

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF EDUCATION**

<b><u>APPLICATIONS</u></b>	:	Please submit your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein, 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street – Box at Security and or Private Bag X20565, Bloemfontein, 9300). or: e-mail to the email address linked to the post as stated below. Regarding e-mailed applications: Applications must be submitted as a single document/One Attachment To the e-mail address specified for each position. (kindly note that e-mailed applications and attachments should not exceed 15mb). It remains the candidate's responsibility to ensure that their application is successfully submitted. CV should not be more than 3 pages.
<b><u>CLOSING DATE</u></b>	:	22 October 2025
<b><u>NOTE</u></b>	:	It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">http://www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete ALL fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification, sexual offenders register and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and 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, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant REF NO number for each post applied for. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project/practical exercise. Successful candidates on level 13 and higher must undergo a Competency test and Pre-entry certificate for the Senior Management Services posts is compulsory. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

**OTHER POSTS**

<b><u>POST 36/124</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT OFFICER REF NO: PS7/2025/01</u></b> MEC Administrative Support Sub Directorate
<b><u>SALARY</u></b>	:	R896 436 – R1 055 958 per annum (Level 11), (All-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.
<b><u>CENTRE</u></b>	:	Bloemfontein: Mec Office
<b><u>REQUIREMENTS</u></b>	:	A relevant B Degree or equivalent qualification as recognised by SAQA. (NQF Level 7). Minimum of 5 years' experience post qualification and a Valid Driver's license.
<b><u>DUTIES</u></b>	:	Manage the support service of the office. Manage Registry counter service. Attend to clients. manage telephonic and other enquiries received. Manage the receiving and registering of delivered mail/files. Manage the incoming and outgoing correspondence. Manage the receiving, sorting, registering and dispatching of all mail. Manage the Distribution of notices on registry issues. Manage all the following tasks: Render an effective filing and record management service. Opening and closing files according to record classification system. Filing, storage, tracing (electronical and manual) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Update register on a daily basis. Process documents

for archiving and disposal. Be in charge of the Driver and manage all the tasks of the driver as mentioned here: Collect and deliver documents internal and external. Collect and deliver mail to and from the Post Office. Transport employees. Collect and deliver office equipment. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbook with regard to the vehicle and the goods handled. Manage the food aide service in the office of the MEC.

**ENQUIRIES** : MR Tseeke Tel No: (051) 404 8411  
**APPLICATIONS** : [erecruitment2@fseducation.gov.za](mailto:erecruitment2@fseducation.gov.za)

**POST 36/125** : **REGISTRY CLERK REF NO: PS7/2025/02**  
 MEC Administrative Support Sub Directorate

**SALARY** : R228 321 – R268 950 per annum (Level 05)  
**CENTRE** : MEC: Head Office: Bloemfontein  
**REQUIREMENTS** : Grade 12 or equivalent qualification.  
**DUTIES** : Provide Registry counter service. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing files according to record classification system. Filing, storage, tracing (electronical and manual) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Update register on a daily basis. Process documents for archiving and disposal.

**ENQUIRIES** : MR Tseeke Tel No: (051) 404 8411  
**APPLICATIONS** : [erecruitment3@fseducation.gov.za](mailto:erecruitment3@fseducation.gov.za)

**POST 36/126** : **DRIVER/MESSENGER REF NO: PS7/2024/03**  
 MEC Administrative Support Sub Directorate

**SALARY** : R163 680 – R192 810 per annum (Level 03)  
**CENTRE** : MEC: Head Office: Bloemfontein  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Valid Driver's license with PDP.  
**DUTIES** : Collect and deliver documents internal and external. Collect and deliver mail to and from the Post Office. Transport employees. Collect and deliver office equipment. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbook with regard to the vehicle and the goods handled.

**ENQUIRIES** : MR Tseeke Tel No: (051) 404 8411  
**APPLICATIONS** : [erecruitment4@fseducation.gov.za](mailto:erecruitment4@fseducation.gov.za)

**POST 36/127** : **FOOD SERVICE AID REF NO: PS7/2024/04**  
 MEC Administrative Support Sub Directorate

**SALARY** : R138 486 – R163 131.per annum (Level 02)  
**CENTRE** : MEC: Head Office: Bloemfontein  
**REQUIREMENTS** : ABET or equivalent qualification.  
**DUTIES** : Preparing and serving food, preparing snacks, meals and beverages, portioning and serving, maintaining a clean and organized workspace, adhering to hygiene and safety standards, assist with stock control.

**ENQUIRIES** : MR Tseeke Tel No: (051) 404 8411

#### **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.***

**APPLICATIONS** : Submitted to Thabo Tsotetsi or Leanne Terblanche, Room 7, Ground floor, O.R Tambo House, Bloemfontein or e-mail to [recruitment@fspmier.gov.za](mailto:recruitment@fspmier.gov.za).

**CLOSING DATE** : 17 October 2025

**NOTE** : Applications must be submitted using the newly implemented Z83 form, obtainable from any Public Service Department or the DPSA website, under public service vacancy circulars and should be accompanied by a comprehensive CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge, duties & experience). All required information on the Z83 application form must be provided. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications that do not comply with the above-mentioned requirements will not be considered. Shortlisted candidates will be subjected to personnel suitability checks/security clearance. Correspondence will be limited to short-listed candidates only. Applicants are respectfully informed that if no response is received within 4 months of the closing date, they must accept that their application was unsuccessful. The department

reserves the right not to fill these positions. Persons with disabilities are encouraged to apply and preference will be given to the EE Targets. No late or faxed applications will be considered.

## **MANAGEMENT ECHELON**

<b><u>POST 36/128</u></b>	:	<b><u>DIRECTOR: PROVINCIAL COUNCIL ON AIDS REF NO: 10/2025</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), (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.
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Appropriate NQF Level 7 qualification as recognised by the South African Qualification Authority (SAQA) preferable in Public health and/or related disciplines. 5 years of experience at a middle/senior managerial level. Experience in social science, HIV, TB and STI related issues. Relevant experience working with Non-Governmental Organisations (NGO's) and Donor funded programmes. Experience in the monitoring and evaluation of policies/implementation strategies and the management of resources. Planning, organising analytical and problem solving skills. 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: <a href="http://www.thensg.gov.za/training-course/sms-pre-entry-programme/">http://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . Individual applicants are expected to pay for the course and the duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate.
<b><u>DUTIES</u></b>	:	Provision of professional administrative and secretariat services to Free State PCA, including: Manage and coordinate Provincial Council on AIDs meetings; Develop annual schedule for the PCA sittings in collaboration with Executive Council support services; Prepare documentation for the sittings of the PCA and distribute the packs to members electronically; Prepare manual packs for Civil Society members and the chairperson; Record the proceedings of all sittings of the PCA and related governance structures i.e. Programme Review committee, Resource Mobilisation, Private Sector Forum and Technical Task Teams (TTTs); Manage and supervise implementation and monitor the PCA and Technical Committee resolutions/Directives; Quality assure reports and memorandum to be presented to the PCA; Supervise logistical arrangements for the sittings of the PCA and PCA Technical Committees; Manage the annual schedule for all PCA Technical Committee sittings; Draft the Agenda for the sittings of All PCA Technical Committees; and Supervise distribution of electronic packs to all members of PCA. Manage and provide oversight on the implementation of the integrated multi-sectoral Provincial Implementation Plan for HIV, TB &STIs, including: Manage and supervise the development of an integrated multisectoral Provincial strategy (i.e. Provincial Implementation Plan); Coordinate provincial stakeholders involvement on the implementation of the Provincial Implementation Plan (PIP); Provide technical support, advice to and supervise the development of Districts and Local Municipality to develop their own multisectoral District Implementation Plans based on the approved PIP; Collaborate with developmental partners on matters related to HIV, TB and STIs programme; Provide technical support and advice on the commemoration of the provincial World AIDS Day and world TB day and any campaigns and/or project approved by the Provincial AIDS Council; and Supervise key provincial campaigns aligned to the PCA and SANAC mandates. Manage the establishment of HIV, TB, and STI's related Programme Forums, monitor and oversee implementation of resolutions, including: Supervise the establishment of Resource Mobilisation Committee and sitting of meetings; Manage the establishment of Programme Review Committee and sitting of meetings; Manage the establishment of the provincial Private Sector Forum (PSF) in collaboration with the National PSF; Supervise and facilitate coordinated M&E and Programmes Technical working groups; and Provide Technical Support to Programmatic technical task teams aligned to the PIP. Monitor and evaluate the multi-sectoral response on HIV, TB and STI's in the province, including: Facilitated the approval of the provincial strategy on HIV, STIs and TB every 5 years; Manage the development of the mid-term and end term evaluation review report of the approved HIV, STIs and TB strategy; Manage and supervise monitoring of the implementation of the HIV, STIs and TB strategy; Assess the Provincial spending on HIV, STIs and TB related issues by all key stakeholders contributing to the response; Manage the development of the Monitoring and Evaluate (M&E) plan and tools to monitor the provincial integrated multi-sectoral response on HIV, STIs and TB; and Supervise the development of annual progress reports based on the implementation of the PIP 2017-2022. Supervise multistakeholder coordination including social mobilization (i.e. door to door) of HIV and TB programmes and provide strategic support to the Free State Provincial AIDS Council and all its structures i.e. District & Local AIDS Councils, including: Supervise planning and monitoring of social mobilization interventions aligned to the PCA implementation strategy; Supervise and provide oversight on multi-sectoral interventions implemented in the district using structures of the DAC and civil society sectors; Strengthen knowledge and Advice FSPCA on the mandate of AIDS Councils (PCA, DAC & LAC); Manage relations with Donors, Partners and private sector contributing to the HIV, TB and STI response for improved coordination and implementation of interventions; Manage the development of the integrated multi-sectoral research agenda related aligned to the PIP; and Support the AIDS council conferences, summits, campaigns and events. Manage resources (Human, physical and financial) in accordance with relevant directives and legislations, including:

**ENQUIRIES**  
**NOTE**

Evaluate and monitor performance and appraisal of employees; Ensure capacity and development of staff; Enhance and maintain employee motivation and cultivate a culture of performance management; Monitor and report on the utilization of physical resources; Ensure budget spending is maximized in line with strategic objective; Coordinate expenditure; and Manage human resources in the unit and maintain discipline.

: Mr. M Silwana, email: [mzwandile.silwana@fspremier.gov.za](mailto:mzwandile.silwana@fspremier.gov.za)

: 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. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.