

**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. We intend 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 Majafa/N. Ramaebebe/Mr. T. Chaka
- CLOSING DATE** : 25 August 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 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 prior to appointment 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 their qualifications. Failure to do so will result in your application being disqualified.

MANAGEMENT ECHELON

- POST 27/91** : **CHIEF DIRECTOR: SMALL BUSINESS DEVELOPMENT REF NO: DESTEA 06/08/23**
- SALARY** : R1 371 558 per annum (Level 14), (an all-inclusive salary package). The total package includes 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 REQUIREMENTS** : Bloemfontein
: An undergraduate NQF level 7 qualification in Economics or equivalent qualifications. 5 years or more experience at the senior management level. 7 years or more experience in the economic development environment.

		Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Manage Service Centers. Promote and coordinate enterprise development and support within the province. Facilitate the route and access to markets for micro, small, and medium enterprises. Provide oversight on ensuring access to enterprise and supplier development programmes in collaboration with private sector partners. Creation of an enabling environment for micro, small, and medium enterprises to access business development support services. Develop and implement policies that would ensure that micro, small, and medium enterprises benefit from state procurement. Ensure the development of the Strategic Plan and APP of the Chief Directorate. Management of resources of the Chief Directorate, i.e., human, asset, and financial resources.
<u>ENQUIRIES</u>	:	Dr. M. Nokwequ at (076) 940 6670
<u>POST 27/92</u>	:	<u>CHIEF DIRECTOR: INTEGRATED ECONOMIC DEVELOPMENT REF NO: DESTEA 07/08/23</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (an all-inclusive salary package). The total package includes 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.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An undergraduate NQF level 7 qualification in Economics or equivalent qualifications. 5 years or more experience at the senior management level. 7 years or more experience in the economic development environment. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Support and promote industrial and sectoral development through collaboration with industrial stakeholders. Facilitate the development of industries in the Free State in collaboration with the Free State Development Corporation and the Maluti a Phofung Special Economic Zone (MAP-SEZ). Ensure coordination of sector-specific development funding. Facilitate the implementation of strategies and projects that improve the competitiveness of identified priority sectors in the Free State provincial plans. Management of resources of the Chief Directorate, i.e., human, asset, and financial resources.
<u>ENQUIRIES</u>	:	Dr. M. Nokwequ at (076) 940 6670
<u>POST 27/93</u>	:	<u>CHIEF DIRECTOR: BIODIVERSITY AND PROTECTED AREAS MANAGEMENT REF NO: DESTEA 08/08/23</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (an all-inclusive salary package). The total package includes 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.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An undergraduate NQF level 7 qualification in Environmental Management/ Nature Conservation/ or equivalent qualifications in Natural Sciences discipline with 5 years of experience at the senior management level. 7 years or more experience in protected areas management. Good knowledge of appropriate legislation governing Biodiversity and Protected Areas at the national, provincial, and local levels. Computer literacy and a valid driver's license. Recommendations: Knowledge of Project Management will be an added advantage.
<u>DUTIES</u>	:	Manage all protected areas through the effective implementation of the National Environmental Management: Protected Areas Act (NEMPAA). Promote equitable and sustainable use of resources to contribute to economic development. Implement mechanisms for the protection and management of ecologically viable areas. Promote and regulate the sustainable use of biological, cultural, and genetic resources in the interest of sustainable development. Ensure sustainable management of biodiversity and natural resources. Manage biodiversity through permitting systems. Manage problem animals in the province. Management of resources of the Chief directorate, i.e., human, asset, and financial resources.
<u>ENQUIRIES</u>	:	Dr. M. Nokwequ at (076) 940 6670
<u>POST 27/94</u>	:	<u>DIRECTOR: BIODIVERSITY MANAGEMENT & CONSERVATION REF NO: DESTEA 09/08/23</u>
<u>SALARY</u>	:	R1 162 200 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 a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An undergraduate NQF level 7 qualification in Natural Sciences with majors in Botany or Zoology or equivalent qualifications. Postgraduate Qualification in Botany or Zoology will be an added advantage. 5 years or more experience in senior or middle management. 7 years or more experience in Biodiversity planning and research. Good knowledge of appropriate legislation governing Biodiversity and Protected Areas at the National, Provincial, and Local levels. Knowledge of Project Management will be an added advantage for the candidate to be selected. Computer literacy and a valid driver's license. Recommendations: Knowledge of Project Management will be an added advantage.
<u>DUTIES</u>	:	Lead a team that provides Scientific Support to Protected Areas managed by the department. Manage a team of Biodiversity Experts employed by the department. Represent the Department in National and International Scientific Bodies. Support the Biodiversity Permit Office. Research Priority Biodiversity Projects. Management of resources of the Directorate, i.e. human, asset, and financial resources.
<u>ENQUIRIES</u>	:	Dr. M. Nokwequ at (076) 940 6670

OTHER POSTS

<u>POST 27/95</u>	:	<u>DEPUTY DIRECTOR: INDUSTRIAL DEVELOPMENT REF NO: DESTEA 10/08/23</u>
<u>SALARY</u>	:	R811 560 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 a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An undergraduate NQF level 7 qualification in Economics or equivalent qualifications. 5 years or more experience in Special Economic Zone and Industrial Parks of which 3 years should be at the junior management level. Knowledge of relevant legislation and regulations. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Support long-term industrial and economic development. Develop new special economic zones/industrial regions/parks and strengths existing ones. Create an appropriate environment for foreign direct and domestic investment. Ensure the formulation of policies and a clear framework for the development, operation, and management of SEZ. Build-up and downstream linkages in strategic value chains. Manage the resources of the sub-directorate which includes the budget personnel and assets.
<u>ENQUIRIES</u>	:	Mr. T. Makhele at (076) 833 0033
<u>POST 27/96</u>	:	<u>DEPUTY DIRECTOR: ECONOMIC PLANNING MANAGEMENT REF NO: DESTEA 11/08/23</u>
<u>SALARY</u>	:	R811 560 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 a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An undergraduate NQF level 7 qualification in Economics or equivalent qualifications. 5 years or more experience in Economic Planning of which 3 years should be at the junior management level. Knowledge of relevant legislation and regulations. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Develop plans, policies, and strategies for effective local economic development (LED) across the province to ensure that all LED strategies are aligned with Free State Growth and Development Strategy, National Development Plan, and national mandates and policies. Ensure the development of local economic development plans in collaboration with sector partners such as COGTA, Local Government, and SALGA. Assist in developing the District One-Plans according to the District Development Model (DDM). Coordination of Provincial LED Forums. Network with all relevant critical stakeholders on issues relating to economic planning. Manage the resources of the sub-directorate, i.e. human, asset, and financial resources.
<u>ENQUIRIES</u>	:	Mr. T. Lekutle at (082) 523 2933

<u>POST 27/97</u>	:	<u>DEPUTY DIRECTOR: RESEARCH OUTPUT MANAGEMENT REF NO: DESTEA 12/08/23</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11), (an all-inclusive salary package). The total package includes 70% 75% 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.
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 7 in Economics or equivalent qualifications. 5 years or more experience in an economic development environment of which 3 years should be at the junior management level. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Manage research output (including protecting intellectual property rights). Engage in research capacity building. Disseminate information generated through research. Support knowledge transfer programmes. Manage the resources of the sub-directorate which includes the budget, personnel and assets. Manage research output (including protecting intellectual property rights). Engage in research capacity building. Disseminate information generated through research. Support knowledge transfer programmes. Management of resources of the Sub-directorate, i.e. human, asset, and financial resources.
<u>ENQUIRIES</u>	:	Adv. J Mosia at (071)-485 7708
<u>POST 27/98</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DESTEA 13/08/23</u>
<u>SALARY</u>	:	R811 560 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 a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 7 qualification in Human Resource Management/ Public Management or equivalent qualifications. 7 years and more experience in Human Resource Management of which 5 years should be at the junior management level. Excellent knowledge of all public service statutory and regulatory requirements w.r.t Human Resource Management. Good knowledge of recruitment, PERSAL, and HR Administration. Ability to interpret and apply Acts, Regulations and Directives and Policies. Experience in developing and executing comprehensive HR Policies. Good communication skills and strong presentation skills. Ability to manage HR data and provide rigorous analysis of that data. Experience in planning, organizing, and monitoring a large volume of HR activities and managing a team with a high-volume workload. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Develop, implement, and maintain Human Resource Provisioning (Recruitment and Selection, transfers, promotions, terminations, and staff establishment) policies and strategies. Quality assurance of all documents, statistics, and PERSAL transactions before sign-off. Authorise and approve all PERSAL transactions. Ensure that PERSAL systems and processes are in place to enable HR support on employee benefits. Effective management of compensation framework and records management. Manage the leave reconciliation every quarter (leave in general), housing, injury on duty, and resettlement. Oversee the PILIR administration process. Oversee Human Resource Records Management System in line with the National Archives Act (HR registry and messenger services). Ensure the effective implementation and maintenance of the file plan process. Manage the preparation and provision of responses to audit queries related to HR document management. Manage the process of recruitment and selection. Provide expert advice to the panel during the interviews. Ensure that the panel approval is obtained for the interview process. Manage the process of employment screening in terms of verification of qualifications, criminal records, etc. Oversee the coordination of competency assessments for Senior Managers. Oversee the submission of recommended candidates are submitted to the relevant authority in line with the approved delegations of authority. Monitor the reference checks for approved candidates relating to appointments. Monitor the reference checks or approved candidates relating to appointments. Develop and monitor the system of Employee Exit (Termination) within the Department. Monitor the implementation of an effective system of receiving, and recording processing of Employee Exit. Prepare Employee Exit reports. Monitor the communication of revised national resolutions and directives regulating the interpretations and implementation of Employee Exit. Prepare and respond to questions and audit

- queries on the administration of Employee Exit. Manage the Operational Plan of the Unit. Management of resources of the Sub-directorate, i.e., human, asset, and financial resources.
- ENQUIRIES** : Ms. MP Tlale at (082) 379 3412
- POST 27/99** : **ASSISTANT DIRECTOR: WELLNESS MANAGEMENT REF NO: DESTEA 14/08/23**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : An undergraduate NQF level 7 qualification in Social Science/Psychology/ Social Work. 3 years' experience in the Employee Wellness section in Government. Registration with relevant Professional Association. Computer literacy and a valid driver's license.
- DUTIES** : Design the Employee Assistance Programme (EAP) by compiling organizational profiles, needs analysis, and establishment of the EHW Committee. Implement EHW Programme by ensuring that EHW policies and operational plans are in place. EHW strategy and implementation plans are developed. Manage and administer EHW by ensuring the compilation of monthly and quarterly reports on EHWP/ wellness issues to management for appropriate reporting. Provide clinical services for employees and their immediate families by providing trauma debriefing and emotional support for victims and providing ongoing counselling and psycho-social support services to employees and their families. Provide preventative services, i.e., conduct proactive workshops (life skills, team building, stress management, etc.). Monitor and evaluate the implementation of EHW services in the Department and conduct research into issues about EHW and programme evaluation. Ensure the implementation of individual wellness by implementing sports and recreation in the Department. Manage the resources of the Division, i.e. human, asset, and financial resources.
- ENQUIRIES** : Ms. B. Molefe at (072)-594 2857
- POST 27/100** : **RISK MANAGEMENT PRACTITIONER (ASSISTANT DIRECTOR) REF NO: DESTEA 15/08/23**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : An undergraduate NQF level 7 in Risk Management / Internal Audit or equivalent qualifications. 3 years and more 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 with 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 draft quarterly Risk Committee reports. Implement Risk Management processes to ensure compliance with the Risk Management Plan.
- ENQUIRIES** : Ms. C. Mahlaba at (076) 093 1822
- POST 27/101** : **ENVIRONMENTAL OFFICER CONTROL GR A: CLIMATE CHANGE REF NO: DESTEA 16/08/23**
- SALARY** : R554 494 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.
CENTRE : Bloemfontein
REQUIREMENTS : An undergraduate NQF level 7 qualification in Natural Science or equivalent qualifications. 5 years post-qualification experience in a related field. Knowledge of relevant government regulations and Environmental Management (Climate Change) Policies and Strategies. Computer literacy and a valid driver's license.
- DUTIES** : Undertake the climate change mitigation and adaptation plans/ strategies administration. Implement climate change response programmes. Update, monitor, and report on climate change response implementation programmes. Provide support to municipal and sector departments on climate change issues. Liaise and form partnerships with public and private sectors to address climate change challenges. Ensure capacity building, training, and awareness

- of climate change. Manage the resources of the Division, i.e. human, asset, and financial resources.
- ENQUIRIES** : Ms. M. Mokalobe at (082) 340 0102
- POST 27/102** : **ORGANISATIONAL DEVELOPMENT SPECIALIST REF NO: DESTEA 17/08/23**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : An undergraduate NQF level 7 in Organizational Development Management/Work-Study Management/ Management Services/ HRM. 3 years' experience in Organisational Development. Applicants should be certified Job Analysts in the Equate Job Evaluation System. Computer literacy. A valid driver's license.
- DUTIES** : Advise management on matters relating to the organizational structure of the department. Conduct investigations and advise the Directorate on the appropriate interventions to be taken. Develop internal systems and procedures to ensure or improve service delivery in the department. Facilitate the Business Process Reengineering in the Department. Manage the resources of the Division, i.e. human, asset, and financial resources.
- ENQUIRIES** : Mr. T Selemela at (082) 449 4690
- POST 27/103** : **IT SECURITY SPECIALIST REF NO: DESTEA 18/08/23**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate NQF level 7 in Information and Communication Technology/Computer Science. Certification in any of the following ISO/IEC 27001, CISM - Certified Information Security Managers, CRISC – Certified in Risk and Information Systems Control, or CISSP Certified Information Systems Security. Technical knowledge and 5-8 years' experience in ICT environment.
- DUTIES** : Protect systems by defining access privileges, control structures, and resources. Recognize problems by identifying abnormalities, security violations, and inefficiencies through conducting periodic audits. Implement security improvements by assessing the current situation, evaluating trends, and anticipating requirements. Upgrade the system by implementing and maintaining security controls and keep users informed by preparing performance reports. Rendering advice on all aspects relating to information security and technology to the Department. Participate in compliance-related committees in the Department as well as in the reviewing of relevant directives and measures relating to information security. Implement the correct classification and categorization of departmental documents about information security directives and measures. Manage the resources of the Division, i.e. human, asset, and financial resources.
- ENQUIRIES** : Ms. M. Mphathlane at (076) 981 4966
- POST 27/104** : **ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO: DESTEA 19/08/23**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : An undergraduate NQF level 7 qualification in Project Management / Public Management / Administration or equivalent qualifications. 5 years' experience within EPWP or similar environment of which 2 years should be at the supervisory level. Computer literacy and valid driver's license.
- DUTIES** : 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. 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 the validity of the project(s), and compliance and compile a 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.
- ENQUIRIES** : Ms. K Ntsala at (076) 429 7249

<u>POST 27/105</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DESTEA 20/08/23</u>
<u>SALARY</u>	:	R424 104 per annum. (Level 09)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 7 in Internal Auditing/Accounting majoring in Internal Audit. 3-5 years of practical experience in Internal Audit. Ability to understand and interpret financial basic policies. Registration as a Professional Internal Audi (PIA). IIA membership and a Driver's License.
<u>DUTIES</u>	:	Contribute to the development of strategic internal audit plans: participate in the development of the three-year strategic internal audit plans; participate in the development of the annual internal audit operational plans; participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Assist the Accounting Officer in maintaining efficient and effective control and achieving the objectives of the department by evaluating the department's controls/objectives, determining their effectiveness and efficiency through internal audits according to the internal audit plan: participate in the development of proposals to determine the scope of allocated internal audit engagements; provide and review inputs in the development of the scope; review, analyze and interpret data for purpose of the development of the engagement work program; supervise, review and execute the allocated internal audits; supervise and review internal audit reports for each engagement; supervise and review findings and recommendations or the enhancement of controls/processes; supervise and monitor progress on the implementation of agreed upon action plans. Review the collected information and participate in the compilation of reports to the Accounting Officer and Audit Committee; progress reports against the audit plan; quarterly reports; Annual reports. Manage the resources of the Division, i.e. human, asset, and financial resources.
<u>ENQUIRIES</u>	:	Ms. M. Mokone at (082) 788 5804
<u>POST 27/106</u>	:	<u>FRAUD AND ANTI-CORRUPTION INVESTIGATOR REF NO: DESTEA 23/08/23</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 in Criminology/ police or equivalent qualifications with 5 years' experience within the investigation or security field. Computer literacy and a valid driver's license Recommendation: Knowledge of fraud and anti-corruption-related policies/ strategies and guidelines.
<u>DUTIES</u>	:	Provide inputs in the development and implementation of Fraud and Corruption Prevention Strategy/Plan in the Department which includes; reviewing and evaluating anti-corruption capacity measures within the department and conducting 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 the component, internal disciplinary hearings, and 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 the integrity of the systems and internal process identified is to be brought to the attention of the supervisor or Head of component to consider an investigation.
<u>ENQUIRIES</u>	:	Mr. TA. Kotsi at (082) 379 3545
<u>POST 27/107</u>	:	<u>CANDIDATE ARCHITECTURAL TECHNOLOGIST REF NO: DESTEA 21/08/23</u> (12-month contract)
<u>SALARY</u>	:	R358 062 per annum. Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 in Architecture or equivalent qualifications.
<u>DUTIES</u>	:	Provide technological advisory services: support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting practical information relating to the proposed project; detail design, landscape design, and preparation of working drawings that will serve as legal instructions to the building contractor; adhere to safety standards in line with statutory and

regulatory requirements; provide inputs into existing technical manuals standard drawings and procedure; provide technical assistance to solve broadly-defined technological challenges through application of proven techniques and procedures; provide inputs into the development, maintenance, and management of current technologies and support the identification and optimization of solutions by applying architectural principles. Perform administrative and related functions: compile and submit reports as requested, provide inputs to the technical/architectural operational plan, and develop, implement, and maintain databases. Research and development: keep up with new technologies and procedures; Research/literature studies on technical technology to improve expertise; liaise with relevant bodies/councils on architectural-related matters and follow approved program of development for registration purposes.

- ENQUIRIES** : Dr. S. Fuku at (071) 633 2154
- POST 27/108** : **CANDIDATE QUANTITY SURVEYOR REF NO: DESTEA 22/08/23**
(12-month contract)
- SALARY** : R358 062 per annum. Appropriate salary will be determined according to the regulatory framework based on OSD.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An undergraduate NQF level 6 in Quantity Survey or equivalent qualifications. Registration with SACQSP as a candidate for Quantity Survey is compulsory upon appointment. A valid driver's license.
- DUTIES** : Perform quantity surveying activities on project plans, structures, or facilities under the supervision of a quantity surveyor: adhere to building standards to ensure safety and health requirements; provide technical support; contribute to the development of quantity survey-related policies, methods, and practices and contribute to the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel. Office administration: assist with tender (bid) administration; liaise and interact with service providers; contribute to the human resources and related activities maintain the record management system and the quantity survey library; and utilize resources allocated effectively. Research and development: keep up with new technologies and procedures; Research/literature on new quantity survey and construction material, techniques, and methods and follow an approved programme of development for registration purposes.
- ENQUIRIES** : Dr. S. Fuku at (071) 633 2154
- POST 27/109** : **ENVIRONMENTAL OFFICER PRODUCTION GR A: COMPLIANCE MONITORING REF NO: DESTEA 27/08/23 (X2 POSTS)**
- SALARY** : R310 767 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An undergraduate NQF level 6 or NQF level 7 in Environmental Science/ Management or Geography or equivalent qualification. Minimum 2 years' experience in environmental management. Knowledge of relevant government regulations. Computer literacy. A valid driver's license.
- DUTIES** : Plan, coordinate, and render compliance monitoring which would include: planning for inspection and audits, ensuring the implementation of monitoring activities and verifications of reports, and determining further actions to be taken. Participate and assist in compliance and enforcement activities which may include, amongst others, undertaking investigations of complaints and/or transgressions, a compilation of administrative notices and directives, etc. Assist in determining further actions to be taken regarding administrative/ criminal prosecution; determine what type of enforcement measures to be applied - administrative/ civil/ criminal; advocate cooperative governance in dealing with enforcement issues (National Prosecuting Authority [NPA], South African Police Services (SAPS), Department of Water and Sanitation (DWS), Municipalities, etc.) and participate in law enforcement operations, subject to Environmental Management Inspector (EMI) designation. Plan and participate in compliance promotion/ awareness/ workshops which amongst others would include; the promotion of environmental rights and justice etc. Render support to the Environmental Education and Awareness component in conducting compliance awareness workshops, and the Environmental Impact Assessment (EIA) component at the Environmental Management Committee for decision-making. Attend to all assigned emergency cases reported to the Department within legislated time frames. NB: The successful candidate will be expected to work long hours and travel extensively.

- ENQUIRIES** : Ms. G Mkhosana at (066) 487 2840
- POST 27/110** : **MONITORING AND EVALUATION PRACTITIONER REF NO: DESTEA 24/08/23**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Bloemfontein
: An appropriate NQF level 6 or NQF level 7 in Public Management/ Administration or equivalent qualifications. Minimum 2 years' experience in Monitoring and Evaluation environment. Computer Literacy. Recommendation: A valid driver's license.
- DUTIES** : Assist with the development of the Department's Monitoring and Evaluation Policy and/ or Implementation Strategy; which includes; participating in research projects towards ensuring that the Department's policy and/ or strategy remains abreast with national and provincial guidelines and/ or frameworks, consolidate inputs from managers and senior managers. Assist with the development of the Department's Monitoring & Evaluation Reporting Format in line with the Department's Annual Performance Plan as well as the Annual Report of the Department. Arrange, in liaison with the Departmental Skills Development Facilitator, capacity building programmes on matters related to monitoring and evaluation is improved continuously. Collate and consolidate information about the performance of the Department in the following: Outcome Based Provincial Plan, Departmental Annual Performance Plan, SOPA and/ or MEC budget Injunctions, and Government Programmes of Actions (national and provincial).
- ENQUIRIES** : Mr. T. Sibizo at (072) 594 2963
- POST 27/111** : **COMMUNICATION OFFICER REF NO: DESTEA 25/08/23**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Bloemfontein
: An undergraduate NQF level 6 in Graphic Design/ Multimedia Design or equivalent qualifications. Minimum 2 years' experience in communications environment. Computer Literacy. A valid driver's license.
- DUTIES** : Implementing and assisting with design, layout, and cover concepts for departmental reports such as Annual Reports, Strategic Plans, and branch reports. Developing and implementing creative concepts and products for departmental campaigns, projects, events, and exhibitions (design of exhibition stands, branding of promotional items, campaign concepts, event invitations, and programmes. Developing and implementing multimedia content, including photographs and digital publications for the website. Providing advice and ensuring the correct application of the logo in line with the prescripts. Archiving all visuals and publications produced. Support the Web Developer by supplying multimedia content for the website and intranet.
- ENQUIRIES** : Ms. F. Mfazwe at (066) 487 2795
- POST 27/112** : **SPECIAL PROGRAMMES OFFICER: YOUTH DEVELOPMENT REF NO: DESTEA 26/08/23**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Bloemfontein
: An appropriate NQF level 6 or NQF level 7 in Diversity Studies / Human Sciences or equivalent qualifications. Computer literacy. A valid driver's license.
- DUTIES** : Provide inputs in developing and reviewing the Youth development-related policies and strategies. Initiate projects and programmes related to Youth development within the Department. Arrange information sessions and campaigns with relevant stakeholders to promote Youth development awareness. Compile reports on Departmental projects and programmes relating to Youth Development. Render administrative support function to the Manager in charge of the Youth Division.
- ENQUIRIES** : Mr. P. Motha at (071) 850 8630

OFFICE OF THE PREMIER

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

CLOSING DATE : 21 August 2023 at 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 certified 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.

MANAGEMENT ECHELON

POST 27/113 : **DEPUTY DIRECTOR-GENERAL: CORPORATE ADMINISTRATION AND CO-ORDINATION REF NO: 13/2023**

SALARY : R1 663 581 per annum (Level 15), (an all-inclusive salary package). The remuneration package includes a basic salary, State's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE REQUIREMENTS : Bloemfontein
: An undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF Level 8) as recognized by SAQA. 8 – 10 years of experience at a senior managerial level in the private or public sector. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enrol for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate.

DUTIES : Facilitate effective and efficient Free State Provincial Government Communication Services, including: Manage the rendering of effective and efficient Corporate Communication Services; and Manage the provision of effective and efficient media strategy and liaison services to the Office of the Premier and the Executive Council. Render Corporate Reform Services to the Free State Provincial Administration, including: Coordinate and provide effective and efficient human resource advisory and management services to the Free State Provincial Administration; Provide effective and efficient organisational development services to the Free State Provincial Administration; and Plan, manage and coordinate Information and Technology Services for the Free State Provincial Administration. Administer Provincial Bursaries, Skills Development and Public Sector Training and Development Programmes, including: Administer the Provincial Bursary function for the Free State Provincial Administration; Coordinate and monitor the implementation of Provincial Skills Development Programmes for the Free State Province; and Administer proficient and professional Training and Development services for the Free State Provincial Administration. Render professional and effective Legal Services for the Free State Provincial Administration, including: Manage the provision of legal advice to the Premier, Members of the Executive Council, Heads of Department and Provincial Departments and Municipalities including assistance to Provincial Departments with court cases; assistance to Provincial Departments in the prevention and resolution of labour disputes; Coordinate editing and drafting of policy documents; the drafting and editing of legislation/contracts in Free State Provincial Administration; and provide legal advice to Provincial Departments to assist with decision making. Manage resources allocated to the Corporate Administration and Coordination branch, including: Act as Programme Manager; Report quarterly on the APP; Draft strategic plans for the branch; Ensure the implementation of Performance Management within the branch; Manage personnel within the branch; Ensure the implementation of training interventions; and Give strategic direction and advice to personnel in the branch.

ENQUIRIES : Mr AJ Venter Tel No: (051) 405 4926

- APPLICATIONS** : Posted to Ms. Jo-Ann Kleynhans, Office of the Premier, Corporate Administration & Co-ordination Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Ms. Jo-Ann Kleynhans, Room 406, 4th Floor, O.R Tambo House, Bloemfontein or e-mail to joann.kleynhans@fspremier.gov.za.
- NOTE** : The successful candidate will be required to enter into a Performance Agreement within 3 months after assumption of duty and will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and 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 competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 27/114 : **ADMINISTRATIVE OFFICER: THUSONG SERVICE CENTRE REF NO: 14/2023**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07), (a basic salary)
 : Mohokare Thusong Service Centre (Zastron)
 : NQF Level 5 qualification. 1-2 years supervisory experience in an administrative environment. Knowledge of Basic Personnel Administration, BAS, Treasury Regulations and Financial Regulations. Literacy, Financial Management and Computer literacy Skills.

DUTIES : To Monitor and coordinate customer services to be rendered, including: Monitor and evaluate multiple services provided by department/institutions in the Hlasela/Thusong Service Centre to ensure that they adhere to the Memorandum of Agreement for the co-operation in the provision of services in the Hlasela/Thusong Service Centre; Conduct oversight regarding the services standards which are provided by the department in the Hlasela/Thusong Service Centre; Facilitate process of collecting information on community needs to ensure improved service delivery; Manage and promote liaison between the community and departments/institution providing services at the Hlasela/Thusong Service Centre to ensure that service delivery meets with the needs of the community; Facilitate the improvement/expansion of services, and the activation of new services at Hlasela/Thusong Service Centre to ensure that service delivery meets the community needs; Co-ordinate information and marketing programmes to educate and make the public aware of the services that are available at the Hlasela/Thusong Service Centre; and Be responsible for the day to day functioning of the Hlasela/Thusong Service Centre. Provide input and assist with the compilation of various reports, including: Coordinate and facilitate the provision of regular operational reports to the management Committee of the Hlasela/Thusong Service Centre; and Provide monthly operational and management reports to the supervisor. To coordinate the infrastructure needs, including: Ensure that Memorandum of Agreement with departments/Institutions for the co-operation in the provision of services in the Hlasela/Thusong Service Centre are in place; Liaise with the Department of Public Works and Property Owners as per the responsibility of the lessee stated in the lease Agreement; and Ensure payment of rentals and operational cost by all departments/institutions in the Hlasela/Thusong Service Centre in line with MoAs and signed cost sharing models. To facilitate the management committees, including: Establish a Management Committee for the Hlasela/Thusong Service Centre. A "Management Committee" means supervisors of all service delivery departments/institutions which are located within the Hlasela/Thusong Service Centre. The Management Committee is responsible for service delivery oversight within the Hlasela/Thusong Service Centre; and Facilitate and coordinate regular Management Committee meeting to monitor and evaluate progress. The Management of resources to ensure that the objectives of the Hlasela/Thusong Service Centre are achieved, including: Management of staff within the component; The development and updating of Job Description for reporting staff; Give strategic direction, guidance and advice to staff within the component; Maintain service records, check performance standards and attend to any challenges that the Hlasela/Thusong Service Centre may face; Facilitate and coordinate the provision of training to the administrative staff of Hlasela/Thusong Service Centre with a view of ensuring the smooth running of Hlasela/Thusong Service

Centre; Determine the staff development needs and the budget for the running of the Hlasela/Thusong Service Centre; Coordinate, supervise and control the work of the staff at the Hlasela/Thusong Service Centre (administrative staff and cleaners) to ensure a high standard of work quality; Ensure that performance and development plans and quarterly performance assessments for the staff at the Hlasela/Thusong Service Centre (administrative staff and cleaners) are done in terms of the prescribed timeframes; Be responsible for the safekeeping and security of the Hlasela/Thusong Service centre; and Ensure compliance to the Occupational Health and Safety prescripts.

ENQUIRIES
APPLICATIONS

: Ms. M Motloung Tel No: (051) 403 3212
: Posted to Mr. Thabo Tsotetsi, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Thabo Tsotetsi, Room 7, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za.

POST 27/115

: **CLEANER: KOPANONG THUSONG SERVICE CENTRE REF NO: 15/2023**

SALARY
CENTRE
REQUIREMENTS

: R125 373 per annum (Level 02), (A Basic salary)
: Trompsburg
: ABET training. Knowledge of work procedures with regard to cleaning services. Basic literacy and numeracy skills. Basic interpersonal relations skills.

DUTIES

: Perform cleaning services of a routine nature to ensure high levels of hygiene in the offices/training venues, including: Empty dustbins; Wash crockery and cutlery of component and officials; Dust furnisher in offices and training venues; vacuum carpets in offices and training venues; Sweep offices and training venues; Polish furniture in office and training venues; Sweep corridors and the vacant offices; Wash windows and walls; Clean and keep toilets tidy; Place toilet rolls and soap; Clean and keep kitchen tidy; Place water crockery for meetings in the venue/s and offices; and clean meeting venue/s.

ENQUIRIES
APPLICATIONS

: Ms. M Molaoa at 0792997022
: Posted to Mr. Thabo Tsotetsi, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Thabo Tsotetsi, Room 7, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za.