

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF SOCIAL DEVELOPMENT**

*It is the intention of the Department to promote representative through the filling these positions. The candidature from the designated groups especially women and people with disabilities will be given a preference and no hand delivery will be accepted.*

<b><u>APPLICATIONS</u></b>	:	Applications for the Department of Social Development to be submitted to: Private Bag X20616, Bloemfontein, 9300, 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 <a href="mailto:recruitment@fssocdev.gov.za">recruitment@fssocdev.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms AW Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building
<b><u>CLOSING DATE</u></b>	:	05 September 2025
<b><u>NOTE</u></b>	:	Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> , for SMS (senior management service) posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully 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 interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the 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, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 or 24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In the filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

**MANAGEMENT ECHELON**

<b><u>POST 30/65</u></b>	:	<b><u>CHIEF DIRECTOR: DISTRICTS AND INSTITUTIONS REF NO: DSDFS 65/25</u></b>
<b><u>SALARY</u></b>	:	R1 494 900 per annum (Level 14), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

<b><u>CENTRE REQUIREMENTS</u></b>	: Bloemfontein
	: Grade 12 certificate plus a recognised NQF 7 Qualification in Public Administration/Administration Management or equivalent qualification. Five (5) years of experience senior managerial level in Administration. The requirements for appointment at SMS Level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG. Valid Drivers' License. Knowledge: Knowledge of Government Communications Regulatory Frameworks. Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Services Act, public services regulations and frameworks. Ability to Conceptualise policy and apply it successfully. Skills: Written and verbal communication skills at a high level (report writing, presentation, etc.). Planning and organising. Computer Literacy. Negotiation. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. Personal Attributes: A creative, assertive and confident approach. Ample initiative and an independent work ethic, self-motivated and reliable. Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.
<b><u>DUTIES</u></b>	: To oversee the management and facilitation of the implementation of integrated developmental social services at district level. Ensure the co-ordination and integration of service delivery to service points and departmental institutions. Oversee the effective management of the districts by monitoring the provision of Social Welfare Services, facilitating the provision of Community Development, Support Services and Financial Management. Coordinate implementation of services at the Institutions of the department. Ensure implementation of partnerships strategy to mobilize role players and stakeholders to strengthen service delivery. Facilitation of District development model for the Department. Provide strategic Leadership. Manage key areas of personnel.
<b><u>ENQUIRIES NOTE</u></b>	: Mr. MF Finger at 072 954 3160
	: NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated
<b><u>POST 30/66</u></b>	: <b><u>CHIEF DIRECTOR: SPECIALIST SOCIAL (RESTORATIVE) SERVICES REF NO: DSDFS 66/25</u></b>
<b><u>SALARY</u></b>	: R1 494 900 per annum (Level 14), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	: Bloemfontein
	: An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Work. Five (5) years relevant experience at a senior managerial level. SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. The candidate must have sound knowledge: White Paper on Social Welfare, Integrated Service Delivery model and reviewed Social Welfare Services Framework and Social Welfare Legislations. The candidate must have strategic capabilities and leadership skills, change management skills, problem solving and conflict management, people management and conflict management, people management and empowering skills, knowledge management and networking skills. Values/attitudes: Batho Pele principles.

**DUTIES**

Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

- : Oversee the provision of strategic direction to the specialist social services and Programmes. Manage and coordinate all activities towards ensuring the effective and efficient functioning of the Chief Directorate. Facilitating implementation of the following Sub Programmes: HIV/AIDS, Anti-Substance Abuse, Social Crime Prevention and Victim Empowerment and Support Programmes, provide leadership, management, planning and coordination of the functions of the Chief Directorate. Facilitate programme implementation, monitoring and reporting on the planned strategic outputs and outcomes of the Chief Directorate. Ensure integration and coordination of services with sector departments and all other relevant partners. Ensure compliance with key legislative and other regulatory requirements applicable to the Chief Directorate of the Department, by managing the development of policies in respect Specialist Social Services. Manage the review process of policies in line with new developments or amended legislation. Ensure the participation in formation of policy/legislation at National and Provincial level. Ensure the prompt and accurate response to Auditor General findings and queries based on AG timeframes. Ensure sound financial management within the Chief Directorate, by developing and managing the budget of the Chief Directorate, ensure expenditure of the allocated budget with the prescripts of PFMA and other policies and legislations, ensure the implementation of financial controls within the Chief Directorate, prevent unauthorized, irregular, fruitless and wasteful expenditure and report non-compliance to the CFO. Overall manage and development of the resources of the Chief Directorate.

**ENQUIRIES  
NOTE**

- : Mr. MF Finger at 072 954 3160  
: NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

**POST 30/67**

- : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DSDFS:67/25**

**SALARY**

- : R1 494 900 per annum (Level 14), An all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE  
REQUIREMENTS**

- : Bloemfontein  
: Applicants must be in possession of a Degree at NQF level 7 as recognised by SAQA in Law, Human Resource Management/ Human Resource Development/ Organisational Development/Public Management, coupled with 5 years relevant senior management experience. SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. A valid driver's license. Knowledge, Skills and Competencies: Work experience and knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Collective Bargaining Prescripts, Human Resource Policies and Practices of the Public Service, Transformation of the Public Service (White Paper), Public Finance Management Act and working knowledge of the Promotion of Administrative Justice Act; Treasury Regulations, and DPSA's Toolkit for Organisational Design. Knowledge of and Skills in Organisational Development, Security Services Management; Skills and Work experience in Human Resource Administration and multi-year Human Resource Planning. Computer literacy; Strategic Capability and Leadership; People Management and Empowerment; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills; Ability to work under pressure; Flexibility to work after hours; Teamwork-oriented. Ability to maintain open relationships with all labour unions. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

**DUTIES**

- : Lead and manage the human, financial, governance, compliance, systems and risk aspects of the chief directorate and ensure successful execution and delivery of the priorities, programs and projects. Oversee the development and implementation of Human Resources Management strategies and systems and drive the integration and execution of culture, change, wellness, performance, labour relations and other human resources services. Oversee the management of Information Technology functions of the Department to

		ensure the establishment of sound information Management Systems. Ensure the provision of legal support services in the department; Oversee the provision of legal support and advisory services to the Department. Ensure the provision of strategic information management and information technology services in the department. Define and drive the implementation of corporate strategies in the department. Ensure effective and efficient management of human and financial resources of the chief directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. M Rampai at 066 487 6108
<b><u>NOTE</u></b>	:	NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated
<b><u>POST 30/68</u></b>	:	<b><u>DIRECTOR: SOCIAL CRIME PREVENTION AND VICTIM EMPOWERMENT/ SUPPORT PRORAMMES REF NO: DSDFS 68/25</u></b>
<b><u>SALARY</u></b>	:	R1 266 741 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Work plus 5 years of experience at a middle/senior managerial level (Management experience in victim empowerment or social welfare services; or criminal justice environment will be an added advantage). Registration with the South African Council for Social Service Professions as a Social Worker. Knowledge of the relevant public service legislation. Knowledge of legislation governing the implementation of VEP programmes within the JCPS sector. Knowledge of VEP and criminal justice field. SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Change management skills. Knowledge management skills. Communication (verbal and written) skills. Service delivery innovation skills. Problem-solving skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.
<b><u>DUTIES</u></b>	:	Manage, facilitate and monitor the development of policies, guidelines, norms and standards pertaining to victim empowerment and prevention of gender-based violence. Manage and facilitate the provision of Probation Services. Manage and facilitate the provision of Crime Prevention. Formulate and manage the Victim Empowerment Programmes. Formulate and manage the Crime Prevention and Support Programme. Formulate and manage the Probation Services. Design marketing strategies and plans to implement programmes pertaining to VEP and prevention of gender-based violence. Identify policy implementation challenges and advise on possible interventions to address the gaps. Develop mentoring and coaching model for emerging organisations. Facilitate the dispensing of funds to national NGO's implementing VEP and prevention of gender-based violence programmes. Manage, plan and co-ordinate all resources in the Directorate in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles. etc.
<b><u>ENQUIRIES</u></b>	:	Ms. F Nondabula at 060 9851 798
<b><u>NOTE</u></b>	:	NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.
<b><u>POST 30/69</u></b>	:	<b><u>DIRECTOR: NPO INSTITUTIONAL CAPACITY REF NO: DSDFS 69/25</u></b>
<b><u>SALARY</u></b>	:	R1 266 741 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which

**CENTRE  
REQUIREMENTS**

may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

- : Bloemfontein
- : An undergraduate qualification (NQF level 7) as recognized by SAQA in General management/Finance/Public Management. Five (5) years of experience at a middle/senior managerial level. Plus experience in Capacity Building (NPO). SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. The candidate must have vast knowledge of NPO Sector, conversant with various aspects of the Legal Framework on NPO, particularly the NPO Act. Strategic Capacity and Leadership, Change Management, Financial Management, Business Management, Computer Literacy, Analytical Skills, Stakeholder participation and planning skills. The candidate must have ability to work under pressure, Ability to work in a team, Confidence, Patient, Accurate, Systematic and Logical, Adaptable, Discipline, Diversity, Commitment, Friendly and trustworthy, Diplomacy, Independent and self-starter, Assertive, Persuasive and Business Ethics. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

**DUTIES**

- : Strategically plan, guide, coordinate and manage the development and successful implementation of the following departmental policies and strategies as well as services in the Department in line with National and Provincial frameworks: Ensure that funded and unfunded NPOs are capacitated in terms of the NPO Act and other relevant prescripts. Facilitate registration of NPOs (emerging and existing CBO's and FBO's with National DSD. Facilitate the establishment of Integrated NPO Forums at Provincial, District and Local/Municipal levels in collaboration with other service delivery partner. Assess the quality of service delivery by NPOs which receive financial awards from the Department of Social development through structured processes of Financial Monitoring and Compliance. Ensure the development of the Directorates' 5- year Strategic Plan, 3 year Performance Plan and Annual Business Plan in line with priorities as set out in the Free State Growth and Development Strategy and monitor the performance of the Directorate against its strategic objectives, including implementing remedial steps where and when necessary towards improving the performance of Directorate. Represent the Department and participate in various national and Provincial Committees and fora on matters related to the above. Ensure the monitoring and responding to Auditor General findings and queries. Manage, plan and co-ordinate all resources in the Directorate in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles. etc.

**ENQUIRIES  
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- : Ms. W Direko at 066 4876 191
- : NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

**POST 30/70**

- : **DIRECTOR: ORGANISATIONAL DEVELOPMENT, HUMAN RESOURCE DEVELOPMENT AND EMPLOYEE PERFORMANCE MANAGEMENT REF NO: DSDFS:70/25**

**SALARY**

- : R1 266 741 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE  
REQUIREMENTS**

- : Bloemfontein
- : Applicants must be in possession of a Degree at NQF level 7 as recognised by SAQA in Human Resource Management/ Human Resource Development/ Organisational Development/ Public Management, coupled with 5 years of experience at a middle/senior managerial level. Good understanding of the Public Service transformation and reform agenda to inform the improvement of the macro-organisation of the department. Sound understanding of the Public Service Act and regulations and a basic understanding of legislation applicable across the public sector. Experience in at least two of the following areas: Public Sector policy analysis, development, implementation and maintenance. Organisational structuring and business process development, analysis and improvement. Conducting research for policy analysis and development.

		Understanding of project management cycle, including procurement of service providers and budgeting. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. SMS Pre-Entry is not a requirement for shortlisting but must be submitted prior to the appointment. A valid driver's license. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.
<b><u>DUTIES</u></b>	:	Ensure the provision and implementation of human resource development and management within the department. Departmental HRD strategy/ work place skills plan: Ensure development of WSP and presentation to the training committee, ensure that the relevant service providers are selected, Manage the development of programme schedule, Assess the learning programmes. Transversal training and development in the department: Ensure that approval is granted for the training activities which are taking place, Monitor and evaluate the execution of training activities, ensure proper record keeping, Ensure payment according to prescripts. Learnerships, Internships, bursaries and scholarship ensure execution of knowledge management in the department. To ensure the proper implementation of the performance management system: Implementation of performance management system, Development of performance agreements for both level 1-12 and SMS, PMDS quality assurance and moderating committees' establishment and monitoring of meetings, Spreadsheet for level 1-12 and SMS, Annual submission for implementation of PMDS assessments and moderating outcomes. To provide and render advice on all organisational design issues within the department: Review and maintenance of organizational structure, monitoring of staff establishment control, Implementation and monitoring of job description and job evaluation, Development of business process maps and standard operating procedures, Development of service delivery model, Norms and Standards for various occupational categories. To ensure the management of financial and human resources: Optimal utilization of financial resources, Optimal utilization of human resources, Ensure the development and training of staff.
<b><u>ENQUIRIES</u></b>	:	Mr MF Finger at 072 95 43160
<b><u>NOTE</u></b>	:	NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.
<b><u>POST 30/71</u></b>	:	<b><u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSDFS 71/25</u></b>
<b><u>SALARY</u></b>	:	R1 266 741 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree (NQF Level 7) in Financial Management/ Public Administration/ logistics/Purchasing or equivalent qualification as recognized by SAQA, coupled with a minimum of 5 years middle/senior managerial level experience in supply chain management. A valid driver's license. Knowledge and skills: Knowledge of code of conduct for Supply Chain Management Practitioners, Knowledge of LOGIS, BAS, CSD and other relevant information management systems and Public Service SCM policies and procedures. Interpersonal relations skills, communication, negotiation skills, facilitation, presentation, report writing computer literacy skills, honesty and integrity, problem solving and decision making skills. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.
<b><u>DUTIES</u></b>	:	Maintain and improve the departmental supply chain management system in line with legislative requirements and National Treasury's norms and standards. Manage and direct the provision of demand and acquisition management service. Develop efficient and cost-effective supply chain strategies. Manage the departmental bidding process i.e. specification, evaluation and adjudication processes in line with relevant policies and

standard operating procedures. Responsible for asset management and disposal. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage and misuse of assets. Manage and direct the provision of contract management services Manage Service Level Agreements (SLA's) with suppliers and service providers. Effective and efficient inventory management. Effective and efficient fleet management. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES  
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- : Mr. M Rampai at 066 487 6108
- : NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

**POST 30/72**

- : **DIRECTOR SECURITY ADMINISTRATION, ANTI-FRAUD AND CORRUPTION REF NO: DSDFS 72/25**

**SALARY**

- : R1 266 741 per annum (Level 13), an all-inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

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- : Bloemfontein
- : An appropriate Bachelor's Degree (NQF Level 7) in Security Management/Public Administration/ General Management or equivalent qualification as recognized by SAQA, coupled with a minimum of 5 years middle/senior managerial level experience in supply chain management. A valid driver's license. Experience and knowledge of all aspects of security and specifically electronic security systems and acts, prescripts and guidelines relevant to security. Strong leadership, people management and communication (written and verbal) skills. Other skills required include computer literacy, drafting of policies and procedures, problem solving, basic project and financial management and presentation skills. The successful candidate must have excellent interpersonal relations, innovative ideas to improve service delivery and the ability to mobilize and motivate staff to ensure implementation of these innovations. A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

**DUTIES**

- : Ensure the provision and management of the 24 hour Physical security and access control to the departmental premises, Co-ordinate security issues related to events as part of a project team, Management of personnel security including security clearances, Conducting of security audits, management of ICT security related to physical assets and information security, management of security staff, management of section budget and expenditure and conducting and management of investigations related to security breaches

**ENQUIRIES  
NOTE**

- : Mr. MF Finger at 072 954 3160
- : NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

**OTHER POSTS**

**POST 30/73**

- : **SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION) MANAGEMENT) REF NO: DSDFS 73/25 (X2 POSTS)**

**SALARY**

- : R397 116 per annum (Level 08)

**CENTRE  
REQUIREMENTS**

- : Bloemfontein
- : An appropriate bachelor's degree/national diploma (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Public Management/ Public Administration/ Business Management/ Logistics Management or related qualification. A minimum of three (2) to three (3) years of work experience in Demand and Acquisition Management. Knowledge of the PFMA, PPPFA, SCM guidelines, Treasury Regulations, Supply Chain Framework Act, and B- BBEE Act. Skills in management of three Bid Committees, BSC, BEC, and BAC.

		Good interpersonal, verbal, and written communication skills. Customer relationship and change management skills. Ability to solve problems (decision-making) and effectively interact with stakeholders at all levels within the Department. Analytical, planning, and organizing skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Assist end users with the timely development of the specifications/ terms of reference for sourcing quotes and bids. Assist end users with the compilation of Demand Management Plans and Procurement Plans. Source suppliers from CSD on a rotation basis and ensure compliance with demand & acquisition management principles. Coordinate briefing sessions. Compile and update bid and contract register; compile tender (bid) documents in consultation with the Bid Committees or as required. Publication of terms of reference/specifications for bids; receive and register bids; conduct pre- administration check on bids received; store bid proposals and publish details of proposals received and awards made. Provide bid committee assistance including but not limited to secretarial function. Coordinate bid-related matters with end users. Compile contract files stemming from departmental bids; ensure safe storing documents and information for record and audit purposes. Prepare management information, reports, statistics, and reporting on procurement to management. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Mr P Nkhatho at 066 486 6664
<b><u>POST 30/74</u></b>	:	<b><u>ENGINEERING TECHNICIAN (ELECTRICAL AND CIVIL) REF NO: DSDFS 78/25 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R391 671 – R586 665 per annum, (OSD), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering (Civil or Electrical). Three years post qualification technical experience. (Proof of recognized experience will be requested from the shortlisted candidates). Valid driver's licence. Compulsory registration with ECSA as a Professional Engineering Technician. Candidate who are registered as Candidate Engineering Technologist may also apply. Project management. Technical design and analysis knowledge. Research and development. Computer-aided-engineering applications. Knowledge of legal compliance. Technical report writing. Networking. Professional judgment.
<b><u>DUTIES</u></b>	:	Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; and (v) Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters.
<b><u>ENQUIRIES</u></b>	:	Mr P Mcina at 084 646 9090
<b><u>POST 30/75</u></b>	:	<b><u>COMMUNICATIONS OFFICER: INTERNAL COMMUNICATION REF NO: DSDFS 74/25</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant degree/diploma or equivalent qualification with at least three years' experience within a communications environment. Knowledge of the Departmental Communication Strategy, Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations and Public Service Regulations.
<b><u>DUTIES</u></b>	:	Develop articles for all the departmental publications to ensure effective communication. Monitor the media and trends to determine issues that must be reported on as a matter of urgency. Coordinate departmental events in order to promote the image of the Department. Facilitate the maintenance and production of all branding material to maintain the corporate identity of the Department. Compile and develop reports on events, media releases,



		publications and media briefings/press conferences within the province. Distribute departmental publications (Budget Speech, Annual Reports etc.) to all targeted stakeholders. Planning, writing and maintaining web site content. Classifying and categorising information and uploading it to relevant platforms. Using content management systems (CMS). Knowledge of current affairs, communication and the function of government. Research, collect and write content for the Newsletter, website and social media platforms. Ensure that the department's website, intranet and social media pages are constantly updated with recent information. Maintain formal and informal relationships with internal and external stakeholders. Optimise the organisation's digital medium as a communication tool.
<b><u>ENQUIRIES</u></b>	:	Mr. T Nqabeni at 066 476 6193
<b><u>POST 30/76</u></b>	:	<b><u>COMMUNICATIONS OFFICER: EXTERNAL COMMUNICATION REF NO: DSDFS 75/25</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant degree/diploma or equivalent qualification with at least three years' experience within a communications environment. Knowledge of the Departmental Communication Strategy, Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations and Public Service Regulations.
<b><u>DUTIES</u></b>	:	Develop articles for all the departmental publications to ensure effective communication. Produce materials for departmental online media to keep officials informed of current affairs. Co-ordinate departmental events in order to promote the image of the Department and to profile the MEC. Facilitate the maintenance and production of all branding material to maintain the corporate identity of the Department. Assist the Media Liaison Officer on parliamentary work. Facilitate the development and delivery of all public relations and communication materials, and ensure the quality of the content. Build, manage and maintain key strategic relationships with media houses and key stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr. T Nqabeni at 066 476 6193
<b><u>POST 30/77</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER MR1-3 REF NO: DSDFS 79/25</u></b>
<b><u>SALARY</u></b>	:	R252 855 - R371 121 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate and LLB. Knowledge of relevant Acts and Prescripts, knowledge of Constitution, PFMA, knowledge of PAJA and PAIA, Computer literacy, good verbal and written communication skills and project management skills. MR1: No experience MR2: At least 1 year's appropriate post qualification legal experience. MR3: at least 2 year's appropriate post qualification legal experience.
<b><u>DUTIES</u></b>	:	Draft legal documents. Provide legal opinion and advice to the Department. Draft, vet and edit contracts, service level agreements, conduct litigation and liaise with the state attorney and state law advisor on litigation for and against the Department. Represent the Department at various forums and committee. Make presentations on legislation and case law that has a bearing on the Department.
<b><u>ENQUIRIES</u></b>	:	Mr. MF Finger at 072 954 3160
<b><u>POST 30/78</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT CLERK: DEMAND AND LOGISTICS REF NO: DSDFS 77/25 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent. A recognised National Diploma in Supply Chain Management / Logistics / Public Management) equivalent/related qualification. Basic knowledge of supply management duties, practices as well as the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing Public Services. Knowledge of procedures in terms of the working environment. Knowledge of assets management. Knowledge of PFMA, PPPFA, Treasury Regulations and the CET Act. Planning and organizing, Communication (verbal

	and written), computer literacy, flexibility, customer care orientation. Flexibility and teamwork.
<b><u>DUTIES</u></b>	: Render demand and acquisition clerical support by performing the following tasks: update and maintain supplier (Including contractors) database; register suppliers on business management system; request and receive quotations; capture specification on the electronic purchasing system; place orders; Issue and receive quotations; provide secretariat or logistical support during the bid consideration and contracts conclusion process and compile draft documents as required. Render logistical services by placing orders; receive and verify goods from suppliers; capture goods in registers database; receive request for goods from end users and issue goods to end users. Conduct spot checks and stock counts. Maintain records and filing system.
<b><u>ENQUIRIES</u></b>	: Mr P Nkhatho at 066 486 6664
<b><u>POST 30/79</u></b>	: <b><u>INDEPENDENT/EXTERNAL CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE REF NO: DSDFS 76/25</u></b>
<b><u>SALARY</u></b>	: The appointed individual will be remunerated according to scales approved by the National Treasury.
<b><u>REQUIREMENTS</u></b>	: The Department of Social Development invites applications of suitably qualified person to serve as Independent/External Chairperson in Department's Risk Management Committee. The Department as a Government Institution is required, in terms of Section 38B(1)(a)(i) of the Public Finance Management Act, to implement and maintain "effective, efficient and transparent systems of financial, risk management and internal control. Minimum Requirements: An independent external person, with extensive knowledge of the relevant regulations and prescripts including the Public Finance Management Act, Treasury Regulations, ISO 31000, the King IV Report on Corporate Governance, COSO and Public Sector Risk Management Framework. Experience in Strategic Planning, Stakeholder relations / management, Risk Management, Financial Management, Internal Control, Compliance, Anti-Fraud and Corruption, Business Continuity and Auditing. Experience and suitable skills in Risk Governance, Compliance Management and Ethics Management. Experience/know how in designing, implementing and monitoring Business Continuity Management strategies. Experience in serving in oversight committees. Knowledge and or experience in the public sector will be an added advantage. Must be a member of a professional body, preferably in Risk Management.
<b><u>DUTIES</u></b>	: The Chairperson: The candidate will chair the Department's Risk Management Committee and provide an oversight role in ensuring that the Risk Management Committee (RMC) functions properly. Providing support to the Chief Risk Officer. Monitoring the implementation of risk management strategy within Department. Ensuring that the identified risk mitigation strategies employed by Department are evaluated for their effectiveness. Assisting in reviewing risk management action plans to be instituted and ensuring compliance with such plans. Assisting in integrating risk management into planning, monitoring and reporting processes. Prepare and present the Risk Management Chairperson's Report to the Audit Committee and Accounting Officer, other management committees / other oversight structures and the Audit Committee on a quarterly basis. Assisting the department in ensuring that it improves its risk maturity level. Assisting the department institution in the development of the most effective measures to prevent, detect and investigate fraud and corruption. Serving as standing invitee of the Audit Committee and Ethics Committee. With regard to management of the Committee: Take all reasonable steps to ensure that the Committee fulfils its obligations and responsibilities. Call and chair quarterly meetings and special meetings. Set the agenda for each Committee meeting with the Chief Risk Officer. Maintain an ethical and responsible decision-making framework at Committee level and address any potentially unethical or dishonest situations or potential conflict of interest brought to his/her attention in a timely and efficient manner. Provide overall leadership to the Committee without limiting the principles of collective responsibilities of Committee decisions. Take all reasonable steps to encourage participation of all Committee Members in the Committee meetings and to facilitate free and constructive discussion. Maintain a good working relationship with the Secretariat to ensure that tasks to be completed between meetings are completed. Term Of Office: The duration of the appointment of the Chairperson

is for three (3) years from the date of appointment, subject to renewal at the discretion of the Department.

**ENQUIRIES** : Mr. MF Finger at 072 954 3160  
**NOTE** : NB Email applications must on the subject line state only the Reference number

#### 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 X20537, Bloemfontein, 9300. Attention: Ms. N Mokotso, Fidel Castro Building, 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. Applications may also be e-mailed to [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za).

**FOR ATTENTION** : Ms. N Mokotso  
**CLOSING DATE** : 05 September 2025  
**NOTE** : Directions to applicants: Applications must be submitted on 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 qualification(s) should be mentioned in the CV). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Applicants are requested to complete the Z83 form properly and in full. The department name, post title and reference number of the advertised post should be stated on the Z83. 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 will also be subjected to a practical test/exercise as well as an integrity (ethical conduct) assessment. 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, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

#### OTHER POSTS

**POST 30/80** : **DEPUTY DIRECTOR: STRATEGIC PROCUREMENT AND CONTRACT MANAGEMENT REF NO: FSPT 019/25**

**SALARY** : R896 436 per annum (Level 11), (an all-inclusive salary package)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A three-year degree or Advanced Diploma in Supply Chain Management, Commerce, Financial Management, Accounting or equivalent qualification. Minimum of Three (3) or five (5) years' experience and extensive experience in Supply Chain Management of which three (3) years should have been on an Assistant Director/supervisory level. Knowledge of Public Finance Management Act, 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 and Regulation. Knowledge and understanding of local government legislation, financial ratios and their interpretation. Skills: Strategic Capability and

		Leadership, Financial Management and People Management. Must possess the following skills: Leadership, report writing, analytical, communication, presentation-, project management-, and conflict management. Computer literate. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage Demand Management Services. Guide to the design and development of Strategic Procurement Strategy. Monitor Acquisitions management Services. Monitor Public Private Partnerships (PPP) Infrastructure Procurement and Major Capital Projects. Manage the development and maintenance of strategic procurement strategies. Manage the performance of Transversal Contracts. Manage the component.
<b><u>ENQUIRIES</u></b>	:	Ms. L Riddles at 079 892 2293 (during office hours only)
<b><u>POST 30/81</u></b>	:	<b><u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: FSPT 020/25</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
	:	A three year Degree or Diploma in Financial Management, Accounting and Commerce or equivalent qualification with accounting 3 as a major subject and a minimum of five (5) years' experience in an accounting environment of which three (3) years should have been on an Assistant Director/supervisory level. Knowledge of the Municipal Finance Management Act, Public Finance Management Act, Treasury Regulations, Division of Revenue Act and Municipal Structures Act. Must possess the following skills: Leadership, report writing-, analytical, communication-, presentation-, project management-, and conflict management. Computer literate. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the development and maintenance of policies, strategies and systems for asset and inventory management. Monitor and support departments and entities on safeguarding of assets. Monitor and support departments on financial management and reporting on assets and inventory. Monitor and support departments and public entities on asset and inventory management strategies. Manage the implementation of transparent and economic practices to deal with asset disposal in the provincial administration. Coordinate the capacitation of asset and inventory management section in the departments and public entities. Manage the component.
<b><u>ENQUIRIES</u></b>	:	Ms. L Riddles at 079 892 2298 (during Office hours only)
<b><u>POST 30/82</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: FSPT 022/25</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant degree/advanced diploma (NQF level 7) in Public Administration/ Public Management/Strategic Planning or equivalent qualification with a minimum of five (5) years' working experience within the Public Service environment. Experience in strategic management, monitoring and evaluation will be an added advantage. Knowledge of Strategic Planning, Monitoring and Evaluation mechanisms, Public Service Regulations, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and other local government legislation. Must possess the following skills: Presentation, communication-, and problem solving. Computer literacy. Valid driver's license.
<b><u>DUTIES</u></b>	:	To develop and maintain Strategic Planning and Monitoring & Evaluation policies as well as related implementation strategies in line with national and provincial frameworks. To facilitate the development and review of the Departments' Strategic Plan, Annual Performance Plan and Annual Operational Plan in line with national and provincial directives and guidelines. To facilitate the implementation of the Strategic and Annual Performance Plans and other injunctions. Monitor and report on the performance of the Department in relation to the Strategic, Annual and Operational plans and injunctions. Assist in implementing the Monitoring & Evaluation policies and frameworks. Assist in developing capacity of managers and employees in the

		Department on matters relating to Strategic and Operational Planning as well as Monitoring & Evaluation.
<b><u>ENQUIRIES</u></b>	:	Ms. K B Mhlambi: <a href="mailto:kmhlambi@treasury.fs.gov.za">kmhlambi@treasury.fs.gov.za</a> (strictly for enquiries purposes)
<b><u>POST 30/83</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: FSPT 023/25</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant degree/advanced diploma (NQF level 7) in Financial Management or equivalent qualification with a minimum of three (3) to five (5) years' working experience in basic accounting principles environment. Knowledge of Basic Accounting System (BAS), Public Finance Management Act (PFMA), Treasury Regulations, Relevant Financial Management legislation and directives. Must possess the following skills: Numeracy, communication, report writing and problem solving. Computer literacy.
<b><u>DUTIES</u></b>	:	Monitor the implementation and maintenance of Financial Management practices (BAS) transactions concerning financial processes in the Department to contribute to the rendering of a professional financial administration services. Verify and approve all documents and transactions on BAS according to delegations. Monitor the successful implementation of Departmental/Public Service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/legislation. Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Prepare and consolidate reports/reconciliation of BAS on financial management issues. Manage the resources of the bookkeeping, paymaster general and cashier unit to ensure the smooth running of the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. C T Qwabe: <a href="mailto:qwabec@treasury.fs.gov.za">qwabec@treasury.fs.gov.za</a> (strictly for enquiries purposes)
<b><u>POST 30/84</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: FSPT 024/25</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant degree/advanced diploma (NQF level 7) in Supply Chain Management/Public Administration/Management/Financial Management or equivalent qualification with a minimum of three (3) years' experience in a supply chain management environment. Knowledge of supply chain management legislations Public Finance Management Act (PFMA), SCM Regulations, Preferential Procurement Framework Act (PPFFA) and its associated regulations, Broad-Based Black Economic Empowerment Act (BBBEEA). Must possess the following skills: Presentation-, report writing-, numeracy, research methodology-, communication-, and problem solving. Computer literate.
<b><u>DUTIES</u></b>	:	Coordinate, review, research, analysis and plan the procurement needs of the Department. Coordinate, review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain the supplier database. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and human resource administration.
<b><u>ENQUIRIES</u></b>	:	Ms. M A Mokoena: <a href="mailto:mokoenam@treasury.fs.gov.za">mokoenam@treasury.fs.gov.za</a> (strictly for enquiries purposes)
<b><u>POST 30/85</u></b>	:	<b><u>ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT AND FACILITY MANAGEMENT REF NO: FSPT 025/25</u></b>
<b><u>SALARY</u></b>	:	R325 101 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 Supply Chain Management/Public Administration/Management/Financial Management or equivalent qualification with a minimum of three (3) years' experience in an administrative/supply chain management/financial management environment. Knowledge of: Basic personnel administration, Basic Accounting System (BAS), Treasury Regulations and Financial Regulations. Must possess the

		following skills: Financial management, organizing, numeracy, communication, and problem solving. Computer literate.
<b><u>DUTIES</u></b>	:	Implement financial administration to support the Manager with financial administration. Render supply chain management support services. Supervise the provisioning of housekeeping, cleaning, safeguarding and maintenance services. Supervise human and physical resources.
<b><u>ENQUIRIES</u></b>	:	Ms. N V Ntukela-Tyam: <a href="mailto:ntukela.tyam@treasury.fs.gov.za">ntukela.tyam@treasury.fs.gov.za</a> (strictly for enquiries purposes)
<b><u>POST 30/86</u></b>	:	<b><u>ACQUISITION PRACTITIONER REF NO: FSPT 026/25</u></b>
<b><u>SALARY</u></b>	:	R325 101 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 Supply Chain Management/Public Administration/Management/Financial Management or equivalent qualification with a minimum of three (3) years' experience in a supply chain management environment. Knowledge of supply chain management legislations Public Finance Management Act (PFMA), SCM Regulations, Preferential Procurement Framework Act (PPFA) and its associated regulations, Broad-Based Black Economic Empowerment Act (BBBEEA). Must possess the following skills: Presentation-, report writing-, numeracy, research methodology-, communication-, and problem solving. Computer literate.
<b><u>DUTIES</u></b>	:	Proper administration of bid process. Attend briefing sessions to communicate and share information related to SCM. Administer the procurement of goods and services. Develop and maintain strong relations with internal & external customers. Contract managed and administered.
<b><u>ENQUIRIES</u></b>	:	Ms. M A Mokoena: <a href="mailto:mokoenam@treasury.fs.gov.za">mokoenam@treasury.fs.gov.za</a> (strictly for enquiries purposes)
<b><u>POST 30/87</u></b>	:	<b><u>PERSONAL ASSISTANT WITHIN THE OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: FSPT 027/25</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A Secretarial diploma or equivalent qualification (NQF level 6) with a minimum of three (3) years relevant experience. Knowledge of relevant legislation and policies, e.g. The Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate in MS Word, Excel and Power Point.
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the Chief Director. Render an administrative support service to the Chief Director. To provide support to the Chief Director regarding meetings. To support the Chief Director with the administration of the Chief Director's budget. Study the relevant Public Service and Departmental prescripts/policies and other documents to ensure efficient and effective support to the Chief Director.
<b><u>ENQUIRIES</u></b>	:	Ms. A Botes: <a href="mailto:botesa@treasury.fs.gov.za">botesa@treasury.fs.gov.za</a> (strictly for enquiries purposes)
<b><u>POST 30/88</u></b>	:	<b><u>STATE ACCOUNTANT: BUDGET CONTROL REF NO: FSPT 028/25</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant degree/ diploma with Accounting/ Mathematics as a passed subject. A minimum of three (3) years' relevant experience in a Budget Control within the Public Sector, Financial Control and Administrative environment. Knowledge of Basic Accounting System (BAS), LOGIS, PERSAL and batch control. Must possess the following skills: Numeracy-, communication-, report writing and problem solving. Computer literacy.
<b><u>DUTIES</u></b>	:	Review the implementation and maintenance of financial management (BAS/PERSAL/LOGIS) transactions concerning financial processes in the Department to contribute to the rendering of a professional financial administration service. Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Monitor the successful implementation of Departmental/Public Service policies as well as development of policies on matters related to financial management in order to adhere to relevant prescripts/legislation. Prepare reports on financial management issues and statistics (BAS/PERSAL/LOGIS) per programme.

<b><u>ENQUIRIES</u></b>	:	Mr. L S Moteuli: <a href="mailto:moteulis@treasury.fs.gov.za">moteulis@treasury.fs.gov.za</a> (strictly for enquiries purposes)
<b><u>POST 30/89</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER REF NO: FSPT 021/25</u></b>
<b><u>SALARY</u></b>	:	Grade 3-5: R324 579 – R1 111 323 per annum, (A basic salary), (Salary will be determined according to the number of years post qualification legal experience in accordance with the OSD Determination).
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A LLB degree or an equivalent/recognized four-year law degree. At least two (2) years post qualification legal experience. Knowledge of the Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations, Public Service Regulations, and other relevant legislation related to the Public Sector environment. Computer literate. Good business communication, interpersonal and analytical skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Identify legal capacity gaps within the Department. Market the Legal Management Framework. Provide continuous support and guidance on the implementation of the Legal Management Framework and guidelines within the Department. Liaise with different stakeholders of the Department regarding legal matters. Analyze documents and provide legal advice. Monitor the application of legal matters. Act as a presiding officer during disciplinary hearings. Draft legal service level agreements. Monitor compliance to service level agreements. Create awareness on legal matters. Manage the human resource of the Division to ensure the smooth functioning of the Division.
<b><u>ENQUIRIES</u></b>	:	Mr. S Mhlambi: <a href="mailto:smhlambi@treasury.fs.gov.za">smhlambi@treasury.fs.gov.za</a> (strictly for enquiries purposes)
<b><u>POST 30/90</u></b>	:	<b><u>SENIOR FINANCIAL ADMINISTRATION CLERK: BOOKKEEPING REF NO: FSPT 029/25</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 Certificate and experience within the Public Service environment. Knowledge of relevant legislations and policies Public Finance Management Act (PFMA), Public Service Regulations and Computer literacy.
<b><u>DUTIES</u></b>	:	Implement and administer all documents and transactions on BAS, according to delegations and approved policies. Handle the administrative functions of cellular phone, USB and departmental telephone accounts for the Department. Handle the administrative functions of claims payable and claims recoverable accounts for the Department. Prepare report on financial administrative related issues for informed decision making.
<b><u>ENQUIRIES</u></b>	:	Ms. C T Qwabe: <a href="mailto:qwabec@treasury.fs.gov.za">qwabec@treasury.fs.gov.za</a> (strictly for enquiries purposes)
<b><u>POST 30/91</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: PAYMENTS REF NO: FSPT 030/25</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 Certificate and experience within the Public Service environment. Knowledge of relevant legislations and policies, Public Finance Management Act (PFMA), Public Service Regulations and Computer literacy.
<b><u>DUTIES</u></b>	:	To implement and maintain Supply Chain Management concerning payments in the Department to contribute to the rendering of a professional Supply Chain Management services. Address SCM enquiries to ensure the correct implementation of SCM. Processing of invoices to ensure compliance to thirty (30) days' payment and prepare reports on invoices paid/payments issues and statistics. Prepare reports on invoices paid/payments issues and statistics.
<b><u>ENQUIRIES</u></b>	:	Ms. N V Ntukela-Tyam: <a href="mailto:ntukela.tyam@treasury.fs.gov.za">ntukela.tyam@treasury.fs.gov.za</a> (strictly for enquiries purposes)
<b><u>POST 30/92</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: ORDERS REF NO: FSPT 031/25</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate or equivalent certificate/qualification. Logis/BAS certificate. Knowledge of supply chain management Policy, relevant supply chain management prescripts. Must possess the following skills: Numeracy, communication, computer, problem solving, literacy, analytical and presentation skills. Values/attitude: Professionalism, client oriented, integrity,

		commitment, confidentiality, innovation, collaborative, accountability, assertive and proactive.
<b><u>DUTIES</u></b>	:	Printing and placing orders as per approved log 1's. Place orders with approved suppliers. Handle queries related to orders and batches. Forward original batches to transit office and file copies of orders in the strong room. Prepare reports on orders printed and send backs. Manage asset room list.
<b><u>ENQUIRIES</u></b>	:	Ms. N V Ntukela-Tyam: <a href="mailto:ntukela.tyam@treasury.fs.gov.za">ntukela.tyam@treasury.fs.gov.za</a> (strictly for enquiries purposes)
<b><u>POST 30/93</u></b>	:	<b><u>PIO SENIOR ADMINISTRATION CLERK: DEMAND MANAGEMENT REF NO: FSPT 032/25</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05), (A basic salary)
	:	Bloemfontein
	:	A Grade 12 Certificate and experience within the Public Service environment. Knowledge of relevant legislations and policies, Public Finance Management Act (PFMA), Public Service Regulations and Computer literacy.
<b><u>DUTIES</u></b>	:	Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
<b><u>ENQUIRIES</u></b>	:	Ms. M A Mokoena: <a href="mailto:mokoenam@treasury.fs.gov.za">mokoenam@treasury.fs.gov.za</a> (strictly for enquiries purposes)