

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

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

- APPLICATIONS** : Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
- FOR ATTENTION** : Mesdames. M Parkies/ K Majafe
- CLOSING DATE** : 16 September 2022 at 16:00
- NOTE** : Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za-vacancies and must be accompanied by a recently updated comprehensive CV only (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. 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 course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and proof of the level of their qualifications after evaluation will be required when shortlisted. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. Note: Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement, and an employment contract. Note: Only shortlisted candidates will be required to submit certified copies of qualifications. Failure to do so will result in your application being disqualified.

MANAGEMENT ECHELON

- POST 32/173** : **DIRECTOR: PROTECTED AREAS REF NO: DESTEA 05/08/22**
- SALARY** : R1 073 183 per annum (Level 13), (an all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate NQF level 7 in Nature Conservation or Wildlife Management or Environmental Science / Management. Extensive experience in Biodiversity

Conservation environment. Knowledge of relevant government regulations and biodiversity management. Computer literacy. A valid driver's license.

DUTIES : Manage the departmental protected areas through sustainable and ecological sound principles. Support the establishment, development and management of conservation areas (Protected Areas, Biospheres, Wetlands and sensitive areas). Develop and implement infrastructure plan for resorts and protected areas. Manage and support Departmental Resorts. Contribute to the Departmental Strategic Plan and ensure implementation of the Annual Performance Plan in line with the priorities set out in the Free State Growth and Development Strategy. Management of resources of the Directorate, i.e. human, asset and financial resources.

ENQUIRIES : Dr. M. Nokwequ Tel No: (051) 400 4914/4923

OTHER POSTS

POST 32/174 : **DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING AND CONDITIONS OF SERVICE REF NO: DESTEA 06/08/21**

SALARY : R744 255 per annum (Level 11), (an all-inclusive salary package). The total package includes 75% or 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS : Bloemfontein
 : An undergraduate NQF level 7 qualification in Human Resource Management/ Public Management or equivalent qualifications. At least 5 years' experience in Human Resource Management. Understanding and knowledge of PERSAL System. Knowledge of relevant legislations regulating human resource management in the Public Sector. Computer literacy and a valid driver's license.

DUTIES : Develop, implement and maintain Human Resource Provisioning (Recruitment and Selection) policies and strategies. Manage effective recruitment, selection, transfers, promotions, terminations and staff establishment. Administer leave, housing injury on duty, resettlement and PERSAL. Provide supportive services, including HR Registry and Messenger services in the department. Management of resources of the Sub-directorate, i.e., human, asset and financial resources.

ENQUIRIES : Ms. MP Tlale Tel No: 051 400 9430

POST 32/175 : **DEPUTY DIRECTOR: DEVELOPMENT SUPPORT AND COORDINATION OF FUNDING REF NO: DESTEA 07/08/22**

SALARY : R744 255 per annum (Level 11), (an all-inclusive salary package). The total package includes 75% or 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS : Bloemfontein
 : An appropriate NQF level 7 in Economics/ Business Economics or equivalent qualifications. Relevant experience in economics development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy and a valid driver's license.

DUTIES : Manage coordination and facilitate the implementation of inward and outward mission. Ensure implementation of the Trade Agreements within the Province and Foreign Countries. Support Enterprises with Financial linkages with National Departments, Provinces, Local Governments and Development Finance Institutions and facilitate access to investment incentives. Develop strategic partnership to ensure access to synthetic funding (grants, loans, and other non-financial support) and Coordinate funding. Facilitate access by Industrialist to the DTI incentives and other Government Agencies. Develop relevant policies. Management of resources of the Sub-directorate, i.e., human, asset and financial resources.

ENQUIRIES : Ms P Nqgeza Tel No: 051 400 9619

POST 32/176 : **ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO: DESTEA 08/08/21**

SALARY : R382 245 per annum (Level 09)
CENTRE : Bloemfontein

<u>REQUIREMENTS</u>	:	An undergraduate NQF level 7 qualification in Project Management or Public Management or equivalent qualifications. Extensive experience within EPWP or similar environment. Computer literacy and valid driver's license.
<u>DUTIES</u>	:	Facilitate planning and coordination of the Provincial Environment & Culture Sector Committee. Consolidate inputs received from provincial environmental and cultural sector departments and compile progress reports, analyze content and makes recommendations. Assist with the development of a Sector Plan and its implementation. Review the Provincial Environment & Culture Sector EPWP targets, inform sector departments of the targets set and provide inputs in establishing improved methods to achieve the set targets. Conduct site visit(s) to verify validity of the project(s), compliance and compile relevant report(s). Ensure provision of sector training and capacity building to sector members and other relevant stakeholders. Attend all relevant Environment & Culture Sector EPWP forums and meetings locally, provincially and nationally. Coordinate the recruitment of EPWP participants. Manage the resources of the Division, i.e. human, asset and financial resources. NB: The successful candidate will be expected to work long hours and travel extensively.
<u>ENQUIRIES</u>	:	Ms. K Ntsala Tel No: (051) 400 4906
<u>POST 32/177</u>	:	<u>ASSISTANT DIRECTOR: AGRO-PROCESSING REF NO: DESTEA 09/08/22</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate NQF level 6 or NQF level 7 in Economics/ Business Economics or equivalent qualifications. Relevant experience within Agro-processing or similar environment. Knowledge of government micro policies relating to Economic Development and knowledge of business principles. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Coordinate and facilitate the implementation of Agro-processing development initiatives/ project plans. Support appropriate environment for Agro-processing development. Provide inputs in the development of departmental Agro-processing policies. Engage in the build-upwards and downwards-stream in Agro-processing value chains. Manage the resources of the division, i.e. human, asset and financial resources.
<u>ENQUIRIES</u>	:	Ms A Phitsane, Tel No: (051) 400 4732
<u>POST 32/178</u>	:	<u>ASSISTANT DIRECTOR: MANUFACTURING REF NO: DESTEA 10/08/22</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate NQF level 6 or Bachelor's Degree (NQF level 7) Economics/ Business Economics or equivalent qualifications. Relevant experience within Economic Development or similar environment. Knowledge of government micro policies relating to Economic Development and knowledge of business principles. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Develop the database on manufacturing activities that includes, conduct the basic research, conduct the need analyses of Small-Scale manufacturing activities and identify the manufacturing activities within the Province. Identify the development/intervention required within the manufacturing sector. Facilitate the implementation of projects/programs within the value chain by Develop the Stakeholder database, Coordinate the stakeholder forums and Monitor and evaluate of the identified projects/programs. Manage the resources of the division, i.e. human, asset and financial resources.
<u>ENQUIRIES</u>	:	Ms A Phitsane Tel No: (051) 400 4732
<u>POST 32/179</u>	:	<u>FRAUD AND ANTI-CORRUPTION INVESTIGATOR REF NO: DESTEA 11/08/21</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 in Criminology/ police or equivalent qualification or Grade 12 with 5 years' experience within security or investigation field. Knowledge of fraud and anti-corruption related policies/ strategies and guidelines. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Provide inputs in the development and implement of Fraud and Corruption Prevention Strategy/Plan in the Department which include; review and evaluate anti-corruption capacity measures within the department and conduct

information sessions on Fraud and Anti-corruption strategy/plan. Investigate all corruption, fraud and theft cases reported as well as irregularities, fruitless and wasteful expenditure that has occurred and advise the Supervisor of the way forward. Compile investigation reports on fraud, corruption and theft related cases for further handling by the Supervisor or the Head of component, for internal disciplinary hearings and for criminal or civil proceedings. Advise the department on the fraud and corruption outcomes related to the financial disclosures and the way forward thereof. Any element of fraud, corruption or manipulation related to integrity of the systems and internal process identified be brought to the attention of the supervisor or Head of component to consider investigation.

- ENQUIRIES** : Mr. TA. Kotsi Tel No: 051 400 4766
- POST 32/180** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL IMPACT ASSESSMENT (EIA) REF NO: DESTEA12/08/21 (X2 POSTS)**
- SALARY** : R276 831 per annum, (OSD), Appropriate salary will be determined according to the regulatory framework based on OSD.
- CENTRE REQUIREMENTS** : Bloemfontein
An undergraduate NQF level 6 qualification in Natural/ Physical Science/ Environmental Science/Management or equivalent qualification. Good communication and report writing skills are essential. Computer literacy and a valid driver's license.
- DUTIES** : Handle EIA application(s). Provide technical and procedural advice to stakeholders and applicants. Attend Environmental Management Committee (EMC) meetings as required for project presentations and technical advice. Develop environmental advice notes to relevant stakeholders as and when required. Conduct site inspections, draft and recommend environmental authorization for submission and decision-making by the relevant delegated authority, etc. Provide technical / procedural advice which would include; gather/ compile/ disseminate relevant information on State of the Environment reporting, provide information to internal clients to enable effective and efficient cross-functioning of integrated environmental management, etc. Perform all administrative and procedure required for the effective and efficient operation Impact Assessment.
- ENQUIRIES** : Ms. G Mkhosana Tel No: (051) 400 4812
- POST 32/181** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: CLIMATE CHANGE REF NO: DESTEA 13/08/22 (X2 POSTS)**
- SALARY** : R276 831 per annum, (OSD), Appropriate salary will be determined according to the regulatory framework based on OSD.
- CENTRE REQUIREMENTS** : Bloemfontein
An appropriate NQF level 7 in Natural/ Physical Science/ Environmental Science/Management or equivalent qualifications. Good communication and report writing skills are essential. Computer literacy and a valid driver's license.
- DUTIES** : Provide support to sectors, provincial departments and local government on implementation of climate change related programmes. Conduct research on climate change issues and contribute to development of plans, reports and policy. Co-ordinate and facilitate stakeholder consultations. Facilitate and promote utilization of renewable energy in the province. Assess municipal and sector department plans to ensure incorporation of climate change response programmes. Report on climate change related programmes that undertaken by DESTEA and other stakeholders.
- ENQUIRIES** : Ms. M Mokalobe Tel No: (051) 400 9588
- POST 32/182** : **INFORMATION SECURITY OFFICER REF NO: DESTEA 14/08/21**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE REQUIREMENTS** : Bloemfontein
An undergraduate NQF level 6 in Security Management/ Information Management or equivalent qualifications or Grade 12 with 3 years' experience within security related field. Knowledge of Security Strategies/guidelines, vetting legislation/ frameworks/ guidelines, Minimum Information Security Standards (MISS) and Protection of Information Act (POPIA). Computer literacy and a valid driver's license.
- DUTIES** : Provide advice on issues relating to information security and vetting. Assist in

implementation and compliance on information security framework, legislation and good practice on vetting of officials. Assist in ensuring that departmental information is classified according to relevant categories. Protect sensitive information according to organization standards and relevant legislations and framework. Conduct vetting of prospective employees and employees within the department and liaise with State Security Agency (SSA).

- ENQUIRIES** : Mr. TA. Kotsi Tel No: 051 400 4766
- POST 32/183** : **SECURITY ADMINISTRATION OFFICER REF NO: DESTEA 15/08/21**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An undergraduate NQF level 6 in Security Management/ Police with Grade C PSIRA Certificate or equivalent qualifications or Grade 12 with 3 years' experience within security related field. Experience in the relevant security related environment. Knowledge of Security Strategies/guidelines, Minimum Information Security Standards (MISS), and Protection of Information Act (POPIA). Computer literacy and a valid driver's license. Recommendations: Knowledge of Control of Access to Premises and Vehicles Act, Trespass Act and Occupational Health and Safety Act.
- DUTIES** : To inform the Assistant Director: Security Services/ Deputy Director about the incidents reported and proper recording of the incident in the Incident Occurrence Register and ensure that such incidents are attended to by the Security Team. To monitor access in the Department including Reserves, Resorts and Service Centres, prevent any unauthorized access and report security breaches. Conduct awareness sessions, ensure implementation and fully compliance to the Security Team relating to the Minimum Information Security Standards (MISS). To conduct patrol of the premises, at Head Office, Reserves, Resorts and Service Centres using CCTV. Noting results in the daily occurrence log for further handling with superiors; provide advice in terms of the equipment to be procured for the Control Room function so as to ensure as far as possible the building remains secure and any suspicious activity is dealt with, to ensure that queries in the first instance are referred to the Control room supervisor on shift. Compile reports of all the incidents that occurred, how they were resolved and advise the Assistant Director: Security Services on what measures to be taken to ensure that such is not repeated. Contribute to the development of the Operational Plan of the component specifically on issues relating to control room. Manage the resources of the Sub-directorate (i.e. the personnel and assets). Render administrative function for the division.
- ENQUIRIES** : Mr. TA. Kotsi Tel No: 051 400 4766

OFFICE OF THE PREMIER

Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of positions and candidates whose appointment/promotion/transfer will promote representativity; will receive preference.

- APPLICATIONS** : Posted to Ms. Petro Norval, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Petro Norval, Room 5, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za
- CLOSING DATE** : 09 September 2022 @ 16:00
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certifies copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POSTS

POST 32/184 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 16/2022**

SALARY : R382 245 per annum (Level 09), A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : NQF Level 7 in Social Science/ Psychology or related qualification. Registration with South African Council for Social Services Professions (SACSSP) as a Social Worker or Health Professionals Council of South Africa (HPCSA) as a Psychologist. Minimum 3-5 years' experience as a practitioner within Employee Health and Wellness (EHW) environment. Knowledge of policy development and analysis and the Public Service. Knowledge of the Employee Health and Wellness Strategic Framework for the Public Service. Application of Employee Health and Wellness Counselling skills. Project Management, highly evolved verbal and writing skills.

DUTIES : To implement SHERQ Management principles in the workplace in order to create a safe working environment for employees, including: To promote occupational health and safety at the work place; To manage the environment through inspections / information sessions, etc; Conduct risk management through assessments, disaster management, etc; and Compliance with regard to quality management in terms of health and safety standards. To promote Health & Productivity Management through various activities / programmes, including: To promote health education through awareness sessions, workshops, distribution of information, etc; The management of incapacity due to ill health and retirement through information sessions, support and counselling; The management of mental health in the work place through information sessions distribution of information, etc; and The management of non-communicable and communicable diseases through screening / information sessions and the establishment of support groups. To implement programs on HIV & AIDS, STI and TB in the workplace, including: To protect human rights of employees living with HIV & TB (preventing discrimination / human rights violations); To sustain health and wellness of employees in pursuit of a healthy life-style; To accelerate the prevention and reduction of new HIV, TB and STI infections; and To address social and structural factors impacting on HIV, TB and STI's. To promote and facilitate employee wellness through various activities / programs, including: To promote physical Individual wellness through for example physical activity, good nutrition healthy sleep techniques, tobacco management, etc; To promote psycho-social Individual wellness through for example stress management / alcohol and drug abuse programs, etc; To promote organizational wellness through information sessions, etc; and Aim towards sustaining work life balance through various programs and sessions on retirement for example.

ENQUIRIES : Ms. L.V. Nqoko-Rametse Tel No: 051 405 4756

POST 32/185 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 17/2022**

SALARY : R382 245 per annum (Level 09), A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : Appropriate NQF 7 qualification preferably in the Human Resource Management. Minimum of 6 years' experience in the management of Human Resource Management Policies/Strategies or similar environment. Knowledge of relevant Provincial and National legislation. Knowledge of Public Service Administration. Knowledge of Conditions of service benefits. Computer, Communication and Interpersonal Relations skills.

DUTIES : Ensure successful implementation of policies on Conditions of Service Benefits and Human Resource Provisioning, including: Ensure compliance with regard to: Quality assurance of all documents, by ensuring compliance with regard to: Legislation, Public Service Regulations, Directives and Collective Agreements, and Norms and standards; Provide support in the development and maintenance of HR policies; Implement updated national policies and regulations; Embark on information sessions to alert and inform employees on amendments/changes on policies; Ensure compliance by making use of templates that are provided as implementation tool from DPSA. Ensure correct implementation of human resource matters, including: Oversee the implementation, monitoring and continuous review of appropriate HR policies

and procedures; Advise employees on service benefits; Advise the Office of the Premier on the process of human resources in line with relevant prescripts; Inform and guide the Office of the Premier on human resource matters in line with legislation, policies and prescripts; Guide newly appointed SMS and MMS members on the structuring and implementation of their packages; Structure the SMS/MMS packages on the system before implementation. Prepare and consolidate reports on personnel administration issues, including: Report on the following: Conditions of service benefits: Leave; Housing; Medical; Injury on Duty; Terminations; Long Service Recognition; Overtime; Re-allocation; Pension; Allowance; etc), Human Resource Provisioning (Advertisements; Selection; Recruitment; Appointments), Establishment Management: ensure compliance with the legislative and regulatory framework of the Public Service, Develop and manage relevant human resource reports and databases to enable effective management decision making. Authorise transactions on PERSAL according to delegations, including: Approve transactions on the PERSAL system; Disapprove incorrect transactions on the PERSAL system and advise the implementer on the correct capturing of transactions; Monitor the outcome of implemented/approved and authorized transaction; File log sheets correctly in personal files. Act as PERSAL personnel controller, including: Manage HR information system; Reset PERSAL users on PERSAL system when revoked; Printing PERSAL reports; Attend provincial PERSAL meetings; Schedule training for PERSAL users; Monitor the access to PERSAL functions for PERSAL users; Manage the oversight on PERSAL system. To manage resources to ensure that the objectives of the component are achieved, including: Management of staff within the component; Provide support and advice to line managers and ensure compliance to HR legislation and policies; The development and updating of Job Descriptions; Monitoring and facilitating employee performance management of staff; Management and monitoring of records management; Facilitation of training interventions; Give direction, guidance and advice to staff within the component.

ENQUIRIES

: Ms. L.V. Nqoko-Rametse Tel No: 051 405 4756

POST 32/186

: **PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: 18/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R261 372 per annum (Level 07), A basic salary
: Bloemfontein
: Appropriate NQF 6 qualification preferably in the Human Resource Management. Minimum 3-5 years' experience in HR Practices. Knowledge of relevant legislation. Knowledge of Human Resource matters. Computer literacy. Communication, Planning and Organising skills.

DUTIES

: Render a recruitment advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment, including: Analyse Recruitment and selection documents by ensuring compliance with regard to: Législation: Public Service Régulations; and Directives and Collective Agreement. Provide advice to management and staff on recruitment and selection matters: e.g: Advice on draft adverts for consideration to be approved for advertisement in consultation with the relevant SMS member. Advise on long lists of all recruitment applications; Advise on practices for shortlisting; Advise Interview Panels in relation with recruitment processes and practices for posts graded as allocated.; Advise on the outcome of interview processes for posts graded as allocated; Advise provincial departments on a consistent approach within recruitment; Investigate recruitment related problems and advice management thereon. Promote effective and efficient human resource recruitment by researching, analysing, developing, monitoring and reviewing departmental policies, strategies, guidelines and circulars to contribute to the consistent and effective application of human resource practices within the department/province, including: Assist with the drafting of provincial policies, stratégies, guidelines, procédures and provincial circulas with regard to Recruitment and sélection; Implémente update policies, régulations, stratégies, guidelines, procédures and circulars; Liaise with the Department of Public Service and Administration in respect to recruitment practices and policies; Compile draft adverts for consideration to be approved for advertisement in consultation with the relevant SMS member; Obtain approval for the départemental advertisement of vacancies; Arrange for placement of départemental vacancies: Compile long

lists of all recruitment applications; Provide secretariate/support services to selection panel during selection processes; Facilitate/ Coordinate or render verification services on recommended candidates; Draft appointment submission and letters on the outcome of interview processes for posts graded as allocated.; Handling all recruitment related enquiries in the department. Provide Human Resource Information and Knowledge Management Services to the Department, including: Maintain an up to date data basis of Recruitment information; Gather and analyse information related to best Recruitment and selection practices; Identify needs for clarification within the Recruitment process; Promote correct Recruitment practices within the Office of the Premier; and Provide reports on Recruitment matters to the Département.

ENQUIRIES : Ms. L.V. Nqoko-Rametse Tel No: 051 405 4756

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 Motloun, Fidel Castro Building Tel No: (051) 405 4274

CLOSING DATE : 09 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 only (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 department, post name and 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. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government, which can be accessed via the following link: <https://www.thensg.gov.za> . Candidates for SMS posts (Level 13 and higher posts) will also be subjected to a competency assessment and a practical test that intends to test relevant technical elements of the job. 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).

MANAGEMENT ECHELON

<u>POST 32/187</u>	:	<u>DIRECTOR: FISCAL POLICY REF NO: FSPT: 024/22</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A degree or equivalent qualification (NQF level 7) in Accounting/ /Economics or equivalent qualification with Accounting//Economics as a passed major subject. A minimum of five (5) years' experience in a budget/fiscal policy/public finance/economic research environment. Five (5) years' experience at MMS level. Knowledge of The Constitution of the RSA, Intergovernmental Fiscal Relations Act, Division of Revenue Act (DORA), Public Finance Management Act (PFMA), Medium Term Expenditure Framework (MTEF) Budget process, Treasury Regulations and Treasury guidelines. Must possess the following skills: Written and verbal communication-, policy development, budgeting-, strategic capability, reporting-, presentation-, conflict management, problem solving, leadership, managerial-, project management, financial management, analytical- and persuasive skills and ability to effectively interact with clients.
<u>DUTIES</u>	:	Provide advice on the Medium Term Fiscal Policy Framework. Oversee the analysis of the provincial equitable share and conditional grants. Enhance and optimize provincial revenue streams. Manage the revenue trends and revenue reports compiled/produced by Deputy Directors within the Directorate. Oversee the effective administration of own revenue resources. Enable the implementation of an appropriate borrowing policy framework. Set parameters for the development of an overall financing envelope for the Province. Ensure the issuing of best practice/instruction notes to the Provincial Departments. Provide technical assistance and build capacity in the Provincial Departments and Public Entities. Manage the resources of the Directorate. Manage and mitigate risks within the Directorate.
<u>ENQUIRIES</u>	:	Mr. P E Lebone at 082 803 4075 (office hours only)
<u>POST 32/188</u>	:	<u>DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: FSPT: 025/22</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (an all-inclusive salary package), (This all – inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A relevant degree or equivalent qualification in Finance, Economics, Commerce or a Built environment. A minimum of six (6) years relevant middle management experience in Finance, Economics, Commerce or Built environment. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Public Service policies and procedures, Working knowledge of the functioning of National/Provincial as well as Local Government. Knowledge of project management, Treasury Regulations, Public Service Act & Regulations, Understanding of local government legislation, financial ratios and their interpretation. Problem solving and innovation capability. Good interpersonal, strategic capability, leadership and analytical skills. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Oversee and support Provincial & Municipal infrastructure performance management. Support and monitor financial management of Provincial and Municipal Infrastructure. Support and monitor Provincial and Municipal Infrastructure Planning Portfolio Management. Support and monitor Provincial and Municipal Projects/Programmes. Support and monitor operations, services and maintenance of infrastructure. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Mr. P E Lebone at 082 803 4075 (office hours only)

OTHER POSTS

<u>POST 32/189</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING & REPORTING REF NO: FSPT: 026/22</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09), (A basic salary)
<u>CENTRE</u>	:	Bloemfontein

REQUIREMENTS : A B. Com degree in Accounting or equivalent qualification (NQF level 7) with Accounting 3 as a passed major subject. A minimum of three (3) years' experience in an accounting environment. Knowledge of the Public Finance Management Act (PFMA), Public Service Regulations and Treasury Regulations, financial systems and applicable Instruction Notes. Computer literacy. Good verbal and written communication skills.

DUTIES : Prepare inputs for the Consolidated Financial Statements of the Province to ensure accurate reporting. Monitor and perform assessments of the submission of mandatory financial accounting information within the Province. Promote the compilation of annual financial statements to ensure credible accounting information. Assess the progress made by Departments and entities on resolutions emanating from the Provincial Public Accounts Committee (PROPAC). Manage resources to ensure the smooth running of the Division.

ENQUIRIES Ms. M E Modupi Tel No: (051) 405 4708

POST 32/190 : **ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING AND ASSET MANAGEMENT REF NO: FSPT: 027/22**

SALARY CENTRE : R382 245 per annum (Level 09), (A basic salary)
: Bloemfontein

REQUIREMENTS : A B. Com degree in Accounting or equivalent qualification with Accounting 3 as a major subject. A minimum of three (3) years' experience in local government finance and administration. Knowledge of the Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislation. Computer literate. Good report writing-, analytical-, communication-, presentation-, and conflict management- and project management skills. A valid driver's license.

DUTIES : Promote adherence to GRAP standards and timeous submission of credible annual financial statements. Support the monitoring and compliance with the financial accounting reporting requirements. Support municipalities to improve audit outcomes for all delegated municipalities. Provide technical support on financial management and accounting.

ENQUIRIES : Mr. L. Moduane at 083 389 1778 (office hours only)

POST 32/191 : **RECORDS AND FACILITY MANAGEMENT ADMINISTRATOR REF NO: FSPT: 028/22**

SALARY CENTRE : R321 543 per annum (Level 08), (A basic salary)
: Bloemfontein

REQUIREMENTS : A Diploma/Degree in Public Management or equivalent qualification. A minimum of three (3) years relevant experience within the Public Sector or related environment. Knowledge of the National Archives and Records Services Act, Access to Information Act, Public Service Regulations, White Paper on Human Resources, Public Finance Management Act, Municipal Finance Management Act and Treasury Regulations. Must possess the following skills: Interpersonal-, computer-, project management-, typing-, presentation-, analytical thinking-, verbal and written communication-, conflict management- and problem solving skills. Basic knowledge of how information systems are designed and how information on such systems is processed.

DUTIES : Develop, implement and monitor a records and facility management policy for the Department. Develop, implement and monitor a well-structured records classification and records keeping system (i.e. paper based records, micrographic projects, electronic records, etc.). Manage and monitor the Messenger services. Manage and monitor the Cleaners and Groundsman. Handle Promotion of Access to Information Act (PAIA) requests. Manage the resources of the Component.

ENQUIRIES : Ms. F Sithole Tel No: (051) 405 4137