

**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** : 05 May 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 13/71** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION: OFFICE OF THE MEC REF NO: DESTEA 50/03/23**
- SALARY** : R766 584 per annum (Level 11), (an all-inclusive salary package). The total package includes a 75% or a 70% basic salary, a state contribution to the Government Employee Pension Fund, and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An undergraduate NQF level 6 in Office Administration/ Public Management/Administration or equivalent qualifications. Relevant experience in Administration. Knowledge of relevant legislations and policies of government. Good written and verbal communication skills. Computer literacy. A valid driver's license.
- DUTIES** : Provide administrative support and receptionist services in the office of the Executive Authority. Provide registry support services in the office of the Executive Authority. Provide messenger and driver services in the office of the Executive Authority. Provide logistical support for meetings. Management of resources of the Sub-directorate, i.e., human, asset, and financial resources.
- ENQUIRIES** : Ms M Parkies Tel No: 051 400 4728

**DEPARTMENT OF HUMAN SETTLEMENTS**

***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** : Head: Human Settlements, Human Resource Management Directorate. P.O Box 247, Bloemfontein, 9300 OR Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St.

Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.

**CLOSING DATE**  
**NOTE**

: 05 May 2023, Time: 16H00  
: Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z 83 and the detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subject to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will NOT be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

**OTHER POST**

**POST 13/72**

: **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HS 1/2022**

**SALARY**

: R4 446.per sitting (inclusive of preparation). Risk Management Committee meetings are held quarterly (minimum of 4 per annum). The term of office is three years, subject to renewal at the discretion of the Department.

**CENTRE**  
**REQUIREMENTS**

: Bloemfontein  
: A relevant Degree / Postgraduate Qualification in Risk Management, Auditing or Business Administration with a minimum of 5 to 10 years' experience in a risk management environment. Previous experience of serving in the Risk Management Committee / Audit Committee and understanding of the built environment will be advantageous. The candidate should be an independent person that is not employed by any Government Institution, with excellent knowledge of the Risk Management, Corporate Governance, Public Finance Management Act, Treasury Regulations and Public Sector Risk Management Framework.

**DUTIES**

: The candidate will be responsible for chairing the Department's Risk Management Committee. Assist the Accounting Officer to discharge his/her duties in respect of risk management with the aim of achieving the Department's objectives. Provide oversight on the review and monitoring the implementation of risk management framework, policy, charter and strategy within the Department. Provide quarterly reports to the audit and other management committees. Provide advice / guidance on setting risk appetite and review risk appetite, tolerance levels, and anti-fraud measures. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues.

**ENQUIRIES**

: Dr. T Ntshangase Tel No: 051 405 4023

**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**

: 05 May 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 13/73**

: **CLINICAL PSYCHOLOGIST GRADE 1 REF NO: FSDSD 01/23 (X1 POST)**

**SALARY**

: R745 785 – R819 921 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)

**CENTRE**

: Charlotte Maxeke Substance Dependency Treatment Centre

**REQUIREMENTS**

: Master's degree in Clinical Psychology, Registration with the HPCSA as a Clinical Psychologist (Independent Practice). No experience after registration with HPCSA in respect of RSA qualified employees who performed community service as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Certificate of service from previous and current employer endorsed and stamped by HR only shortlisted candidates must submit proof. Knowledge, Skills, Training and Competencies required: Comprehensive knowledge of psych-diagnostic and therapeutic interventions suitable for a hospital setting. Sound knowledge of policies, protocols and procedures applicable to the profession (including ethical and legal matters), Ability to function as part of a multi-disciplinary team, Good verbal and written communication skills. Good interpersonal, decision making and problem-solving skills. Self- motivation, diligence and dedication to the service delivery. Computer skills.

**DUTIES**

: Ensure effective and efficient management of all MCHU referred for psychological services. Perform psychological assessment (including psychometric testing). Manage MCHU within the multidisciplinary team framework. Ensure compliance with policies and procedures. Ensure maintenance of adequate and efficient record keeping and reporting. Liaise with the general public for the purposes of mental health promotion. Liaise with stake holders e.g. other governmental departments, NGO etc. Perform medico-legal duties.

**ENQUIRIES**

: Ms Dithuso Monare @ 083 381 9931

**POST 13/74**

: **PROFESSIONAL NURSE GRADE 1 (SPECIALTY NURSING GRADE 1 (PHC) PN – B1 REF NO: FSDSD 02/23 (X2 POSTS)**

**SALARY**

: R400 644 – R464 466 per annum. (The salary on appointment will be determined by the successful candidate's previous appropriate experience)

- CENTRE REQUIREMENTS** : Charlotte Maxeke Substance Dependency Treatment Centre  
 : Basic R425 (Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic Nursing qualification with a duration of at least one year accredited with the SANC in one of the specialties. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted)
- 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** : Ms Dithuso Monare @ 083 381 9931
- POST 13/75** : **OCCUPATIONAL THERAPIST GRADE 1 (X3 POSTS)**
- SALARY CENTRE** : R332 427 per annum  
 : Charlotte Maxeke Substance Dependency Treatment Centre Ref No: FSDSD 03/23  
 Dr Beyers Naude Half Way House Ref No: FSDSD 04/23  
 Thekolohelong Welfare Centre Ref No: FSDSD 05/23
- REQUIREMENTS** : Professional qualification as an Occupational Therapist. Registration as an Occupational Therapist with the Health Professions Council of South Africa (HPCSA) (Professional Board for Therapists). (applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted)
- DUTIES** : Render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management. Render individual therapeutic services. Continuous Professional development. Keep up to date with new developments in the occupational therapist profession. Perform all the administrative functions required of the job.
- ENQUIRIES** : Charlotte Maxeke - Ms Dithuso Monare @ 0833819931  
 Dr Beyers Naude – Ms Pulane Masangane @ 0664866906  
 Thekolohelong Welfare Centre- Ms Bulelwa Jikeka @: 0664859596