Learner Support Systems will be an added advantages. Computer literacy, good administration, communication skills, strong interpersonal skills, human relations, and report writing skills. Ability to work under pressure.

DUTIES : Ensure effective and accurate record keeping of supplier's data, perform general administrative duties, proper maintenance of filing system. Compile weekly reports and make submission to the DCES. Liaise with service providers and schools; compile information needed for Learner Support Programmes.

ENQUIRIES : Mr. MJ Mofokeng Tel No: 073 1613 729

POST 31/266 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: PS1/2022/56**
Directorate: Cash Expenditure & Revenue Management: Sub Directorate

SALARY : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Relevant experience will be an added advantage. Valid driving licence. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Experience on BAS and LOGIS. Knowledge of PFMA, Treasury Regulations and SASA. Able to interpret and analyses legislative requirements. Presentation skills. Good verbal and written communication skills, as well as administrative, organizational and general office management skills. Good interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy (MS Office).

DUTIES : Manage all district expenditure. Daily processing of BAS source documents. Monthly reconciliations of BAS reports. Daily commitment of LOG 1's and recording Order Numbers. Management of Water and Electricity payments as well as updating Water and Electricity REF NO system. Submit monthly document control reports. Ensure staff submit monthly reports of work carried out. Audit expenditure. Management of PMDS in sub-section. Provide advice and guidance to staff. Manage the Financial planning and Budget processes of the District. Manage Norms and Standards

ENQUIRIES : Mr MJ Motsamai Tel No: 051 404 8452

POST 31/267 : **CHIEF ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: PS1/2022/57(X3 POSTS)**
Directorate: Cash Expenditure
Revenue Management Sub Directorate

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Head Office, Bloemfontein
: B Comm degree with Accounting II or equivalent qualification as well as Records Management Certificate. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Knowledge of records keeping and archive procedures. Knowledge of Electronic Records Management will be a strong recommendation. Evidence of security awareness. Administrative and supervisory skills. Knowledge of relevant legislative framework. Good written and verbal communication and report writing skills. Knowledge of Departmental structure and administration procedures. Computer literacy. Code EB driver's license. Successful candidate will be required to undergo security vetting.

DUTIES : Maintain Manual and Electronic Filing Systems. Ensure the smooth, efficient flow of Documents and Circulars to and from stakeholders. Handling ordinary, courier and registered mail. Tracing files. Maintain various registers/databases. Distribution of documents manually and electronically. Assisting with office administration, supervision and performance assessment of subordinates. Pending of documentation, correspondence etc. Ensure confidentiality and document security.

ENQUIRIES : Mr MJ Motsamai Tel No: 051 404 8452

POST 31/268 : **PROGRAMMER: IT & INFORMATION SYSTEMS REF NO: PS1/2022/58**
Directorate: EMIS Sub – Directorate

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein Head Office
: Bachelor's Degree/Diploma in Computer Science or Software Development/Engineering as well as an appropriate programming qualification. Candidates must have a sound knowledge of the development of software applications including the .Net environment as well as Web-based applications. Relational Databases SQL Server 2008 or later; MS Access; Visual Basic; System Analysis and Design. A valid light motor vehicle driver's license. Above average verbal and written communication skills. Above average ability in report writing and presenting. 24 Hours standby in emergencies. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Sound knowledge of the Departmental School Administration Systems, SA-SAMS and LURITS. Experience in the development of applications, analytical and reporting software and the utilization of Free and Open Source Software (FOSS). Prior work experience as a programmer will be an added advantage. Strong analytical and conceptual skills. Good decision-making and problem-solving skills; advanced IT skills. Ability to work under pressure and meet deadlines. Responsible; self-motivated/ disciplined; creative; team player; innovative; strong organizer and ability to multitask.

DUTIES : Design and Develop a Departmental Online Reporting System with MS SQL Server Reporting Services and to enable all stakeholders to get information directly from the EMIS portal. Design, develop, test, document and implement Statistical Information Systems that will enhance and include EMIS PORTAL, SA-SAMS and LURITS. Create, maintain and adjust information management systems like Post Provisioning, School Grading, Educator, Staff and Learner information system, Curriculum system (schools and learner progress reporting on quarterly bases). Errors and Omissions. Support schools with queries on software applications; Problem-solving and quality control.

ENQUIRIES NOTE : Mr RJ Pienaar Tel No: (051) 404 8089
: Shortlisted candidates will be required to pass a practical evaluation before being considered for employment.

- POST 31/269** : **CHIEF REGISTRY CLERK: FINANCIAL ACCOUNTING REF NO: PS1/2022/59**
 Directorate: Financial Support Services: Sub Directorate
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Head Office, Bloemfontein
REQUIREMENTS : Degree/3-years diploma in HR with Archives and Records Management qualification or applicable qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Knowledge of records keeping and archive procedures. Knowledge of Electronic Records Management will be a strong recommendation. Evidence of security awareness. Administrative and supervisory skills. Knowledge of relevant legislative framework. Good written and verbal communication and report writing skills. Knowledge of Departmental structure and administration procedures. Computer literacy. Code EB driver's license. Successful candidate will be required to undergo security vetting.
- DUTIES** : Maintain Manual and Electronic Filing Systems. Ensure the smooth, efficient flow of Documents and Circulars to and from stakeholders. Handling ordinary, courier and registered mail. Tracing files. Maintain various registers/databases. Distribution of documents manually and electronically. Assisting with office administration, supervision, and performance assessment of subordinates. Pending of documentation, correspondence etc. Ensure confidentiality and document security.
- ENQUIRIES** : Ms A Minnie Tel No: (051) 404 8418
- POST 31/270** : **FINANCE OFFICER: FINANCIAL ACCOUNTING REF NO: PS1/2022/60 (X2 POSTS)**
 Directorate: Salary Administration Sub Directorate
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Relevant experience will be an added advantage. Valid driving licence. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Knowledge of records keeping and archive procedures. Experience on BAS and LOGIS. Knowledge of PFMA, Treasury Regulations and SASA. Able to interpret and analyses legislative requirements. Presentation skills. Good verbal and written communication skills, as well as administrative, organizational and general office management skills. Good interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy (MS Office).
- DUTIES** : Reports. Daily commitment of LOG 1's and recording Order Numbers. Management of Water and Electricity payments as well as updating Water and Electricity REF NO system. Submit monthly document control reports. Ensure staff submit monthly reports of work carried out. Audit expenditure. Management of PMDS in sub-section. Provide advice and guidance to staff. Manage the Financial planning and Budget processes of the District. Manage Norms and Standards.
- ENQUIRIES** : Ms A Minnie Tel No: 051 404 8418
- POST 31/271** : **PERSONNEL PRACTITIONER: HRA REF NO: PS1/2022/62**
 Directorate: Recruitment & Selection
 Public Servants & Educators Sub Directorate
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein: Head Office
REQUIREMENTS : Degree/3-year diploma in HR or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Appropriate experience of appointments, transfers, and termination of service, as well as conditions of service in the Public Service. A thorough knowledge of PERSAL applications. Computer literacy. Knowledge of all HR

- related Acts, Regulations and Prescripts. Strong leadership skills. Good communication, organizing and interpersonal and writing skills.
- DUTIES** : Ensure the correct implementation of transactions and approval according to set time frames. Promote effective administration, by keeping record of all incoming and outgoing mail. Management of educators who are additional to the staff establishment. Execute, monitor and co-ordinate projects that are running in the section. Monitor functions of the section and personnel under his/her supervision. Maintain positive working relationship within the section/working place. Provide effective service delivery by handling general enquiries and all ad hoc tasks within the working place. Written and verbal communication to district offices regarding appointments, terminations, and salary issues. Ensure good communication and working relations to clients according to Batho Pele principles.
- ENQUIRIES** : Ms R Vorster Tel No: 051 404 1967
- POST 31/272** : **INFORMATION OFFICER REF NO: PS1/2022/63**
 Directorate: Human Resources Administration
 Sub Directorate: HR Information Management
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
 : Bloemfontein
 : Degree/ 3 – years diploma in Information Management / HR or equivalent qualification. A valid driving licence. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. PERSAL knowledge, Computer skills (especially Excel and/or Access), Report writing skills. Financial Management experience will be an added advantage. Good interpersonal skills. Problem solving and decision-making skills. Knowledge of the PERSAL System, Employment of Educators Act and regulations, Public Service Act and regulations and other applicable HR Legislation and policies. Relevant experience will be an added advantage.
- DUTIES** : Maintain and develop the HR Information Management System. Request and draw (extract) PERSAL reports and prepare information for internal managers as well as attending to ad hoc requests for HR information. Attend to standard monthly, quarterly and yearly Departmental reporting requirements such as PERSAL monthly reports (Appointments, Service Termination, etc.), HR Planning, Annual Reports, etc. Report on the post establishment of the department on PERSAL.
- ENQUIRIES** : Ms H Roux Tel No: (051) 404 1927
- POST 31/273** : **PERSONNEL PRACTITIONER REF NO: PS1/2022/64 (X2 POSTS)**
 Directorate: Human Resources Administration
 Sub Directorate: HR Information Management
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
 : Bloemfontein
 : Degree/ 3 – years diploma in Information Management / HR or equivalent qualification. A valid driving licence Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. PERSAL knowledge, Computer skills (especially Excel), Report writing skills. Project Management experience will be an added advantage. Good interpersonal skills. Problem solving and decision-making skills. Knowledge of PERSAL, employment of educators Act, Public Service Act and regulations and other applicable HR Legislation and policies. Relevant experience will be an added advantage.
- DUTIES** : To ensure that the implementation of regulations, policies/legislations and Acts is co-ordinated and monitored in the prescribed manner. Review and update the existing policies. To conduct internal HR audits at Head Office and District Offices. Attend to HR enquiries and ensure that such queries are investigated and dealt with timely. Control and check all incoming and outgoing HR documents. Assume the Key Responsibilities of the Assistant Director in his/her absence.
- ENQUIRIES** : Ms H Roux Tel No: (051) 404 1927

- POST 31/274** : **HUMAN RESOURCE PRACTITIONER REF NO: PS1/2022/65**
 Directorate: Human Resource Strategy & Development
 Sub Directorate: HR Planning & Employment Equity
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : Degree/3-years diploma in HR or equivalent qualification or equivalent. A valid driving licence. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Relevant experience in HR Management. Computer Literacy with specific emphasis on Word, Excel, and PowerPoint. Skills in report writing and communications.
- DUTIES** : Employee data collection, capturing and providing assistance for the compilation of Employment Equity Plan and HR Plan. Collect information for Employment Equity Report and Human Resource Report. Provide secretarial work for Employment Equity Stakeholders Forum and Directorate. Management Meetings. Provide leadership to Districts and other Directorates on the analysis implementation and interventions needed for effective implementation of HR Plan and Employment Equity Targets. Control part-time bursary payments, verification and general administration of bursaries.
 R. Strydom Tel No: (051) 404 8833
- ENQUIRIES**
- POST 31/275** : **HUMAN RESOURCE PRACTITIONER REF NO: PS1/2022/66 (X2 POSTS)**
 Directorate: Human Resource Strategy & Development
 Sub Directorate: Training & Development
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : Degree/3-years diploma in HR or equivalent qualification or equivalent. A valid driving license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Appropriate experience. Good administrative, organisational, and general office management skills. Knowledge of clerical Key Responsibilities, practices as well as the ability to capture data. Operate computer and collecting statistics. Knowledge and understanding of legislative framework governing the Public Service. Relevant experience will be an added advantage.
- DUTIES** : Provide and facilitate the implementation of all training and development programmes approved by the Department. Facilitate the development of the Workplace Skills Plan. Co-ordinate the expenditure of the 1% skills levy. Conduct needs analysis and identify quality training programmes and providers. Maintain a database of staff qualifications and skills and conduct regular qualifications and skills audits. Co-ordinate and facilitate the Compulsory Induction Programme for all newly appointed employees. Liaise with District Offices and training service providers on training needs and programmes.
- ENQUIRIES** : T. Supi Tel No: (051) 404 8938
- POST 31/276** : **SENIOR HUMAN RESOURCE OFFICER REF NO: PS1/2022/67**
 Directorate: Human Resource Administration
 Sub Directorate: Conditions of Service: Leave Section
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : Degree/3-years diploma in HR or equivalent qualification or equivalent. A valid driving license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Thorough knowledge of Leave policy, determination and Directives on Leave of Absence in the Public Service Regulations. Extensive appropriate supervisory as well as Human Resources related experience. Extensive knowledge of PERSAL System. Computer Literate with MS-Word, MS-Excel, PowerPoint, and e-mail. Knowledge in report and submission writing. Knowledge in PMDS and Conditions of Service will be an added advantage.
- DUTIES** : Administration, checking and managing of all Leave related matters. Supervision of officials in Leave section. Writing/typing of reports and

submissions. Evaluate of officials is section. Compiling of summaries on weekly, monthly, and quarterly reports. Dealing with all enquiries from districts and the public regarding leave reports.
Mr PPR Mohoje Tel No: (051) 404 1989

ENQUIRIES

POST 31/277

: **SENIOR HUMAN RESOURCE OFFICER REF NO: PS1/2022/68 (X2 POSTS)**
Directorate: Human Resource Administration
Sub Directorate: Conditions of Service

SALARY
CENTRE
REQUIREMENTS

: R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein
: Degree/3-years diploma in HR or equivalent qualification or equivalent. A valid driving license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Thorough knowledge of Determination and Directive on Leave of Absence in the Public Service and Policy & Procedure on Incapacity Leave & Ill-Health Retirement (PILIR) and Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (COIDA). Appropriate Human Resource related experience. Extensive knowledge of the PERSAL system. Computer Literate in MS-Word, MS-Excel, PowerPoint & E- mail. Knowledge in Report and Submission Writing. Relevant experience will be an added advantage.

DUTIES

: Administration of incapacity leave and ill-health retirement applications and assessments according to PILIR. Conduct investigations determine legal implications of enquiries & grievances and implement findings. Administration of Injury on duty. Training and ensuring compliance and monitoring implementation of both PILIR and COIDA in the five District Offices.

ENQUIRIES

: Mr PPR Mohoje Tel No: (051) 404 1989

POST 31/278

: **INTERNAL AUDITOR REF NO: PS1/2022/69 (X2 POSTS)**
Internal Audit: Head Office & Specialised Audits
Sub Directorate: Internal Audit Directorate

SALARY
CENTRE
REQUIREMENTS

: R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein: Head Office
: B degree/B Tech/ National Diploma in Financial Information Systems/ Information Technology/Information Systems/Computer Science/Internal Auditing Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Must be conversant with Standards of Internal Auditors, PFMA, Treasury Regulations and Information Technology Frameworks (e.g. COBIT, ITIL, ISO, PMBOK) Knowledge of National government systems (BAS, PERSAL, LOGIS). Skills and competencies: Good communication skills (verbal & written). Good management and interpersonal skills to build effective relationships with the client and audit staff. Proven computer literacy, including advanced MS Word, Excel and PowerPoint. Knowledge and application of data analytics methodologies A valid Driver's license.

DUTIES

: Implementation of the IT audit operational plan including ICT projects, identification and assessment of risks at project level, performance of field work on the allocated audit projects to determine the effectiveness of the systems of internal control, risk management and governance across the organization. Performing data analytics and forensic auditing. Gathering of evidence for all audit findings documented in the working papers, preparation of a complete audit file for review by the supervisor. Compile working papers and audit file before submission to the audit senior. Providing support and on the job-training to other auditors and interns. Perform all administrative tasks as allocated by supervisor; timeously notify the supervisors of any incidents that may affect the deadlines of the allocated audit projects.

ENQUIRIES

: Ms T Vezi Tel No: 051 404 8553

POST 31/279

: **INTERNAL AUDITOR: INTERNAL AUDIT: DISTRICTS REF NO: PS1/2022/70**
Internal Audit Directorate

SALARY
CENTRE

: R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein: Head Office

- REQUIREMENTS** : B degree/B Tech in Accounting and Auditing or National Diploma in Internal Auditing. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Must be conversant with Standards of Internal Auditors, PFMA and Treasury Regulations. Knowledge of National government systems (BAS, PERSAL, LOGIS). Skills and competencies: Good communication skills (verbal & written). Good management and interpersonal skills to build effective relationships with the client and audit staff. Proven computer literacy, including advanced MS Word, Excel and PowerPoint. A valid Driver's license.
- DUTIES** : Implementation of the audit operational plan, identification and assessment of risks at project level, performance of field work on the allocated audit projects to determine the effectiveness of the systems of internal control, risk management and governance across the organization. Gathering of evidence for all audit findings documented in the working papers, of a complete audit file for review by the supervisor. Compile working papers and audit file before submission to the audit senior. Providing support and on the job-training to other auditors and interns. Perform all administrative tasks as allocated by supervisor; timeously notify the supervisors of any incidents that may affect the deadlines of the allocated audit projects.
- ENQUIRIES** : Ms T Vezi Tel No: 051 404 8553
- POST 31/280** : **LABOUR RELATIONS OFFICER REF NO: PS1/2022/71 (X2 POSTS)**
 Directorate: Employee Relations & People Management
 Sub Directorate: Labour Relations Section: Misconduct
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : Degree/3-years diploma in Labour Law/ Labour Relations Management or a Degree/Diploma in Public Management / HRM Management with Labour Law as a subject or a PGD in Labour Law. Applicable experience. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Appropriate experience, potential, good communication skills and experience in labour relations will be added advantages. Computer literacy in Word, EXCELL and PowerPoint. Relevant experience will be an added advantage.
- DUTIES** : Responsible for all aspects relating to labour relations. Implementation of disciplinary and grievance procedures in Education and the Public Service. Dispute resolution. Labour Relations training. Provide information/advice to top management. Represent the Department at Arbitrations of ELRC, GPSSBC and CCMA. Write reports/submissions. Be a role player at disciplinary hearings.
- ENQUIRIES** : T. Mokoena Tel No: 051 404 4184
- POST 31/281** : **RISK PRACTITIONER REF NO: PS1/2022/72 (X4 POSTS)**
 Directorate: Security & Risk Management
 Sub Directorate: Risk Management
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : Degree/3-years diploma in Security and Risk Management or equivalent qualification. Applicable experience at a supervisory level. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. The candidate must have knowledge of Enterprise Risk management Framework, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations. The successful candidate must be able to display the following competencies. Good communication and writing skills, computer literacy. Good interpersonal and conflict handling skills.
- DUTIES** : Annually review risks faced by the Department. Maintain and update a risk register, report quarterly on progress in implementation of effective risk management. Liaise with directorates in areas of risks. Assist in implementation of Auditor General and Internal Audit recommendations. To assist in developing Risk Management processes to ensure compliance with the approved Risk Management Plan. Assist in facilitating periodic, regular

identification and assessment of potential strategic, operational, and functional risks. Assist in maintaining an effective system of internal control. Facilitate periodic risk assessments for major projects and changes in operations. Assist in ensuring risk monitoring and reporting. Record decisions regarding risk mitigation. Assist in identifying the opportunities and areas of improvement through the risk monitoring process. Conduct/assist in education and awareness campaigns on risk management to promote risk management and build capacity on risk management in the Department.

Ms J Legodi Tel No: (051)404 8554

ENQUIRIES

POST 31/282

: **FINANCIAL OFFICER REF NO: PS1/2022/73 (X3 POSTS)**

Financial Administration & Logistics Management Cash Expenditure and Revenue Management Sub Directorate

SALARY

: R261 372 – R307 890 per annum (Level 07), (A basic salary)

CENTRE

: Bloemfontein

REQUIREMENTS

: B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Relevant experience will be an added advantage. Computer literacy and valid driver's licence.

DUTIES

: To assist with the following: Extract and analyse relevant infrastructure financial information. Provide financial administration for all infrastructure Programmes and Projects. Provide assistance to ensure compliance to the financial policies and prescripts in terms of infrastructure. Update and maintain a document management system for all financial documentation that comply with requirements of the Auditor General.

Mr M Motsamai Tel No: (051) 404 8452

ENQUIRIES

POST 31/283

: **STATE ACCOUNTANT REF NO: PS1/2022/74**

Budget & Financial Planning: Directorate

Budget Management: Sub Directorate

SALARY

: R261 372 – R307 890 per annum (Level 07), (A basic salary)

CENTRE

: Bloemfontein

REQUIREMENTS

: B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Relevant experience will be an added advantage. Computer literacy and valid driver's licence. Experience on BAS and knowledge of PFMA and Treasury Regulations. Presentation skills. Good verbal and written communication skills, as well as administrative, organizational and general office.

DUTIES

: To assist with the following: The compilation and submission of In-Year Monitoring and Key Control Measures. The preparation of the MTEF budget (Estimates of Provincial Revenue and Expenditure (EPRE), Database, Appropriation Bill and Cash flow projections (S40)), including revenue management planning. Compiling and submission of Appropriation Statement towards the interim & Annual Financial Statements to the CFO, Accounting Officer and Auditor-General. Request BAS reports for Directorates and District. Report monthly to Treasury on spending of Conditional Grants. Submission of adjusted Estimates of Provincial Revenue and Expenditure (EPRE) and Adjusted Appropriation Bill. Capture shifting of funds and budget on BAS.

Ms E Ntlabezo Tel No: (051) 404 8210

ENQUIRIES

POST 31/284

: **BUDGET COORDINATOR REF NO: PS1/2022/75 (X2 POSTS)**

Budget & Financial Planning: Directorate

Budget Management: Sub Directorate

SALARY

: R261 372 – R307 890 per annum (Level 07), (A basic salary)

CENTRE

: Bloemfontein

REQUIREMENTS

: B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Relevant experience will be an added advantage. Computer literacy and valid driver's licence. Experience on

- BAS and knowledge of PFMA and Treasury Regulations. Presentation skills. Good verbal and written communication skills, as well as administrative, organizational and general office.
- DUTIES** : Assist in preparation of various budgets; Assist responsibility managers in compiling their budgets and report on their expenditure. Capture the budget in the financial system (BAS). Manage the department's budget and notify responsibility managers on possible over/under spending and recommend solutions. Prepare and provide responsibility managers with management reports (cash flow statements) on monthly basis. Assist in the preparation of financial statements (appropriation statement). Investigate and journalise all misallocations. Ensure application of prescribed financial procedures and policies including PFMA and Treasury Regulations. Perform other duties as directed.
- ENQUIRIES** : Ms E Ntlabezo Tel No: (051) 404 8210
- POST 31/285** : **CHIEF ACCOUNTING CLERK REF NO: PS1/2022/76**
Directorate: Budget & Financial Planning
Sub Directorate: Norms and Standards
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein
: Relevant B Comm. Degree / National Diploma in Accounting or equivalent qualification. Relevant experience will be an added advantage. Valid driving licence Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Experience on BAS and knowledge of PFMA, Treasury Regulations, SASA and Norms and Standards for School Funding. Able to interpret and analyze legislative requirements. Presentation skills. Good verbal and written communication skills, as well as administrative, organizational, and general office.
- DUTIES** : To ensure compliance with regulations before any transfer payment is made. Pay transfer payments to Section 21, No-fee subsidy, Independent, Special schools, and ad hoc programmes. Preparation and authorising of sundry payments on the BAS system. Evaluate documents after the transfer of funds to identified education institutions. Check documents before submitting batches to Registry. Manage officials dealing with this function. General Office administration. Management of PMDS in the sub-section. Provide advice and guidance to staff.
- ENQUIRIES** : Ms E Ntlabezo Tel No: 051 404 8210
- POST 31/286** : **ADMINISTRATIVE OFFICER REF NO: PS1/2022/77**
Directorate: Human Resource Strategy & Development
Sub Directorate: Training & Development
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein
: Degree/3-year diploma in HR or equivalent qualification. A valid driving license.Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Appropriate experience. Good administrative, organisational, and general office management skills. Knowledge of clerical Key Responsibilities, practices as well as the ability to capture data. Operate computer and collecting statistics. Knowledge and understanding of legislative framework governing the Public Service. Relevant experience will be an added advantage.
- DUTIES** : Co-ordinate the compilation and monitoring of the skills levy budget. Maintain a sound bookkeeping system of expenditure incurred on the skills levy. Reconcile expenditure against BAS report. Prepare monthly financial reports on expenditure. Ensure prompt and accurate payment to all service providers. Provide general administrative support services. Supervise staff. Co-ordinate all procurement and payment processes of goods and service for the Directorate. Manage and control all stocks and assets of the Directorate.
- ENQUIRIES** : Ms T. SUPI Tel No: (051) 404 8938

POST 31/287 : **PROVISIONING ADMINISTRATION OFFICER REF NO: PS1/2022/78 (X2 POSTS)**
Supply Chain Management Directorate
Acquisition Management: Sub Directorate

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein
: Degree/3year diploma in Supply Chain Management / B Comm or equivalent qualification. A valid driving license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Relevant experience will be an added advantage. Computer literacy and valid driver's licence.

DUTIES : To assist with the following: Extract and analyse relevant infrastructure financial information. Provide financial administration for all infrastructure Programmes and Projects. Provide assistance to ensure compliance to the financial policies and prescripts in terms of infrastructure. Update and maintain a document management system for all financial documentation that comply with requirements of the Auditor General.

ENQUIRIES : Mr T Sekhokho Tel No: (051) 404 4003

POST 31/288 : **ADMINISTRATION OFFICER REF NO: PS1/2022/79 (X2 POSTS)**
Supply Chain Management: Directorate
Logistics & Fleet Management: Sub Directorate

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein
: Degree/3year diploma in Supply Chain Management / B Comm or equivalent qualification. A valid driving license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Relevant experience will be an added advantage. Computer literacy.

DUTIES : To assist with the following: Extract and analyse relevant infrastructure financial information. Provide financial administration for all infrastructure Programmes and Projects. Provide assistance to ensure compliance to the financial policies and prescripts in terms of infrastructure. Update and maintain a document management system for all financial documentation that comply with requirements of the Auditor General.

ENQUIRIES : Mr T Sekhokho Tel No: (051) 404 4003

POST 31/289 : **PRINCIPAL NETWORK CONTROLLER REF NO: PS1/2022/80 (X1 POST)**
Directorate: It & Information Systems
Sub Directorate: Hard/Software Support

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein
: National Diploma Information Technology OR BSc. Computer Science. A+ and N+ and a technical Microsoft certification (MCSA, MCSE or MCITP). A valid code B (code 8) driver's license. Extensive experience in IT technical support. A sound technical knowledge of MS Windows desktop and server operating systems and Active Directory. Candidates will be required to pass a technical evaluation before being considered for an interview. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. ITIL, COBIT, Project Management. Technical knowledge of routers, switches, network protocols are strongly recommended. Person must be able to work under pressure. Must have good interpersonal skills and strong service orientation.

DUTIES : Develop strategies for client/server implementations; architect the infrastructure required to support those strategies. Act as project lead in the design and review of new server systems, applications, and hardware; conduct capacity planning as needed. Lead, coordinate and participate in key process improvements as they relate to the client/server environment. Coordinate and collaborate with technical services team members to ensure availability, reliability, and scalability of organizational servers to meet business demands. Establish and implement policies, procedures, and technologies (including firewalls) to ensure server security. Participate in and support capacity planning and the development of long-term strategic goals for

systems, software, and storage in conjunction with technical services team members. Support district offices and schools through the whole Free State. Mr L Mokubung Tel No: (051) 404 8414

ENQUIRIES

POST 31/290

: **ICT GOVERNANCE ADMINISTRATOR REF NO: PS1/2022/81 (X1 POST)**
Directorate: It & Information Systems
Sub Directorate: Hard/Software Support

SALARY
CENTRE
REQUIREMENTS

: R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein
: National Diploma Information Technology OR BSc. Computer Science. A valid code B (code 8) driver's license. Extensive experience in IT governance. A sound technical knowledge of MS Windows Operating Systems, MS Office Applications, O365, Server Operating Systems, and Active Directory. Recommendations: Preference will be given to candidates with a BSc degree qualification. Background in educational environment will be an added advantage. Knowledge of routers, switches, firewalls, networks, security and ICT policies are strongly recommended. Person must have good interpersonal skills and strong service orientation.

DUTIES

: Support and maintain ICT Framework to provide assurance that internal controls and processes meet best-practice. Support maintain ICT Strategy. Develop and implement IT policies, processes, procedures, and controls in support of Departmental business needs for effective service delivery. Participate actively during internal and external audits and follow-up on remediation actions of findings. Perform as necessary the activities of developing and maintaining the IT Risk Management.

ENQUIRIES
NOTE

: Mr L Mokubung Tel No: (051) 404 8414
: Shortlisted candidates will be required to pass a practical evaluation before being considered for employment.

POST 31/291

: **SYSTEMS & MOBILE APPLICATIONS DEVELOPER REF NO: PS1/2022/82**
Information & Communication Technology Directorate

SALARY
CENTRE
REQUIREMENTS

: R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein
: BSC Computer Sciences / Diploma in Information Technology: software development or relevant qualification on the same level. A minimum of 2-years' work experience in desktop and mobile development. South African citizen with a valid driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Knowledge & Skills: Excellent computer skills (MS Office). Excellent analytical skills with a good problem solving attitude. Communication skills (written and verbal). Ability to analyse the data and dissemination of information. Managing system security. The candidate should have work experience on both Android and iOS apps. Must be able to design codes for desktop and mobile apps (build/code entire app). Proficiency in the following developmental languages: C#, C++, Java, PHP, HTML, Kotlin, Flutter and Dart.

DUTIES

: Implementing and managing software programs. Analyse user's needs and then design, test and develop software to meet those needs. Responsible for app coding, testing, debugging, documentation and monitoring. Designing and developing advanced applications for Android and iOS platforms. Produce fully functional mobile applications. Write unit and UI tests to identify malfunctions. Design interfaces to improve user experience. Ensure new and legacy applications meet quality standards. Must stay up-to-date on new technological advancements. The successful candidate will form part of a team responsible for the software development of desktop and mobile applications. This is a demanding environment where continuous delivery is expected.

ENQUIRIES
NOTE

: Mr. LR Mokubung Tel No: (051) 404 8414
: Shortlisted candidates will be required to pass a practical evaluation before being considered for employment NB: Shortlisted candidates will be expected to complete a project

- POST 31/292** : **SYSTEM ADMINISTRATOR REF NO: PS1/2022/83**
Information & Communication Technology Directorate
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : BSC Computer Sciences / Diploma in Information Technology: software development or relevant qualification on the same level. South African citizen with a valid driver's license Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. ITIL, COBIT, Project Management. Technical knowledge of routers, switches, network protocols are strongly recommended. Person must be able to work under pressure. Must have good interpersonal skills and strong service orientation. Knowledge & Skills: Excellent computer skills (MS Office). Excellent analytical skills with a good problem solving attitude. Communication skills (written and verbal). Ability to analyse the data and dissemination of information. Managing system security. Proficiency in SQL server and Access Databases, Active Directory.
- DUTIES** : Install and configure software and hardware. Manage network servers and technology tools. Set up accounts and workstations. Monitor performance and maintain systems according to requirements. Ensure security through access controls, backups and firewalls. Upgrade systems with new releases and models. Develop expertise to support transversal systems and new technologies. Analyse Operating System Logs. Ensure compliance with Technical Specifications in Device Procurement. Ensure compliance with SOPs, Technical Manuals and Policies of transversal Digital Systems. Coordinate responses for audit queries of digital systems. This is a demanding environment where continuous delivery is expected.
- ENQUIRIES** : Mr. LR Mokubung Tel No: (051) 404 8414
NOTE : NB: Shortlisted candidates will be expected to complete a project.
- POST 31/293** : **CHIEF ACCOUNTING CLERK: AUDIT REF NO: DC19/PS1/2022/84 (X2 POSTS)**
Thabo Mofutsanyana District Office
Sub Directorate: Administrative, Financial & Logistical Services
Section: Expenditure Management & School Expenditure
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Phuthadithjaba, Old Parliament Building
REQUIREMENTS : B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. A valid Driving Licence Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Working knowledge of transversal system such as Basic Accounting System (BAS). Relevant experience in Expenditure Management environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy (Excel).
- DUTIES** : Administer payments of goods and services. Administer payroll. Manage the collection of revenue in the district. Inspection of school's financial books and auditing and provide necessary support. Provide support to line function by contributing to the consistent and effective application of financial management practices.
- ENQUIRIES** : Mr. MJ Mofokeng Tel No: 073 1613 729
- POST 31/294** : **CHIEF REGISTRY CLERK REF NO: DC19/PS1/2022/85**
Thabo Mofutsanyana District Office
Sub Directorate: Infrastructure & Auxiliary Services
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Phuthadithjaba, Old Parliament Building
REQUIREMENTS : Degree/ 3 years diploma in HR with archives and records management qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. A valid driving license. Completion of Record's Managers Course. Good verbal and written communication skills, as well as administrative, organizational, and general office management skills. Good

- interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy. Successful candidate will be required to undergo security vetting. Relevant experience will be an added advantage.
- DUTIES** : Management of the Registry and Records Management Services to the district. Management of switchboard services to the district. Ensuring messenger and photocopy services to the district. Ensuring hard and software support as well as EMIS statistics to the management of the district. Submit monthly document control reports. Ensure staff submit monthly reports of work carried out. Compiling submissions and any other administrative duties as may be required. Management of PMDS in sub-section. Provide advice and guidance to staff.
- ENQUIRIES** : Mr. MD Makhubu Tel No: 058 713 0410
- POST 31/295** : **PERSONNEL PRACTITIONER REF NO: DC19/PS1/2022/86**
Thabo Mofutsanyana District Office
Sub Directorate: Personnel Provisioning
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Phuthadithjaba, Old Parliament Building
REQUIREMENTS : HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. A valid driver's license. Appropriate experience of appointments, transfers, and termination of service, as well as conditions of service in the Public Service. A thorough knowledge of PERSAL applications. Computer literacy. Knowledge of all HR related Acts, Regulations and Prescripts. Strong leadership skills. Good communication, organizing and interpersonal and writing skills.
- DUTIES** : Ensure the correct implementation of transactions and approval according to set time frames. Promote effective administration, by keeping record of all incoming and outgoing mail. Act as scribe during shortlisting and interviews for Office-Based Educator posts. Prepare draft vacancy lists for Educators and Office-Based Educators. Management of educators who are additional to the staff establishment. Execute, monitor and co-ordinate projects that are running in the section. Monitor functions of the section and personnel under his/her supervision. Conduct information sessions on HRM policies and directives and monitor adherence thereof. Maintain positive working relationship within the section/working place. Provide effective service delivery by handling general enquiries and all ad hoc tasks within the working place. Written and verbal communication to district offices regarding appointments, terminations, and salary issues. Ensure good communication and working relations to clients according to Batho Pele principles.
- ENQUIRIES** : Mr. MD Makhubu Tel No: 058 713 0410
- POST 31/296** : **SENIOR HUMAN RESOURCE OFFICER REF NO: DC19/PS1/2022/87 (X2 POSTS)**
District: Thabo Mofutsanyana District Office
Sub Directorate: Personnel Provisioning
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Phuthadithjaba, Old Parliament Building
REQUIREMENTS : HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Valid Driver's License. Knowledge of the Employment of Educators Act, Public Service Act and Regulations. Knowledge regarding appointments, Terminations, Recognition of qualifications, Translation in Ranks. Interviews and Shortlisting at the office and schools, Training. Communication skills (verbal & written). Knowledge of PERSAL and PMDS. Computer Literacy.
- DUTIES** : Undertake the recruitment and selection processes within the District. Compilation of submissions. Quality check submission and approve transactions on PERSAL relating to appointments of Educators and Public Servants at schools, Termination of Services, Recognition of qualifications, Translation in ranks, Payments of allowances, Amendment of information.

Render supervisory duties to Human Resource Officers. Conduct information sessions on HRM policies and directives and monitor adherence thereof. Prepare MEMO's and reports. Render advice to management and other officials on HRM related issues. Monitor compliance in terms of appointments audit and respond to Auditor General.

Mr. MD Makhubu Tel No: 058 713 0410

ENQUIRIES

POST 31/297

: **SENIOR HUMAN RESOURCE OFFICER REF NO: DC19/PS1/2022/88 (X2 POSTS)**

District: Thabo Mofutsanyana District Office
Sub Directorate: Conditions of Service

SALARY CENTRE REQUIREMENTS

: R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Phuthaditjhaba, Old Parliament Building
: HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. A valid driver's license. A candidate must have Sound knowledge of Regulations in HRM, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Finance Management Act, Government Employee Pension Law and the PSCBC Resolutions regarding Conditions of Service. Relevant experience will be an added advantage.

DUTIES

: Develop database on transfers and service terminations. Administer all types of employee benefits and conditions of service (e.g. Housing, Medical and Long Service Awards) and Process Leave gratuities. Management of leave gratuity and Discounting. Administer leaves: Ensuring timeous implementation of leave on PERSAL System, Approving leave transactions on PERSAL System. Management of pension claims, Verify and approve pension transactions on PCM, tracing of leave gratuity and pension beneficiaries. Payments of allowances. Management of housing documents and approving transactions on PERSAL System. Conduct audits and workshops for schools on Conditions of Service functions. Supervision of subordinates. Prepare reports. Adhere to Batho Pele Principle.

Mr. MD Makhubu Tel No: 058 713 0410

ENQUIRIES

POST 31/298

: **LABOUR RELATIONS OFFICER REF NO: DC19/PS1/2022/89**

Thabo Mofutsanyana District Office
Sub Directorate: Labour Relations

SALARY CENTRE REQUIREMENTS

: R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Phuthaditjhaba, Old Parliament Building
: Degree/3 years diploma in labour law/Labour Relations Management or a Degree/diploma in Public Management/HR Management Labour Law as a Major subject or coupled with PGD in Labour Law. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. A valid Driving Licence. Appropriate experience, potential, good communication skills and experience in labour relations will be added advantages. Computer literacy in Word, EXCELL and PowerPoint. Relevant experience will be an added advantage.

DUTIES

: Responsible for all aspects relating to labour relations. Implementation of disciplinary and grievance procedures in Education and the Public Service. Dispute resolution. Labour Relations training. Provide information/advice to top management. Represent the Department at Arbitrations of ELRC, GPSSBC and CCMA. Write reports/submissions. Be a role player at disciplinary hearings.

ENQUIRIES

: Mr. MD Makhubu Tel No: 058 713 0410

POST 31/299

: **CHIEF REGISTRY CLERK REF NO: DC16/PS1/2022/90**

Xhariep District Office
Sub Directorate: Infrastructure & Auxiliary Services

SALARY CENTRE

: R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Short Term Bloemfontein, Long Term Trompsburg

- REQUIREMENTS** : Degree/ 3 years diploma in HR with archives and records management qualification. A valid Driving License. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Completion of Record's Managers Course. Good verbal and written communication skills, as well as administrative, organizational, and general office management skills. Good interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy. Successful candidate will be required to undergo security vetting. Relevant experience will be an added advantage.
- DUTIES** : Management of the Registry and Records Management Services to the district. Management of switchboard services to the district. Management of cleaning services to the district. Ensuring messenger and photocopy services to the district. Ensuring hard and software support as well as EMIS statistics to the management of the district. Ensuring security services to the district. Submit monthly document control reports. Ensure staff submit monthly reports of work carried out. Compiling submissions and any other administrative duties as may be required. Management of PMDS in sub-section. Provide advice and guidance to staff.
- ENQUIRIES** : Mr F Kraalshoek Tel No: 071 333 1501
- POST 31/300** : **SENIOR HUMAN RESOURCE OFFICER REF NO: DC16/PS1/2022/91**
District: Xhariep District Office
Sub Directorate: Personnel Provisioning
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Short Term Bloemfontein, Long Term Trompsburg
: HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Appropriate experience of appointments, transfers, and termination of service. A thorough knowledge of PERSAL applications. Computer literacy in Word, EXCELL and PowerPoint. Relevant experience will be an added advantage.
- DUTIES** : Ensure the correct implementation of transactions and approval according to set time frames. Promote effective administration, by keeping record of all incoming and outgoing mail. Management of educators who are additional to the staff establishment. Execute, monitor and co-ordinate projects that are running in the section. Monitor functions of the section and personnel under his/her supervision. Maintain positive working relationship within the section/working place. Provide effective service delivery by handling general enquiries and all ad hoc tasks within the working place. Written and verbal communication to district offices regarding appointments, terminations, and salary issues. Ensure good communication and working relations to clients according to Batho Pele principles.
- ENQUIRIES** : Mr F Kraalshoek Tel No: 071 333 1501
- POST 31/301** : **SENIOR HUMAN RESOURCE OFFICER: DISTRICT REF NO: DC16/PS1/2022/92**
Xhariep District Office
Sub Directorate: Conditions of Service
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Short Term Bloemfontein, Long Term Trompsburg
: Supply Chain Management degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. A candidate must have Sound knowledge of Regulations in HRM, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Finance Management Act, Government Employee Pension Law and the PSCBC Resolutions regarding Conditions of Service. Relevant experience will be an added advantage.
- DUTIES** : Develop database on transfers and service terminations. Administer all types of employee benefits and conditions of service (e.g. Housing, Medical and Long Service Awards) and Process Leave gratuities. Management of leave

gratuity and Discounting. Administer leaves: Ensuring timeous implementation of leave on PERSAL System, Approving leave transactions on PERSAL System. Management of pension claims, Verify and approve pension transactions on PCM, tracing of leave gratuity and pension beneficiaries. Management of housing documents and approving transactions on PERSAL System. Conduct audits and workshops for schools on Conditions of Service functions. Supervision of subordinates. Prepare reports. Adhere to Batho Pele Principle.

ENQUIRIES : Mr F Kraalshoek Tel No: 071 333 1501

POST 31/302 : **CHIEF ADMINISTRATION CLERK REF NO: DC17/PS1/2022/93**
Motheo District Office Rural Education, Learner Support & Measurement

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein/Thaba Nchu
: Degree/3 years Diploma in Business Management/Public Management/Public Administration, or equivalent qualification. Relevant experience will be an added advantage. Valid driving licence. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage and experience in rural education and Learner Support Systems. Computer literacy, good administration, communication skills, strong interpersonal skills, human relations, and report writing skills. Ability to work under pressure.

DUTIES : Ensure effective and accurate record keeping of suppliers' data, perform general administrative duties, proper maintenance of filing system. Verify invoices. Compile weekly reports and make submission to the DCES. Liaise with service provider and schools. Ensure implementation and monitoring of transfer payments. Compile information needed for Learner Support Programmes. Adjudication of bids and Training of personnel.

ENQUIRIES : Mr BP Mashibini Tel No: 051 404 4794

POST 31/303 : **CHIEF PROVISIONING ADMINISTRATIVE CLERK REF NO: DC17/PS1/2022/94**
District: Motheo District Office
Sub Directorate: Administrative, Financial & Logistical Services
Section: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein/Thaba Nchu
: Supply Chain Management degree/ 3 years diploma or equivalent qualification. A valid Driving License. Recommendations: Preference will be given to candidates with a Degree qualification. Background in educational environment will be an added advantage. Computer literacy in Word, EXCELL and PowerPoint. Relevant experience will be an added advantage.

DUTIES : Monitor implementing/administering supply chain management according to Treasury regulations, PPPFA and SCM regulations. Manage and implement human resource. Manage and monitor the transit in the out stores. Administering keeping of records in the Section.

ENQUIRIES : Mr BP Mashibini Tel No: 051 404 4794

POST 31/304 : **PROVISIONING ADMINISTRATIVE OFFICER REF NO: DC17/PS1/2022/95 (X2 POSTS)**
District: Motheo District Office
Sub Directorate: Administrative, Financial & Logistical Services
Section: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein/ Thaba Nchu
: Supply Chain Management degree/3 years diploma or equivalent qualification. A valid Driving License. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Computer literacy in Word, EXCELL and PowerPoint. Relevant experience will be an added advantage.

DUTIES : Monitor implementing/administering supply chain management according to Treasury regulations, PPPFA and SCM regulations. Manage and implement

- human resource. Manage and monitor the transit in the out stores.
Administering keeping of records in the Section.
Mr BP Mashibini Tel No: 051 404 4794
- ENQUIRIES** :
- POST 31/305** : **PERSONNEL PRACTITIONER REF NO: DC17/PS1/2022/96**
Motheo District
Sub Directorate: Conditions of Service
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein/ Thaba Nchu
REQUIREMENTS : HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a Degree qualification. Background in educational environment will be an added advantage. Thorough knowledge of Leave Policy, Pension Act, Public Service Act and Public Service Regulation. Human Resource related experience of 3 years and knowledge of the PERSAL System. Computer literate in MS-Word, MS-Excel, Power Point and E-mail. A valid driver's license.
- DUTIES** : Control and manage all Leave and Pension related matters. Supervision of officials in the leave and pension sections. Writing and typing of reports and submissions. Evaluation of officials in the section. Dealing with all enquiries from Districts and the Public regarding Leave and Pensions.
- ENQUIRIES** : Mr BM Tshabalala Tel No: 051 404 4585
- POST 31/306** : **PERSONNEL PRACTITIONER REF NO: DC17/PS1/2022/97**
Motheo District Office
Sub Directorate: Personnel Provisioning
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein/ Thaba Nchu
REQUIREMENTS : HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. A valid driver's licence. Appropriate experience of appointments, transfers, and termination of service, as well as conditions of service in the Public Service. A thorough knowledge of PERSAL applications. Computer literacy. Knowledge of all HR related Acts, Regulations and Prescripts. Strong leadership skills. Good communication, organizing and interpersonal and writing skills.
- DUTIES** : Ensure the correct implementation of transactions and approval according to set time frames. Promote effective administration, by keeping record of all incoming and outgoing mail. Management of educators who are additional to the staff establishment. Execute, monitor and co-ordinate projects that are running in the section. Monitor functions of the section and personnel under his/her supervision. Maintain positive working relationship within the section/working place. Provide effective service delivery by handling general enquiries and all ad hoc tasks within the working place. Written and verbal communication to district offices regarding appointments, terminations, and salary issues. Ensure good communication and working relations to clients according to Batho Pele principles.
- ENQUIRIES** : Mr BM Tshabalala Tel No: 051 404 4585
- POST 31/307** : **PRINCIPAL NETWORK CONTROLLER REF NO: DC17/PS1/2022/98**
Motheo District Office Infrastructure & Auxilliary Services
- SALARY** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein/ Thaba Nchu
REQUIREMENTS : National Diploma Information Technology OR BSc. Computer Science. A+ and N+ and a technical Microsoft certification (MCSA, MCSE or MCITP). A valid code B (code 8) driver's license. Extensive experience in IT technical support. A sound technical knowledge of MS Windows desktop and server operating systems and Active Directory. Candidates will be required to pass a technical evaluation before being considered for an interview. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. ITIL, COBIT, Project

		Management. Technical knowledge of routers, switches, network protocols are strongly recommended. Person must be able to work under pressure. Must have good interpersonal skills and strong service orientation.
<u>DUTIES</u>	:	Develop strategies for client/server implementations; architect the infrastructure required to support those strategies. Act as project lead in the design and review of new server systems, applications, and hardware; conduct capacity planning as needed. Lead, coordinate and participate in key process improvements as they relate to the client/server environment. Coordinate and collaborate with technical services team members to ensure availability, reliability, and scalability of organizational servers to meet business demands. Establish and implement policies, procedures, and technologies (including firewalls) to ensure server security. Participate in and support capacity planning and the development of long-term strategic goals for systems, software, and storage in conjunction with technical services team members. Support district offices and schools through the whole Free State. Mr BP Mashibini Tel No: 051 404 4794
<u>ENQUIRIES</u>		
<u>POST 31/308</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER DISTRICT REF NO: DC17/PS1/2022/99</u> Motheo District Office Sub Directorate: Human Resource Development IQMS & PDMS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07), (A basic salary) Bloemfontein/ Thaba Nchu HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Qualification in Human Resource. Knowledge of Performance Management and Development System (PMDS) for both Schools and Office Public Servants, Processing Pay progression for Integrated Quality Management System (IQMS), Skills Development Activities (Skills Development Levy, Compulsory Induction Program (CIP) Funza Lushaka Bursary, Part-time Bursary, and Internships).
<u>DUTIES</u>	:	Coordination of the Human Resource Development Programmes (IQMS, PMDS, Skills Development and CIP). Supervise Human Resource Officers in the Unit. Facilitate submissions and moderation of PMDS Performance Agreements, Job Descriptions and Assessment. Approve pay progression on PERSAL for Office and School-Based Public Servants. Approve pay progression on PERSAL for School-Based Educators. Facilitate confirmation of newly appointed public servants through CIP process. Facilitate placement of graduate and student interns in the District. Process Funza Lushaka Bursaries' applications and approval.
<u>ENQUIRIES</u>	:	Mr BM Tshabalala Tel No: 051 404 4585
<u>POST 31/309</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER REF NO: DC17/PS1/2022/100 (X2 POSTS)</u> District: Motheo District Office Sub Directorate: Condition of Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07), (A basic salary) Bloemfontein/ Thaba Nchu HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. A candidate must have Sound knowledge of Regulations in HRM, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Finance Management Act, Government Employee Pension Law and the PSCBC Resolutions regarding Conditions of Service. Relevant experience will be an added advantage.
<u>DUTIES</u>	:	Develop database on transfers and service terminations. Administer all types of employee benefits and conditions of service (e.g. Housing, Medical and Long Service Awards) and Process Leave gratuities. Management of leave gratuity and Discounting. Administer leaves: Ensuring timeous implementation of leave on PERSAL System, Approving leave transactions on PERSAL

System. Management of pension claims, Verify and approve pension transactions on PCM, tracing of leave gratuity and pension beneficiaries. Management of housing documents and approving transactions on PERSAL System. Conduct audits and workshops for schools on Conditions of Service functions. Supervision of subordinates. Prepare reports. Adhere to Batho Pele Principle.

ENQUIRIES : Mr BM Tshabalala Tel No: 051 404 4585

POST 31/310 : **SENIOR HUMAN RESOURCE OFFICER REF NO: DC17/PS1/2022/101 (X2 POSTS)**
District: Motheo District Office
Sub Directorate: Personnel Provisioning

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Bloemfontein/ Thaba Nchu
: HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Knowledge of the Employment of Educators Act, Public Service Act and Regulations. Knowledge regarding appointments, Terminations, Recognition of qualifications, Translation in Ranks. Interviews and Shortlisting at the office and schools, Training. Communication skills (verbal & written). Knowledge of PERSAL and PMDS. Computer Literacy.

DUTIES : Undertake the recruitment and selection processes within the district. Compilation of submissions. Quality check submission and approve transactions on PERSAL relating to appointments of Educators and Public Servants at schools, Termination of Services, Recognition of qualifications, Translation in ranks, Payments of allowances, Amendment of information. Act as scribe during shortlisting and interviews for Office-Based Educator posts. Prepare draft vacancy lists for Educators and Office-Based Educators. Render supervisory duties to Human Resource Officers. Conduct information sessions on HRM policies and directives and monitor adherence thereof. Prepare MEMO's and reports. Render advice to management and other officials on HRM related issues. Monitor compliance in terms of appointments audit and respond to Auditor General Enquiries.

ENQUIRIES : Mr BM Tshabalala Tel No: 051 404 4585

POST 31/311 : **CHIEF ACCOUNTING CLERK REF NO: DC20/PS1/2022/102**
District: Fezile Dabi District Office
Sub Directorate: Administrative, Financial & Logistical Services
Section: Expenditure Management & School Expenditure Audit

SALARY CENTRE REQUIREMENTS : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Sasolburg
: B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Relevant experience will be an added advantage. Valid driving licence. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Experience on BAS and LOGIS. Knowledge of PFMA, Treasury Regulations and SASA. Able to interpret and analyses legislative requirements. Presentation skills. Good verbal and written communication skills, as well as administrative, organizational, and general office management skills. Good interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy (MS Office).

DUTIES : Verify that all documents are correct, properly attached and signed in preparation for final payment purpose. Manage and verify capturing of invoices and oversee the pre-authorization payments of LOGIS system for goods and services daily as received. Monitor final payment of invoices within 30 days and avoid accruals according to PFMA and Treasury regulations. Ensure sound and accurate reporting on payments and accruals. Ensure sound governance and improved compliance with Supply Chain Management reporting requirements. Assess staff performance as stipulated and develop where necessary according to prescripts and time frame. Administer submission and processing of fuel claims. General management of the Sub-directorate: Orders

and Payments Management and undertake all administrative functions required with regard to Financial and human resource administration.
Mr. M.A. Moetsela Tel No: 016 973 9120

ENQUIRIES

POST 31/312

CHIEF ACCOUNTING CLERK REF NO: DC20/PS1/2022/103

Fezile Dabi District Office
Sub Directorate: Budget & Financial Planning

**SALARY
CENTRE
REQUIREMENTS**

R261 372 – R307 890 per annum (Level 07), (A basic salary)
Sasolburg
B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. A valid Driving Licence
Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Working knowledge of transversal system such as Basic Accounting System (BAS). Relevant experience in Expenditure Management environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy (Excel).

DUTIES

Inspection of school's financial books, Audit and provide necessary support. Provide support to line function in ensuring effective application of financial management practices. Monitoring compliance of norms and standards in the district (schools). Monitoring of Subsistence & Travelling (S&T) claims in the district. Ensure the district is in compliance with the Internal Audit Activities and Auditor General enquiries. Monitoring of revenue management in the District. Administer and improve payroll management across the district. Assess staff performance as stipulated and develop where necessary according to prescripts and time frame.

ENQUIRIES

Mr. M.A. Moetsela Tel No: 016 973 9120

POST 31/313

PERSONNEL PRACTITIONER REF NO: DC20/PS1/2022/104

Fezile Dabi District Office
Sub Directorate: Personnel Provisioning

**SALARY
CENTRE
REQUIREMENTS**

R261 372 – R307 890 per annum (Level 07), (A basic salary)
Sasolburg
HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendation: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. A valid driver's license. Appropriate experience of appointments, transfers, and termination of service, as well as conditions of service in the Public Service. A thorough knowledge of PERSAL applications. Computer literacy. Knowledge of all HR related Acts, Regulations and Prescripts. Strong leadership skills. Good communication, organizing and interpersonal and writing skills.

DUTIES

Ensure the correct implementation of transactions and approval according to set time frames. Promote effective administration, by keeping record of all incoming and outgoing mail. Act as scribe during shortlisting and interviews for Office-Based Educator posts. Prepare draft vacancy lists for Educators and Office-Based Educators. Management of educators who are additional to the staff establishment. Execute, monitor and co-ordinate projects that are running in the section. Monitor functions of the section and personnel under his/her supervision. Conduct information sessions on HRM policies and directives and monitor adherence thereof. Maintain positive working relationship within the section/working place. Provide effective service delivery by handling general enquiries and all ad hoc tasks within the working place. Written and verbal communication to district offices regarding appointments, terminations, and salary issues. Ensure good communication and working relations to clients according to Batho Pele principles.

ENQUIRIES

Dr. VH Chuta Tel No: 016 973 9118

POST 31/314

PRINCIPAL NETWORK CONTROLLER REF NO: DC20/PS1/2022/105

Fezile Dabi District Office
Sub Directorate: Infrastructure & Auxiliary Services

SALARY

R261 372 – R307 890 per annum (Level 07), (A basic salary)

<u>CENTRE REQUIREMENTS</u>	:	Sasolburg
	:	National Diploma Information Technology OR BSc. Computer Science. A+ and N+ and a technical Microsoft certification (MCSA, MCSE or MCITP). A valid code B (code 8) driver's license. Extensive experience in IT technical support. A sound technical knowledge of MS Windows desktop and server operating systems and Active Directory. Candidates will be required to pass a technical evaluation before being considered for an interview. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. ITIL, COBIT, Project Management. Technical knowledge of routers, switches, network protocols are strongly recommended. Person must be able to work under pressure. Must have good interpersonal skills and strong service orientation.
<u>DUTIES</u>	:	Provide first line support to all users within your geographical area of responsibility to ensure effective use of IT equipment, Optimally Performing Computers as per Standard Operating Procedure. Responsible for planning, installation and maintenance of network cabling, configurations, and equipment to ensure effective communication between systems. Ensure availability of district networks (LAN & WAN). Install, maintain, and configure servers to retain Optimally Performing Servers as per Standard Operating Procedure. Liaise with service providers in terms of quotations, deliveries, specification, installations, and maintenance thereof. Render advice to users regarding the purchase, maintenance, disposal of IT equipment. Assess staff performance as stipulated and develop where necessary according to prescripts and time frame. Act as project leader in the design and review of new server system, applications, and hardware, conduct capacity planning as needed. Coordinate and collaborate with technical services team members to ensure availability, reliability and scalability of organizational servers to meet business demands.
<u>ENQUIRIES</u>	:	Mr. M.A. Moetsela Tel No: 016 973 9120
<u>POST 31/315</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER: DISTRICT REF NO: DC20/PS1/2022/106</u> Fezile Dabi District Office Sub Directorate: Conditions of Service: Leave Section
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07), (A basic salary)
	:	Sasolburg
	:	HR degree/ 3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. A candidate must have Sound knowledge of Regulations in HRM, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Finance Management Act, Government Employee Pension Law and the PSCBC Resolutions regarding Conditions of Service. Relevant experience will be an added advantage.
<u>DUTIES</u>	:	Administer all types of employee benefits and conditions of service (e.g. Housing, Medical and Long Service Awards) and Process Leave gratuities. Management of leave gratuity and Discounting. Administer leaves: Ensuring timeous implementation of leave on PERSAL System, Approving leave transactions on PERSAL System. Management of pension claims, Verify and approve pension transactions on PCM, tracing of leave gratuity and pension beneficiaries. Management of housing documents and approving transactions on PERSAL System. Conduct audits and workshops for schools on Conditions of Service functions. Supervision of subordinates. Prepare reports. Adhere to Batho Pele Principle.
<u>ENQUIRIES</u>	:	Dr. VH Chuta Tel No: 016 973 9118
<u>POST 31/316</u>	:	<u>CHIEF ACCOUNTING CLERK REF NO: DC18/PS1/2022/107 (X2 POSTS)</u> Lejweleputswa District Office Sub Directorate: Administrative, Financial & Logistical Services Section: Expenditure Management & School Expenditure Audit
<u>SALARY CENTRE</u>	:	R261 372 – R307 890 per annum (Level 07), (A basic salary)
	:	Welkom

- REQUIREMENTS** : B Comm. Or National Diploma in Accounting (Accounting II or III). Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Knowledge of Computer (Excel and word) will be an advantage. Experience in Budgeting and financial planning will serve as an added advantage Knowledge of BAS, PFMA and Treasury Regulations will serve as a recommendation. Tertiary qualification in accounting and or Auditing will be an added advantage. Valid driver's license is essential.
- DUTIES** : Manage performance of the section. Analyse the Audited financial statements from schools. Provide training on Audit findings. Manage Norms and standards. Manage the financial and budget process of both the schools and district.
- ENQUIRIES** : Mr TMS Molebatsi Tel No: 057 391 7200
- POST 31/317** : **PERSONNEL PRACTITIONER REF NO: DC18/PS1/2022/108**
Lejweleputswa District Office
Sub Directorate: Conditions of Service
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
Welkom
- REQUIREMENTS** : HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Thorough knowledge of Leave Policy, Pension Act, Public Service Act and Public Service Regulation. Human Resource related experience of 3 years and knowledge of the PERSAL System. Computer literate in MS-Word, MS-Excel, Power Point and E-mail. A valid driver's license.
- DUTIES** : Control and manage all Leave and Pension related matters. Supervision of officials in the leave and pension sections. Writing and typing of reports and submissions. Evaluation of officials in the section. Dealing with all enquiries from Districts and the Public regarding Leave and Pensions.
- ENQUIRIES** : Ms M Motingoe Tel No: 057 391 7200
- POST 31/318** : **CHIEF PROVISIONING ADMINISTRATIVE CLERK REF NO: DC18/PS1/2022/109 (X3 POSTS)**
District: Lejweleputswa District Office
Sub Directorate: Administrative, Financial & Logistical Services
Section: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Welkom
- REQUIREMENTS** : Supply Chain Management degree/3 years diploma or equivalent qualification. A valid Driving License. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Computer literacy in Word, EXCELL and PowerPoint. Relevant experience will be an added advantage.
- DUTIES** : Monitor implementing/administering supply chain management according to Treasury regulations, PPPFA and SCM regulations. Manage and implement human resource. Manage and monitor the transit in the out stores. Administering keeping of records in the Section.
- ENQUIRIES** : Mr TMS Molebatsi Tel No: 057 391 7200
- POST 31/319** : **SENIOR HUMAN RESOURCE OFFICER REF NO: DC18/PS1/2022/110 (X2 POSTS)**
Lejweleputswa District Office. Conditions of Service
Sub-directorate: Housing, Medical & Pension Section
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07), (A basic salary)
: Welkom
- REQUIREMENTS** : HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Thorough knowledge of Leave Policy, Pension Act, Public Service

		Act and Public Service Regulation. Human Resource related experience of 3 years and knowledge of the PERSAL System. Computer literate in MS-Word, MS-Excel, Power Point and E-mail. A valid driver's license.
<u>DUTIES</u>	:	Control and manage all Leave and Pension related matters. Supervision of officials in the leave and pension sections. Writing and typing of reports and submissions. Evaluation of officials in the section. Dealing with all enquiries from Districts and the Public regarding Leave and Pensions.
<u>ENQUIRIES</u>	:	Ms M Motingoe Tel No: 057 391 7200
<u>POST 31/320</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER REF NO: DC18/PS1/2022/111 (X4 POSTS)</u> Lejweleputswa District Office Personnel Provisioning Sub-directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07), (A basic salary) Welkom HR degree/3 years diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Appropriate experience of appointments, transfers, and termination of service. A thorough knowledge of PERSAL applications. Computer literacy in Word, EXCELL and PowerPoint. Relevant experience will be an added advantage.
<u>DUTIES</u>	:	Ensure the correct implementation of transactions and approval according to set time frames. Promote effective administration, by keeping record of all incoming and outgoing mail. Management of educators who are additional to the staff establishment. Execute, monitor and co-ordinate projects that are running in the section. Monitor functions of the section and personnel under his/her supervision. Maintain positive working relationship within the section/working place. Provide effective service delivery by handling general enquiries and all ad hoc tasks within the working place. Written and verbal communication to district offices regarding appointments, terminations, and salary issues. Ensure good communication and working relations to clients according to Batho Pele principles.
<u>ENQUIRIES</u>	:	Ms M Motingoe Tel No: 057 391 7200
<u>POST 31/321</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER DISTRICT REF NO: DC18/PS1/2022/112</u> Lejweleputswa District Office Sub Directorate: Human Resource Development IQMS & PDMS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07), (A basic salary) Welkom HR degree/3 yrs diploma or equivalent qualification. Relevant experience will be an added advantage. Valid Code B/EB Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Qualification in Human Resource. Knowledge of Performance Management and Development System (PMDS) for both Schools and Office Public Servants, Processing Pay progression for Integrated Quality Management System (IQMS), Skills Development Activities (Skills Development Levy, Compulsory Induction Program (CIP) Funza Lushaka Bursary, Part-time Bursary, and Internships).
<u>DUTIES</u>	:	Coordination of the Human Resource Development Programmes (IQMS, PMDS, Skills Development and CIP). Supervise Human Resource Officers in the Unit. Facilitate submissions and moderation of PMDS Performance Agreements, Job Descriptions and Assessment. Approve pay progression on PERSAL for Office and School-Based Public Servants. Approve pay progression on PERSAL for School-Based Educators. Facilitate confirmation of newly appointed public servants through CIP process. Facilitate placement of graduate and student interns in the district. Process Funza Lushaka Bursaries' applications and approval.
<u>ENQUIRIES</u>	:	Ms M Motingoe Tel No: 057 391 7200

POST 31/322 : **STATE ACCOUNTANT REF NO: PS1/2022/113**
Infrastructure Delivery Management Directorate
Infrastructure Finance Sub Directorate

SALARY : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein: Head Office
REQUIREMENTS : B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification and a valid Driver's license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Computer literacy and a relevant experience will be an added advantage.

DUTIES : To assist with the following: Extract and analyse relevant infrastructure financial information. Provide financial administration for all infrastructure Programmes and Projects. Provide assistance to ensure compliance to the financial policies and prescripts in terms of infrastructure. Update and maintain a document management system for all financial documentation that comply with requirements of the Auditor General.

ENQUIRIES : Mr R. T Nthunya Tel No: (051) 404 9227

POST 31/323 : **ADMINISTRATIVE OFFICER REF NO: PS1/2022/118**
Directorate: Legal & Auxiliary Services
Sub Directorate: Auxiliary Services

SALARY : R261 372 – R307 890 per annum (Level 07), (A basic salary)
CENTRE : Bloemfontein.
REQUIREMENTS : A Supply Chain Management degree/diploma or equivalent qualification. A valid driving license. Recommendations: Preference will be given to candidates with a degree qualification. Background in educational environment will be an added advantage. Appropriate experience. Good administrative, organisational and general office management skills. Knowledge of clerical Key Responsibilities, practices as well as the ability to capture data. Operate computer and collecting statistics. Knowledge and understanding of legislative framework governing the Public Service. Relevant experience will be an added advantage.

DUTIES : Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Liaise with the internal and external stakeholders in relation to procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Maintain leave register for the component. Keep and maintain personal records and attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of official and submit to manager for approval. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr BC Ngwenya Tel No: 051 404 8439

POST 31/324 : **LEGAL ADMINISTRATIVE OFFICER: MR3 DIRECTORATE: LEGAL & AUXILIARY SERVICES REF NO: PS1/2022/61**
Sub Directorate: Legal Services

SALARY : R260 928 – R298 350 per annum, (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : An LLB Degree or four-year recognised qualifications in the related field. At least 3 years post qualification litigation/ advisory experience. Admission as an Attorney or Advocate will be an added advantage. Specialised knowledge of the South African Schools Act, Employment of Educators Act, Public Finance Management Act, National Education Policy Act, Treasury Regulations, Promotion of Just Administrative Act, Constitution of the Republic of South Africa, Promotion of Access to Information Act and all other related legislations, both Acts and Regulations administered by the Department. A valid driver's licence. Computer literacy [MS Word, Excel and Power Point]. Excellent verbal and written communication skills. Dispute resolution and negotiation skills. Recommendations: Background in the educational environment will be

an added advantage. Good administrative, organisational, and general office management skills. Knowledge of clerical Key Responsibilities, practices as well as the ability to capture data. Operate computer and collecting statistics. Knowledge and understanding of legislative framework governing the Public Service. Relevant experience will be an added advantage.

DUTIES : The successful candidate will provide professional legal support and advice to the Department and will perform the following tasks: Draft legal documents, memoranda, reports and submissions and provide verbal and written legal opinions on a variety of matters pertaining to the Department Scrutinize legislation and subordinate legislation administered by the Department and provide assistance during the legislative process Handle all litigation on behalf of the Department through the Director: Legal Services Advise the MEC or Head of Department on appeals lodged against administrative decisions taken in terms of legislation administered by the Department. Scrutinize draft international agreements and comply with the prescribed procedure for the conclusion of international agreements. Issuing instructions to the State Attorney Liaise with all other related structures. Advise the MEC on misconduct, appeals. Draft, advise and amend Service Level Agreements and Memorandum of Understanding. Ensure that all civil and criminal cases are handled. Advise the Department on litigation trends against the Department and management thereof. Render professional representation in all litigation matters affecting the Department.

Mr BC Ngwenya Tel No: 051 404 843

ENQUIRIES

POST 31/325 : **WORKS INSPECTOR: INFRASTRUCTURE PROGRAMMES REF NO: PS1/2022/115 (X3 POSTS)**
Sub Directorate: Infrastructure Delivery Management Directorate

SALARY CENTRE REQUIREMENTS : R211 713 – R 249 378 per annum. (Level 06), (A basic salary)
: Fezile Dabi: District
: An applicable 3-year degree/diploma or equivalent qualification in Building or Mechanical or Electrical or N3 with passed trade test or National Diploma in Engineering. 2 -3 years relevant experience and a Valid Drivers license. Recommendations: Computer literacy.

DUTIES : Make inputs to the design of the maintenance system. Assist to provide information for the design and updating of the electronic maintenance management system. Assist to interact with information technology services on the specification of the updating of the maintenance management system. Assist to develop training manuals on the maintenance management system. Assist to provide training to Districts on the maintenance system. Assist to roll out the maintenance management system. Assist with the establishment and functioning of the call centre. Assist to provide training to personnel in the call centre. Assist to provide relevant data and information for updating NEIMS and Facility Management System. Assist to prepare specifications. Assist to develop bill of quantities. Assist to develop proposals on associated costs. To make recommendations on quotations. Inspect maintenance work on projects sites. Verify invoices and make recommendations for payments.

ENQUIRIES : Mr R.T Nthunya Tel No: (051) 404 9227

POST 31/326 : **CALL CENTRE OPERATOR REF NO: PS1/2022/116 (X2 POSTS)**
Infrastructure Programs/Projects and Maintenance: Infrastructure Delivery Management Directorate

SALARY CENTRE REQUIREMENTS : R176 310 – R207 681 per annum (Level 05), (A basic salary)
: Bloemfontein: Head Office
: N5 qualification with technical subjects. Recommendations: Financial experience and be Computer literate.

DUTIES : Receiving and dispatching calls from schools regarding maintenance.

ENQUIRIES : Mr R.T Nthunya Tel No: (051) 404 9227

POST 31/327 : **ADMINISTRATION CLERK: INFRASTRUCTURE PROGRAMMES REF NO: PS1/2022/117 (X7 POSTS)**
Sub Directorate: Physical Resource Planning
Property Management Directorate

SALARY : R176 310 – R207 681 per annum (Level 05), (A basic salary)

- CENTRE REQUIREMENTS** : Bloemfontein: Head Office
 : N5 qualification. Recommendations: Knowledge of Computer (Excel and Word) will be essential.
- DUTIES** : Assist with general office administration in the office of Infrastructure Programmes. Handling of files, typing and keeping records up to date, handling telephone enquiries and any other admin official duties as may be assigned.
- ENQUIRIES** : Mr R. T Nthunya Tel No: (051) 404 9227

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. Markgraaff and Miriam Makeba Streets, Bloemfontein.
- FOR ATTENTION** : Ms. L D Motloung, Fidel Castro Building Tel No: (051) 405 4274
- CLOSING DATE** : 02 September 2022
- NOTE** : 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 only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualifications should be mentioned in the CV). Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The reference number of the advertised post should be stated on the Z.83. Only short listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Candidates may also be subjected to a practical test. 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). 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).

OTHER POSTS

- POST 31/328** : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: FSPT 022/22**
- SALARY** : R744 255 per annum (Level 11), (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 relevant degree/advanced diploma (NQF level 7 qualification) in Financial Management/Accounting/Commerce or equivalent qualification with a minimum of 3 years' experience in a junior management position (ASD level) in an asset and inventory management environment or related field. Knowledge of the Public Finance Management Act (PFMA), legislative framework on supply chain management and government related policies.

- Computer literate in MS Word, Excel and PowerPoint and operating computer hardware. A valid driver's license.
- DUTIES** : Manage the development and maintenance of policies, strategies and systems for asset and inventory management. Monitor and support departments and public entities on the safe guarding of assets. Monitor and support departments on financial management and reporting on assets and inventory. Monitor and support departments and public entities on asset and inventory management strategies. Manage the implementation of transparent and economical practices to deal with asset disposal in provincial departments. Coordinate the capacitation of asset and inventory management sections in departments and public entities. Manage the Sub-directorate.
- ENQUIRIES** : Mr. TM Mabilo Tel No: (051) 405 4175
- POST 31/329** : **FINANCIAL AND LOSSES CONTROL OFFICER REF NO: FSPT 023/22**
- SALARY** : R261 372 per annum. (Level 07), (A basic salary)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A relevant qualification (NQF level 6 or higher). Accounting as a passed subject will be an added advantage. A minimum of two (2) years' experience in a losses and financial control environment/field. Must have proven training on LOGIS and BAS. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, relevant delegations, batch control and financial systems (BAS, LOGIS & PERSAL). Must be computer literate and have the following skills: Communication, problem solving, inter-personal, time management, report writing and analytical.
- DUTIES** : Handle all administration functions related to losses, irregular expenditure, fruitless and wasteful expenditure and unauthorized expenditure. Promote effective financial management by contributing to the consistent and effective application of financial management practices. Prepare reports on unwanted expenditure progress. Review all documents and transactions on BAS /LOGIS /PERSAL according to delegations and approved policies. Render financial management advisory services to the Department by investigating, analyzing and interpreting legislation and prescripts and other financial matters to promote an effective financial management environment.
- ENQUIRIES** : Ms. F Prinsloo Tel No: 051 405 5462