

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

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

- APPLICATIONS** : Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
- FOR ATTENTION** : Ms M Parkies/ K Majafa
- CLOSING DATE** : 17 February 2023 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](http://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 provide proof of such evaluation report (only 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.

**OTHER POST**

- POST 04/166** : **RISK MANAGEMENT PRACTITIONER REF NO: DESTEA 42/01/23**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An undergraduate NQF level 6 in Risk Management / Internal Audit or equivalent qualifications. Experience in Risk Management processes. A valid driver's license. Computer literacy.
- DUTIES** : Assist with the development and implementation of the following on the departmental risk management: Risk Management Strategy, Management Policy and Plan. Assist with the development of Risk Management processes to ensure compliance to the Risk Management Framework. Maintain and update risk registers to determine the effectiveness of progress concerning Risk Management in the department. Assist with the promotion of a risk management culture and capacity in the department. Assist with the review of the implementation of Risk Management processes to ensure compliance in the department. Coordinate Risk Committee meetings and drafting quarterly Risk Committee reports. Implement Risk Management processes to ensure compliance to the Risk Management Plan.
- ENQUIRIES** : Ms C Mahlaba Tel No: 051 400 9503

**DEPARTMENT OF SOCIAL DEVELOPMENT**



- APPLICATIONS** : Applications for the Department of Social Development to be submitted to: Private Bag X20616, Bloemfontein 9300. Attention Ms. M.V. Mophethe – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke

and West Burger Street, Old Standard Bank Building, Bloemfontein. Tel No: 083 555 9270 or E-mail to [recruitment@fssocdev.gov.za](mailto:recruitment@fssocdev.gov.za).

**CLOSING DATE**  
**NOTE**

: 17 February 2023  
: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

**OTHER POSTS**

**POST 04/167**

: **PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING – PN-A3) (X4 POSTS)**

**SALARY**

Grade 1: R268 584 per annum, (plus benefits)  
Grade 2: R330 324 per annum, (plus benefits)  
Grade 3: R400 644 per annum, (plus benefits)

**CENTRE**

: Botshabelo Haven Old Age Home Ref No: DSD 17/22 (X2 Posts)  
Leratong Child & Youth Care Centre Ref No: DSD 18/22 (X2 Posts)

**REQUIREMENTS**

: Appropriate National Diploma/Degree in Nursing. Current registration with the South African Nursing Council. Candidates are expected to have the recognizable applicable experience as determined by the OSD in terms of the different grades. Know nursing care processes and procedures, nursing statutes and other applicable legislations. The candidate must have good communication skills, both verbal and written and able to work in a team. Candidate must have good ethical practice and a caring attitude. Manage workplace discipline and have an in-depth knowledge and understanding of Batho-Pele principles.

**DUTIES**

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices.

**ENQUIRIES**

: Botshabelo Haven: Ms. Sothoane at 083 800 9086, Leratong Child & Youth Care Centre Ms Skosana Tel No: 0609846799

**POST 04/168**

: **STAFF NURSE GRADE 1 REF NO: DSD 16/22 (X4 POSTS)**

**SALARY**

: R179 172 per annum, (plus benefits)

**CENTRE**

: Botshabelo Haven Old Age Home

**REQUIREMENTS**

: Qualification that allows current registration with the SANC as Staff Nurse. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted) Candidate must have basic communication and writing skills. Be able to function as part of a team.

**DUTIES**

: Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in

accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined as determined by the relevant health facility.

- ENQUIRIES** : Ms Sothoane Tel No: 0838009086
- POST 04/169** : **NURSING ASSISTANT GRADE 1 (X6 POSTS)**
- SALARY CENTRE** : R138 549 per annum, (plus benefits)  
: Tshireletsong Children's Home Ref No: DSD 19/22 (X2 Posts)  
: Leratong Child & Youth Care Centre Ref No DSD 20/22 (X4 Posts)
- REQUIREMENTS** : Qualification that allows current registration with the SANC as Nursing Assistant. (Applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted)
- DUTIES** : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility
- ENQUIRIES** : Tshireletsong Child and Youth Care Centre, Mr Speelman at 0664875955  
: Leratong Child and Youth Care Centre, Ms Skosana at 0609846799

#### **DEPARTMENT OF TREASURY**

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- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The 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. D Motloung, Fidel Castro Building Tel No: (051) 405 4274
- CLOSING DATE** : 17 February 2023
- NOTE** : Directions to applicants: 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 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. 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 POST

<b><u>POST 04/170</u></b>	:	<b><u>NETWORK ADMINISTRATOR REF NO: FSPT: 001/23 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant qualification (NQF level 6 or higher) in Information Technology with certification in either A+ or N+. A minimum of three years' experience in an information technology environment. Knowledge of ITIL, Treasury Regulations, relevant Delegations, Database Management and Departmental information technology policies. Problem solving-, analytical-, communication-, reporting- and presentation skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Perform the installation, configuration and ongoing stability of desktop computers, peripheral equipment and software. Ensure desktop computers interconnect seamlessly with the following diverse systems: associated validation, files, emails, computer conferencing, applications and administrative systems. Provide relevant IT equipment specifications, validate and recommend accordingly. Liaise with help desk to determine and resolve problems received from clients. Revise and recommend upgrades on software and systems to be performed to ensure effective service delivery. Keep abreast with new technology through research as well as train, advice and inform users in utilization of ICT resources to improve their efficiency and effectiveness.
<b><u>ENQUIRIES</u></b>	:	Mr. B J Lekwene Tel No: (051) 405 5031