FREE STATE PROVINCIAL GOVERNMENT

FREE STATE PROVINCE

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.

Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department as well as from FSDoE, or the official website: (www.education.fs.gov.za). Applications must be accompanied by original certified copies of: formal and informal qualifications, valid driver's licence, identity document and a detailed C.V. Separate applications must be submitted for every vacancy. Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. 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. Applicants must clearly quote the relevant reference number and forward the applications to the address as indicated in the advertisement. 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 application was unsuccessful and that applications, copies of qualifications and CVs will not be returned. The FSDoE reserves the right not to fill advertised positions; and references will be checked. NOTE: 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.

APPLICATIONS FOR THE DEPARTMENT OF EDUCATION TO BE SUBMITTED TO:: The Director: Human Resource Administration, Department of Education, Private Bag X20565, Bloemfontein, 9300 (Katleho Building, Ground Floor – Box at Security – Hand deliveries).

CLOSING DATE: 20 JUNE 2013

SENIOR EDUCATION SPECIALIST (SES): CAREER GUIDANCE:
INSTITUTIONAL DEVELOPMENT MANAGEMENT & GOVERNANCE (IDMG) DIRECTORATE:
POST LEVEL 3: 1 POST: REF NO: OBE 4/2013/1

SALARY: R277 194 pa (Salary Level 9)
CENTRE: IDMG Directorate: Head Office, Bloemfontein
REQUIREMENTS: Minimum Requirements: A recognised three year qualification (REQV 13), which must include appropriate training as an educator, plus 5 years appropriate and relevant experience.
Further Requirements: Career guidance experience as an added advantage. Computer literacy. As travelling is required, a valid driver's licence is essential.
DUTIES: The successful candidate will perform the following duties: Identify and recommend career and study options to learners by obtaining and examining information relevant to their abilities and needs. Develop and recommend rehabilitation plans in consultation with learners vocational and social needs. Provide assistance to understand and adjust attitudes, expectations and behaviour to develop more effective interpersonal relationships. Provide information, understanding, advice and assistance on the learning and behaviour of learners, especially those with special needs and to parents and educators in dealing with these needs. Establish highly productive relationships with companies, government departments, HEI's, etc. Arrange workshops, seminars, conferences, etc. that provide the training and development inputs required to develop an employable skill among all learners. Provide career information, advice and guidance to learners Coordinate career programmes with academic institutions . Research and write information on local and national career opportunities and producing publicity material and newsletters. Visit employers and professional bodies, both large and small, to obtain information about opportunities, recruitment procedures and policies as well as labour market trends.. Develop and maintain a well-resourced career portal and web-based material for use by learners. Design and facilitate career development programmes such as CV-writing workshops, preparing for interviews, etc.
Organise weekly and monthly programmes for employer careers fairs, company presentations and other events.
Liaise with HEI's with regard to career development.
Market all services to all stakeholders.
PRACTICAL TESTS: Candidates must be willing to take part in practical tests as part of the selection process.

ENQUIRIES: Ms. BM Kitching,
Telephone Number: (051) 404 1985 or cell: 082 454 1519

SENIOR EDUCATION SPECIALIST (SES): SUBJECT ADVISOR:
GET: INTERMEDIATE AND SENIOR PHASE: POST LEVEL 3: 3 POSTS

SALARY: R277 194 pa (Salary Level 9)
CENTRE: 1.Thabo Mofutsanyana District, Phuthaditjhaba: Natural Sciences (x1):
REF. NO: OBE 4/2013/2 2.Fezile Dabi District, Sasolburg: English (Home Language) (x1): **REF. NO:** OBE 4/2013/3
3.Fezile Dabi District, Sasolburg: Mathematics (x1):
REF. NO: OBE 4/2013/4
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience.
Further Requirements: Major subject presented in the qualification must be related to the specific subjects. 5 Years' of recent teaching experience in Intermediate and Senior Phase within an Outcomes Based Education (OBE) environment in the required subjects. Computer literacy. As travelling is required, a valid driver's licence is essential.
RECOMMENDATIONS: Analytical and report writing skills; Facilitation and presentation skills; Experience in presenting courses to adult learners. Computer Literacy. Project management and material development skills.
DUTIES: The successful candidate will: Conduct a needs analysis of schools and educators and devise intervention strategies. Provide support to educators in learning, teaching and assessment of the relevant learning areas within the GET bands of the NQF. Promote the implementation of the NCS (GET). Monitor and ensure effective education service delivery by educators. Be involved in the training for and the monitoring of the implementation of Outcomes Based Education (OBE). Promote the culture of learning and teaching in schools. Do site visits to schools to render classroom support. Interact with the relevant stakeholders at district and provincial levels. Develop support groups and facilitate networking among educators. Work with Subject Committees both at district and provincial levels. Serve educators' needs in the context of Education Resource Centres. Attend meetings and workshops provincially and nationally in respect of the relevant subject. Ensure coherence and alignment of activities across the districts according to provincial and national policies. Present INSET courses and activities and assist teachers in developing learning programmes, and filling content gaps in relation with the specific subject. Ensure alignment of curriculum implementation with national objectives, norms and standards. Monitor and support effective implementation of Foundations for Learning.

ENQUIRIES: Thabo Mofutsanyana District: Mr. Scheepers, ' (058) 718 4924
Fezile Dabi District: Mr. MA Moletsane, ' (016) 973 1315

SENIOR EDUCATION SPECIALIST (SES): SUBJECT ADVISOR:
CURRICULUM FET SCHOOLS: GRADES 10 – 12: HISTORY:
POST LEVEL 3: 1 POST: REF. NO: OBE 4/2013/5

SALARY: R277 194 pa (Salary Level 9)
CENTRE: Fezile Dabi District, Sasolburg
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience.
Further Requirements: The recognized three-year qualification must preferably be a degree (major subject must be related to the specific subject above). As travelling is required, a valid driver's license is essential.
RECOMMENDATIONS Analytical and report writing skills. Facilitation and presentation skills. Computer literacy.
DUTIES: Conduct a needs analysis of schools and educators and device intervention strategies; Provide support to educators in learning and assessment of the relevant subject field in the FET phase. Monitor and ensure effective education service delivery of educators. Be involved in the training for the monitoring of the implementation of Outcomes based Education (OBE) in the FET phase. Promote the Culture of Learning and Teaching in schools. Conduct site visits to schools to render classroom support. Interact with the relevant stakeholders at district and provincial level.
Develop support groups and facilitate networking among educators. Work with subject committees in a Professional Working Groups context both at district and provincial level. Serve the needs of educators in the context of Education Resource Centres. Attend meeting and workshops provincially and nationally in respect of the relevant subject. Ensure coherence and alignment of activities across the Districts according to provincial and national policies. Present INSET courses and activities and assist educator in developing learning programmes. Ensure alignment of curriculum implementation to national objectives, norms and standards

ENQUIRIES: Mr. KL Moshoke, ' (056) 216 3800

Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. 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 application was unsuccessful.

APPLICATIONS FOR THE DEPARTMENT OF HUMAN SETTLEMENTS TO BE SUBMITTED TO: Office Manager, P.O Box 211, Bloemfontein 9300 or delivered by Hand in the box provided at the entrance of the Lebohang Building, St. Andrews Street, Bloemfontein

CLOSING DATE: 21 June 2013

OFFICE MANAGER: OFFICE OF THE DDG
REFERENCE NO: HS 1/2013

SALARY: Salary level 9 – A basic salary of R252 144. per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Appropriate 3 year degree/equivalent qualification; valid driver's license; a minimum of 3 years relevant experience; knowledge and understanding of public service policies and procedures; working knowledge of the functioning of Provincial/National Government; basic knowledge of MS Word, Excel and Power Point; good verbal and written communication skills; knowledge of Financial Management; knowledge of Project Management.
DUTIES: Undertake policy or line function tasks as required: execute research, analyze information and compile complex documents for the Provincial Branch Head; source information and compile memoranda as required; scrutinize submissions/ reports, make notes and recommendations to present o the DDG; draft responses for submissions to internal and external stakeholders; co-ordinate, follow-up and compile reports of a transverse nature for the DDG and advise/ sensitize the DDG on reports to be submitted (for example by Components etc.); and compile presentations for the DDG. Provide support to the DDG: scrutinize documents to determine actions/information/ documents required; collect and compile information with regard to issues that needs to be discussed; record minutes/ resolutions and communicate/ disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as well as other documentation; compile the agenda of meetings chaired by the Provincial Branch Head and ensure circulation of accompanying memoranda; co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc.; co-ordinate the performance agreements/ assessments and financial disclosures with regard to SMS in the relevant branch; liaise with relevant stakeholders to ensure integration of programmes; and coordinate parliamentary enquiries. Manage general support services in the office of the DDG: set up and maintain systems in the Office that will ensure efficiency in the office; establish, implement and maintain effective processes/ procedures for information and documents flow to and from the Office; ensure the safekeeping of all documentation in the Office; and manage the engagements of the Deputy Director-General. Manage the resources of the office of the DDG: determine and collate information with regard to the budget needs of the office; keep record of expenditure commitments, monitor expenditure and alert the DDG with regard to possible over-and under spending; indentify the need to move funds between items compile submissions for this purpose; monitor and evaluate the performance of the Staff in the Office; manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc.; and oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES: Ms. C Somiah
Telephone number: 051 403883

PERSONAL ASSISTANT: OFFICE OF THE DDG
REFERENCE NO: HS 2/2013

SALARY: Salary level 7 – A basic salary of R170 799. per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate National Diploma or equivalent qualification plus applicable experience. This post requires a person with excellent planning and organizing skills coupled with good interpersonal relationships. A working knowledge of SM Word, EXCEL and Power Point as well as a proven record of being able to set up and maintain a record system is a pre-requisite.
DUTIES: It will be expected of the successful candidate to ensure that the office of the Senior Manager functions effectively by planning, overseeing, co-coordinating and/ or performing the following functions: manage engagements of the SMS member to improve service delivery: liaise with and/or sensitize the SMS regarding engagements, compile realistic programmes of appointments and journeys, prioritize appointments ensure that appointments are made. Implement administrative measures to ensure the efficient functioning of the office of the SMS: ensure an efficient flow of information and documents to and from the Office of the SMS, compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders, deal with enquiries received, internally and externally to the relevant stakeholders, keep record of documents, memoranda, etc., which are dealt with by the SMS, stay updated with information from various media and to bring such information to the attention of the SMS, arrange for the placements of items on the agenda of meetings chaired by die SMS and to ensure circulation of accompany memoranda. Arrange for the attendance of the SMS at meetings and other relevant gatherings, produce/ prepare relevant correspondence/ paper in connection with the above arrangements, do certain research for the SMS, render a secretarial function for committees chaired by the SMS, assist the SMS with regard to meetings attended by him/her so as to enable the SMS to efficiently execute his/her duties/responsibilities: compile all necessary documents for the SMS in terms of the meetings to be attended and to sensitize the SMS on the contents thereof, prioritize documentation, correspondence, etc., engage members of the public, officials of other Departments and other role-players to determine the scope of issues to be discussed at meetings attended to and/or chaired by the SMS, to conduct research thereon and to prepare briefing documents, prepare and co-ordinate, as directed by the SMS, submissions, documents, briefing notes, etc., record decisions and to communicate it, with the purpose of executions, to role-players, to follow-up on progress made and to prepare briefing notes for the SMS, attend meetings with the SMS with the purpose of minuting resolutions and interaction with role-players to ensure the implementation of such resolutions. Ensure the safe-keeping of all documentation in the office of the SMS to be in line with the Archive Legislation: ensure the security of the office and documentation, handle travel arrangements for the SMS and assist her/his personal matters to enable her/ him to attend to her/ his duties, set up and maintain systems in the Office of the SMS that will contribute towards improving efficiency in the office, compile and monitor the budget for the SMS's Office to ensure the effective utilization of funds, promote professional behavior and ethics in the Office of the SMS to enhance the image of the Public Service, accompany the SMS on some major visits to assist with administrative and logistics arrangements, serve as an entry point for all internal and external stakeholders who visit or call the office and manage the diary of the Senior Manager and referring others to the appropriate components for action and follow-up on issues on behalf of the Senior Manger to ensure that matters are dealt with effectively, render an office support service to the Senior Manager including typing documents, sending faxes, making photocopies, prepare presentations to ensure that the office runs smoothly, ensure that guests in the office of the Senior Manger are received in such a manner that the professional image of the office is enhanced, execute the functions of a Chief User Clerk to ensure that the procurement needs of the Senior Manager's Office is met and render a support service to the SMS Member on matters related to the budget of the Office of the SMS Member.

ENQUIRIES: Ms. C Somiah
Telephone number: 051 403883

DIRECTOR: DEPARTMENTAL PLANNING AND PERFORMANCE MANAGEMENT
REFERENCE NO: HS 3/2013

SALARY: Level 13 – An all-inclusive package of R771 306 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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, home owner's allowance and medical aid assistance.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Appropriate 3 year degree/equivalent qualification; valid driver's license; a minimum of 3 years relevant experience; knowledge and understanding of public service policies and procedures; working knowledge of the functioning of Provincial/National Government; basic knowledge of MS Word, Excel and Power Point; good verbal and written communication skills; knowledge of Financial Management; knowledge of Project Management.
DUTIES: To ensure that an effective and efficient strategic management service is rendered to the Department of Human Settlements and to advice the Head of Department and the Executive Authority on matters related thereto. Develop and ensure the successful implementation of the following departmental policies and procedures in line with national- and provincial policy frameworks/strategies: Strategic Planning Policy and Procedures, Monitoring and Evaluation of Non-Financial Performance Policy and Procedures, Organizational Development Policy, including business process mapping guidelines and procedures, Performance and Development Guidelines and Procedures, Job Profiling Policy and Procedures. Facilitate and ensure the preparation and/or successful implementation of the Following: Departmental inputs to Outcomes 9 and 12 of the Provincial Outcome-Based Plan; 5-year Strategic Plans of the Department; 3-Year Annual Performance Plans of the Department; Annual Operational Plans; Annual Reports of the Department. Monitor the non-financial performance of the Department in respect of the following and submit and present it to relevant stakeholders, including the relevant Portfolio Committee of the FS Legislature – Annual Performance Plans, SOPA Injunctions, MEC Budget Injunction which includes the following: the collection, storing, analyzing and dissemination of credible M&E information and data; ensuring that resource (validation) documents are kept and maintained in all units in the Department and rendering advice on such matters; Chairing Non-Financial Performance Review Committee meetings on a quarterly- and annual basis; presenting the Department's quarterly and annual non-financial performance to various stakeholders, both inside and outside the Department. Oversee and render advice on the successful implementation of Outcomes 9 and 12 in the Department, inclusive of ensuring that quarterly- and annual progress against such outputs and targets are prepared and submitted. As MPAT Coordinator, ensure the successful implementation of the project within the department and render advice on matters related thereto, including operationalizing it within the Department. Ensure that the organizational structure and post establishment of the Department is updated and aligned with the strategic plan of the Department, thereby enabling the Department to respond to its service delivery challenges and targets. This includes ensuring that all jobs are graded correctly in accordance with the EQUATE Job Evaluations System, chairing the Departmental JE Quality Assurance Committee, representing the Department in the Provincial Quality Assurance Committees as well as the Provincial Job Evaluation Panel. Ensure the keeping and maintenance of a Departmental Database in respect of the following:- Job Evaluation (EQUATE Reports, Provincial JE Panel Recommendations and the related approvals of the Executive Authority, including the personnel implications) in respect of the Department; Signed Job Descriptions in respect of all posts in the Department; Signed Performance and Development Plans iro officials on levels 1 – 12 in the Department. Signed Performance Agreements iro Senior Managers in the Department. Ensure the successful implementation of the Performance and Development Management System in the department and the Executive Authority on matters related thereto. This includes the following:- Facilitate, monitor and report on the development of Performance Agreements iro all senior managers in the Department in line with the (national) Performance Management System for Senior Managers, taking into account the Department's Strategic- and Annual Performance Plans and reporting thereon to various stakeholders, both inside and outside the Department; Facilitate, monitor and report on the status of Performance and Development Plans for officials on levels 1 – 12 in line with the Provincial PDMS Policy Framework. Facilitate the effective en efficient functioning of PDMS Quality Assurance – and Moderating Committees and render advice on matters related thereto, taking into account the extent to which the Department and individual Directorates/Chief Directorates have achieved their strategic planning objectives and targets (e.g. non-financial performance). Facilitate the development of generic Performance and Development Plans for jobs with similar job contents. Render advice on the successful implementation of the PDM System within the Department, both for officials on levels 1 – 12 as well as SMS Membes. Render secretariat services to all the relevant quality assurance/moderation structures in the Department towards facilitating the assessment of officials' annual performance. Improve the understanding and knowledge of senior managers and/or personal interactions and chair and/or represent the Department in various committees and/ or fora on matters related to the above, which includes the following: Member of the Senior Management Committee of the Department; member of the Departmental Risk Management Committee in HS. Ad hoc Member of the Internal Audit Committee. Member of the Internal Audit Steering Committee. Member of the Disposal Committee. Represent the Department in various committees and/or structures outside the Department on matter related to the above. Ensure the successful functioning of the Directorate, which includes amongst others the following: - management of all records, including documentation flow; management of the Non-Financial Performance; identification and Mitigation of Risks; enquiries; Management of Human Resources, including job descriptions, performance planning and –evaluation, filling of vacancies. Management of all assets. Administration and management of the budget. Procurement of goods and services.

ENQUIRIES: Mr. TS Mokoena
Telephone number: 051 403643

MONITORING AND EVALUATION SPECIALIST
REFERENCE NO: HS 4/2013

SALARY: Salary level 9 – A basic salary of R252 144. per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Degree/equivalent qualification. 3-5 years experience in the field. Proven working knowledge on the area of specialization. Facilitation skills. Leadership skills. Report writing skills. Analytical skills. Problem solving skills.
DUTIES: Develop the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). This includes the following: conduct research towards ensuring that the Department's policy and/or strategy remain abreast with national and provincial guidelines and/or frameworks. Develop and/or maintain the Department's policy and/or implementation strategy and facilitate and evaluate inputs from managers and senior managers thereon towards finalizing such policy and/or implementation strategy. Coordinate monitoring and evaluation activities within the Department. Develop the Department's Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) in line with the Department's Annual Performance Plan as well as the Annual Report Framework of the Department. This includes the following: Development of the format and with proposed reporting time-frames in line with Treasury requirements and communication such to all managers within the Department. Ensure that managers and senior managers have a proper understanding and knowledge on the completion of the Monitoring and Evaluation Reporting Format. Collect and collate inputs from all relevant managers towards developing the Annual Report of the Department. Submit the consolidated Annual Report to the relevant Programme Managers for verification and sign-off. Finalize and submit the Annual Report to the Head of Department and the Executive Authority for purposes of approval and/or tabling, whichever applicable. Ensure that the capacity of the Department on matter related to monitoring and evaluation (of non-financial performance) is improved continuously. This includes the provision of information sessions and/or advice to managers and senior managers, inclusive of resource/verification documents as required by the Auditor-General. Monitor and report on the performance of the Department in relation to the following: Outcome Based Provincial Plan; Departmental Annual Performance Plan; SOPA and/or MEC Budget Injunctions; Government Programmes of Action (national and Provincial). The above includes the following: Develop and advice managers and senior managers on the format to be used for the capturing of monthly, quarterly and annual progress against the Departmental Strategic Plan and Annual Performance Plan; Consolidate, collate and evaluate quarterly non-financial performance information and advice supervisors and managers on matters related thereto towards ensuring that all progress is accurate and complete. Prepare the final quarterly non-financial performance reports of the Department for the capturing of the information on the electronic QPR System and/or any other departmental system development in relation to the monitoring and evaluation of non-financial performance and verify the correctness thereof. This includes the identification and training of capturers and validators as per the Provincial M&E System. Ensure that quarterly non-financial performance reports are signed-off by the relevant senior manager. Advice supervisors/managers on the type and nature of resources documents that must be kept and maintained by supervisor/managers towards confirming claimed performance as reported on during quarterly non-financial performance reports for purposes of verification and/or auditing. Conduct spot-checks towards ensuring that resources documents confirming claimed performance are kept and maintained by supervisors/managers. Analyse and quality assures quarterly progress in relation to SOPA and MEC Budget Injunctions as per the prescribed format and report thereon monthly, quarterly and annually. Analyze the quarterly non-financial performance of the Department in terms of the OBP and APP, identify challenges related to the non-achievement of performance targets as per the Annual Performance Plan and render advice thereon to managers. Sensitize the Head of Department and/or the Executing Authority on areas where actual performance is not in line with planned performance and recommend remedial actions. Represent the Department in national and/or provincial meetings on matters and evaluation. This includes the following: attend and participate in scheduled national and/or provincial meetings/for a; ensure that resolutions taken during national and/or provincial meetings on matters related to monitoring and evaluation are complied with and report thereon. Contribute to the development of Municipal Integrated Development Plans. This includes the following: participate in the annual assessment of Municipal IDP's. Facilitate the identification of projects as per the Department's APP towards contributing to the achievement of Municipal IDP's. Present the Department's APP to municipalities for purposes of alignment.

ENQUIRIES: Mr. TS Mokoena
Telephone number: 051 403643

SERVICE DELIVERY SPECIALIST
REFERENCE NR. HS 5/2013

SALARY: Salary level 9 – A basic salary of R252 144. per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Degree/equivalent qualification. 3-5 years experience in the field. Proven working knowledge on the area of specialization. Facilitation skills. Leadership skills. Report writing skills. Analytical skills. Problem solving skills.
DUTIES: Develop, maintain and/or facilitate the successful implementation of departmental policies and/or implementation strategies in relation to the following (in line with national and/or provincial frameworks): Departmental service delivery planning policy and/or strategy. Customer Care and Complaints Management Strategy and Processes Citizen participation Strategy and Processes. This includes the following: Conduct research and/or supervising research projects towards ensuring that the Department's policies and/or strategies remain abreast with national and provincial guidelines and/ or frameworks. Prepare the Department's policies and/or implementation strategies and liaise with senior managers and managers thereon to obtain and consider their inputs towards finalizing such policies and/or implementation strategies. Maintain the Department's policies and/or implementation strategies towards ensuring that it remains abreast with new developments and/or best practices and render advice thereon
Facilitate the identification and implementation of Batho Pele initiatives and report thereon. Develop and/or review the following documents in line with national and/or provincial formats: The 3-Year Departmental Service Delivery Plan. The Departmental Service Delivery Charter with service delivery standards, including citizen participation and customer care and complaints. The Departmental Service Delivery Improvement Plan. This includes the following: Development of the formats in line with DPSA prescribed formats. Evaluating and accommodating all inputs from senior managers and managers towards finalizing the documents. Preparation of the final documents for the further consideration of the Manager. Advising senior managers and managers on the correct completion of the documents. Ensuring that standardized / generic performance indicators applicable to the relevant sector are appropriately addressed in the Annual Performance Plan and advice supervisors and managers thereon. Assist and advice senior manager and managers on the identification of areas where service delivery needs to be improved. Promote the capacity of the Department on matters related to service delivery planning and –improvement is improved continuously. This includes the following: Provision of information sessions to senior manager and managers towards improving their understanding on service delivery planning and –improvement. Assisting and advising senior managers and managers on the development of service standards, taking into account Batho Pele principles. Facilitating the arrangement of capacity building programmes in the Department towards improving the service delivery planning and – improvement capacity of senior managers, managers, supervisors and officials

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT
REFERENCE NR.: HS 6/2013

SALARY: Salary level 11– – An all-inclusive package of R495 603 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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, home owner's allowance and medical aid assistance.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Degree/equivalent qualification. 5 years experience in the field. Proven working knowledge on the area of specialization. Facilitation skills. Leadership skills. Report writing skills. Analytical skills. Problem solving skills. Management skills. Computer skills. Communication skills. Interviewing skills. Project Management skills. Financial Management skills. Conflict Management skills.
DUTIES: .] Manage the resources of the Work Study Unit. Manage the performance and development of staff allocated. Ensure effective utilization of physical and financial resources. Coordinate and monitor the development & maintenance of the organogram/s in line with the strategic plan/s. Coordinate research and investigate organogram/s. Identify the needs for changes to the organogram. Analyse the research proposal of organogram. Consult with the relevant stake holders/ role players. Finalise the organogram/s. Monitor the implementation of the organogram/s. Coordinate investigations and develop, implement, monitor and maintain policies related to job evaluation, efficiency and productivity. Identify gaps in the policy/policies related to efficiency and productivity. Draft amended policy/policies. Monitor the implementation of the approved policy. Conduct research on job evaluation related matters. Develop a job evaluation policy draft. Consult with relevant stakeholders. Finalise and obtain approval of policies. Ensure compliance with the provisions of the job evaluation policy. Manage and coordinate efficiency promotion exercises. The design of forms for the department. Office accommodation needs analysis. Investigations on labour saving devices. Development of norms and standards. Development of filing systems. The development of a service delivery model. Manage and coordinate business process re-engineering investigations. Analysis of current methods. Make proposals on improved methods. Finalise the improved methods. Survey for monitoring and evaluation. Manage the job evaluation processes. Evaluate high level/complex jobs. Represent the Department on the Job Evaluation Structures. Ensure provision of advice on job evaluation application. Ensure that job evaluation structures are in place and functional. Liaise with relevant stakeholders on job evaluation related matters. Disseminate information on the outcome of the evaluated jobs. Oversee and monitor the updating and maintenance of the database. Senior Managers and other officials. Restructuring of department/s and provide reports thereon. Advise on the provision of posts and implementation of organogram/s. Improved methods of performing work. Provide advice related to relevant policies. Communication and liaison on job evaluation and job description matters. Other departments. Restructuring of departments and provide reports thereon. Reviewing of organogram/s. Improved methods of performing work. Liaison on job evaluation related matters. Job Evaluation Panel. Presentations of evaluated jobs. Advise. Ensure that panel members are trained.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

INTERNAL SUPPORT OFFICER
REFERENCE NR. HS 7/2013

SALARY: Salary level 7 – A basic salary of R170 799. per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: National Diploma or B Com in Internal Auditing or Accounting. 1-2 years experience. Specific knowledge of the Public Finance Management Act. Knowledge of Treasury Regulations. Knowledge of other acts and policies as issued by the Department. Knowledge of the International Standards for the Professional Practice of Internal Auditing. Departmental structure and decision making processes. Ability to work both independently and in a team. Effective interviewing skills. Interpersonal skills. Communication skills, both oral and written. Listening skills. Planning and organizing skills. Registered at the Institute of Internal Auditors, South Africa.
DUTIES: Time Management: Completion of tasks as per allocated time-frames. Clear review notes on time. Timely implementation of resolutions taken during meetings. Planning Phase: Prepare the audit file as per standard set out in the audit methodology. Collect and analyze relevant legislative documents. Draft the audit planning memorandum and engagement letter. Arrange logistics for engagement meeting. Prepare attendance register for engagement meeting and circulate. Take minutes during the meeting and document on approved template for record keeping. Document processes conducted by the audit operational staff on system description working paper. Document walkthrough tests performed. Identify risks and ideal controls from the system flow of processes and capture them on the CAA working paper. Execution Phase: compile audit procedures and document on the CEA working paper. Conduct transaction testing and document on the detail testing working paper. Cross reference working papers to audit evidence. Reporting Phase: draft informal queries and document on the draft report. Arrange logistics for exit meeting. Prepare attendance register for exit meeting and circulate. Take minutes during the meeting and document on approved template for record keeping. Send Client Satisfaction Survey to the auditee. Follow-up phase: conduct follow-up audit after six (6) months after issuing Internal Audit reports. Conduct follow-up audit on the managements report issued by Auditor-General South Africa by end of January annually. Contribute to the development and design of Internal Audit policy documents for review. Implement Internal Audit related policies and ensure compliance.

ENQUIRIES: Mr. OA Themba
Telephone nr. 0514033645

DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS
REFERENCE NR. HS 8/2013

SALARY: Salary level 11– – An all-inclusive package of R495 603 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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, home owner's allowance and medical aid assistance.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Degree/equivalent qualification. 3 years experience in the field. Facilitation skills. Leadership skills. Report writing skills. Analytical skills. Problem solving. Management skills. Computer skills. Communication skills. Interviewing skills. Project Management skills. Conflict Management skills.
DUTIES: .Mainstreaming of HIV/AIDS, TB and employee health and wellness programmes within the Department: Plan, develop, coordinate and maintain policies and programmes to promote and protect human dignity, bereavement matters and the general well-being of employees in the workplace. Manage the implementation of pro-active and re-active Employees Health and Wellness programmes and interventions. Manage and facilitate workshops and campaigns to address matters related to unfair discrimination, unfair treatment and stigma against people living with HIV/AIDS, TB and other ailments. Promote the general health and wellness of employees: Manage the development, analysis and maintenance of policies and procedures as well as guiding the implementation to ensure that the department complies with the requirements of the National Framework on the management of HIV/AIDS and TB in the workplace. Manage the Employees Health and Wellness programme research process and report for management decisions. Provide advice and assistance to employees and management on HIV/AIDS, OHS, EAP and Employee trends and challenges in the department. Manage the training and development of staff members to ensure that matters related to employee health and wellness is incorporated into Departmental programmes. Develop inputs into the transformations programs of the Department: manage the development of comprehensive employee health and wellness plan and program of action. Ensure effective policy implementation within the Department on various issues. Manage resources of the unit. Represent the department on various fora and report on a monthly basis development within the unit: Ensure that quarterly and annual employee health and wellness reports for the purpose of appropriate reporting by management as required. Manage the monitoring and evaluation of the effectiveness and impact of Employee Health and Wellness Programmes, policies and procedures in the Department for further improvements.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

ASSISTANT DIRECTOR: UTILIZATION
REFERENCE NR. HS 9/2013

SALARY: Salary level 9 – A basic salary of R252 144. per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Degree. -5 years experience in the HR field. In depth knowledge and understanding on human resource management, Legislation, policies, practices and procedures. Business strategy translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Policy Development skills. Presentation skills. Interpretation skills. Creativity.
DUTIES: Co-ordinate the development of policies and presentation of information sessions of human resource issues in the department in order to contribute to an effective and well-informed workforce. Render a human resource advisory service to the Management of the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other human resource related issues to promote en effective human resource environment. Ensure the promotion of effective human resource management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of human resource practices. Develop norms and standards to facilitate the implementation of human resource policies, strategies procedures and practices.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

ASSISTANT DIRECTOR: HR PLANNING AND ADMINISTRATION
REFERENCE NR. HS 10/2013

SALARY: Salary level 9 – A basic salary of R252 144. per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Degree/equivalent qualification. -5 years experience in the HR field. In depth knowledge and understanding on human resource management, Legislation, policies, practices and procedures. Business strategy translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Policy Development skills. Presentation skills. Interpretation skills. Creativity.
DUTIES: Co-ordinate the development of policies and presentation of information sessions of human resource issues in the department in order to contribute to an effective and well-informed workforce. Render a human resource advisory service to the Management of the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other human resource related issues to promote en effective human resource environment. Ensure the promotion of effective human resource management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of human resource practices. Develop norms and standards to facilitate the implementation of human resource policies, strategies procedures and practices.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

HUMAN RESOURCES OFFICER
REFERENCE NR. HS 11/2013

SALARY: Salary level 5 – A basic salary of R115 212. per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Grade 12/NQF equivalent. Ability to communicate issues in a tactful manner. Problem solving skills. Computer skills. Numeracy skills. Literacy skills. Commitment. Integrity. Professionalism. Loyalty. Confidentiality. Ability to interpret and execute policy directives/ procedures. Knowledge of PERSAL.
DUTIES: Implement and administer human resource administration practices (including PERSAL transactions) concerning conditions of service benefits and/or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Conditions of Services (leave, Housing, Medical, Injury on Duty, terminations, Long Service Recognition, overtime, re-allocation, pension, allowances e.g.) performance management. Recruitment and selection (advertisements), appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.) address human resource management enquiries to ensure the correct implementation of human resource management practices.

ENQUIRIES: Mr. T.S. Mokoena
Telephone number: 051 403 3643

HUMAN RESOURCE DEVELOPMENT ADVISOR
REFERENCE NR. HS 12/2013

SALARY: Salary level 7 – A basic salary of R170 799. per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: DUTIES: An appropriate Degree/equivalent qualification. -3 years experience in the HR field. In depth knowledge and understanding on human resource management, Legislation, policies, practices and procedures. Business strategy translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Policy Development skills. Presentation skills. Interpretation skills. Creativity.
DUTIES: . Perform skills development functions within the relevant department. Coordination of Adult Basic Education (ABET) programme in the Department. Assist the Assistant Director in compiling both the Departmental Workplace Skills Plan and a Skills Development Implementation Plan. Collect and provide information to the Assistant Director on training courses attended by officials within the Department. Liaise with both service providers and the relevant sector education and training authorities on matters related to skills development. Gather information give inputs in the annual (financial) skills development report. Assist with the implementation of internships and learnerships within the department .Keep record of all learnerships in the Department. Collect and provide accurate information to the Assistant Director towards developing the annual (financial) report on learnerships. Assist with the implementation of the Departmental Internship Programme. Arrange and organize induction programmes to new employees within the department (including recordkeeping of attendance, etc.) Administer part-time bursaries in the department to ensure holistic development of human resources. Consolidate the submission of inputs for the bursary budget and prepare a selection list for new Part time bursary allocations to be presented to the Skills Development Committee. Liaise with academic institutions on matters related to exam results, accounts and payments. Facilitate the signing of bursary contracts by new part time bursary holders and compile bursary payment advices. Effect cases of breach of contract against part time bursary holders who fail to comply (towards recovering payments) and process change of courses, postponement of studies and postponement of compliance with bursary obligations and suspensions of bursaries. Monitor transfers, resignations and retirements of bursary holders to and from the Department. Give inputs into Bursary policy. To facilitate skills development programme within the department - 40% to develop and implement workplace skills plan in line with the departmental strategic plan, Free State growth development strategy and national skills priorities. Administer and implement learnerships, internships and skills programmes in line with departmental and provincial priorities. Conduct training needs analysis and skills audit. To manage the bursary function within the department. - To ensure the advertising and promotion of bursaries internal and externally. To advice the departmental bursary committee. Develop, implement, monitor and evaluate human resource development policies in the department. Supervision of resources.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

SKILLS DEVELOPMENT FACILITATOR
REFERENCE NR. HS 13/2013

SALARY: Salary level 9 – A basic salary of R252 144 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: DUTIES: An appropriate Degree/equivalent qualification. -3 years experience in the HR field. In depth knowledge and understanding on human resource management, Legislation, policies, practices and procedures. Business strategy translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Policy Development skills. Presentation skills. Interpretation skills. Creativity.
DUTIES:. To facilitate skills development programme within the department. To develop and implement workplace skills plan in line with the departmental strategic plan, Free State growth development strategy and national skills priorities. Administer and implement learnerships, internships and skills programmes in line with departmental and provincial priorities. Conduct training needs analysis and skills audit. To manage the bursary function within the department. To ensure the advertising and promotion of bursaries internal and externally. To advice the departmental bursary committee. Develop, implement, monitor and evaluate human resource development policies in the department. Supervision of resources.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

DEPUTY DIRECTOR: LABOUR RELATIONS
REFERENCE NR. HS 14/2013

SALARY: Salary level 11– – An all-inclusive package of R495 603 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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, home owner's allowance and medical aid assistance.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Degree. 5 years experience in the field of Labour Law. Facilitation skills. Leadership skills. Report writing skills. Analytical skills. Problem solving. Management skills. Computer skills. Communication skills. Interviewing skills.. Conflict Management skills. Training as investigating officer.
DUTIES: To design and facilitate the implementation of departmental policies, implementation strategies and/or procedures related to employee relations. To foster, enhance and maintain good relationships between the employer and its employees and to render advice on matters related to employees relations to supervisors, managers and officials, who include promoting a proper understanding in both department on matters related to employee relations. To carry out formal consultation procedures on a variety of issues related to employee relations as required by legislation. To ensure that grievance handling and disciplinary proceedings in the department are carried out in line with policies and related legislation and to advise appropriately thereon. To represent the department in various fora and/or committees on matters related to employee relations. To ensure the successful implementation of arbitration awards and collective agreements. To investigate alleged misconduct and advice thereon. To monitor and report on matters related to employee relations on a monthly, quarterly and annual basis. To administer and supervise all resources attached to the unit.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

LABOUR RELATIONS SUPPORT OFFICER
REFERENCE NR. HS 15/2013

SALARY: Salary level 6 – A basic salary of R138 345 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Senior (or equivalent) certificate with proven ability to apply knowledge and skills. Experience in the field of Labour Relations. Excellent communication skills (verbal and written). Computer literate. Outstanding interpersonal and people management skills. Conversant with enabling prescripts or policies.
DUTIES: Render a support service on matters related to Labour Relations, which includes the following (40%) a. Keep and maintain a database of all labour relations cases, files and outcomes. Capture the outcome of labour relations cases on PERSAL. Handle correspondence on matters related to labour relations and liaise with state attorneys, organized labour etc. on matters related thereto. Maintain and organize labour relations librarye. Prepare and submit status reports on labour relations issues to Public Service Commission and Department of the Premier. Handle elementary labour relation cases and assist the Departmental Labour Relations Officer on more complex labour relations cases. Render a secretariat service to the Departmental Co-coordinating Committee, which includes the compilation and distribution of agendas, the keeping of minutes, the arrangement of venues, etc. Provide information sessions on matters related to labour relations procedures.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

DEPUTY DIRECTOR: RISK MANAGEMENT
REFERENCE NR. HS 16/2013

SALARY: Salary level 11– – An all-inclusive package of R495 603 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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, home owner's allowance and medical aid assistance
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Degree with Risk Management as majors/equivalent qualification. Driver's license. Experience in the development and implementation of Risk Management Systems/strategies. Practical experience in a risk management service. Experience in the management of risk management services. Relevant legislation applicable to risk management. Risk management processes and techniques. Skills: Analytical communication, motivation, good relations, conflict management, leadership, .influencing managerial, project management, financial management, presentation. Computer literacy. Problem solving.
DUTIES: The incumbent of the post will have regular contact with the following people/ institutions in the execution of her/his duties namely: Liaise with the Head: Risk Management and Internal Audit for purposes of receiving instructions, discussion of issues, etc. Liaise with Provincial Treasury regarding transversal issues affecting risk management in order to share information, co-ordinate, network on best practices etc. Liaise with outside stakeholders, including Private Sector Organizations etc. to share and obtain information on best practices. Liaise with Programme Managers and Chief User Clerks in the Department of the Premier to provide information, advice etc. Liaise with colleagues in order to discuss issues etc.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

RISK MANAGEMENT ADVISOR (2 POSTS)
REFERENCE NR. HS 17/2013

SALARY: Salary level 9 – A basic salary of R252 144 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Three-year degree with Risk Management as majors/equivalent qualification. Driver's License: Code EB. Experience in the development and implementation of Risk Management Systems/ Strategies. Practical experience in a risk management services. Relevant legislation applicable to risk management. Risk management processes and techniques. Ability to communicate ideas and issues in a tactful manner, verbally and in writing, informally and formally. Good human relation skills. Project Management skills. Presentation Skills. Computer Literacy. analytical Skills. Problem Solving. Influencing Skills. Facilitation skills. Experience in the management of risk management services.
DUTIES: Assist with the development, maintenance and implementation of the following on departmental risk management, namely: Risk management strategy, Risk management framework, Risk management policy statements, Risk plan, and Risk policy. Assist with the development of risk management processes to ensure compliance to the risk management plan. Implement risk management processes, for example identify risks, to ensure compliance to the risk management plan. Maintain and update risk registers to determine the effectiveness of progress concerning risk management in the department. Conduct education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management in the department. Review the implementation of risk management processes to ensure compliance in the department.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

DEPUTY DIRECTOR: COMMUNICATIONS
REFERENCE NR. HS 18/2013

SALARY: Salary level 12– – An all-inclusive package of R587 358 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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, home owner's allowance and medical aid assistance
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Degree/equivalent qualification with 10 years experience in the field of communication. Deep knowledge of a wide range of work procedures such as: finance, HR matters, planning and organizing, safety, training, compilation of management reports, information sessions. Reporting procedures, administration procedures relating to specific working environment including norms and standards. Research, procurement directives and procedures. Statistics. Computer. Emergency planning. Verbal exchange of sensitive information requiring difficult explanation as well as tact and diplomacy. Complex notes, memo's letters and reports. Cabinet memoranda. Team building. Negotiations. Presentation. Management reports.
DUTIES: To promote an environment conducive to the positive image of the Department and the MEC, both inside and outside the public attitudes and assisting with the drafting and preparation of public speeches. To develop and ensure the successful implementation of a departmental communication policy and strategy including preparing speeches for the MEC and to render advice thereon. To render an effective and efficient information service to the Department and the clients of the Department by means of a Call Centre/ Help Desk Service, the media as well as through the Departmental Web Site. To render an effective and efficient programme co-ordination and event management service to the Department. To establish and maintain effective and efficient stakeholder relations and to ensure that the Department renders effective services at established MPCC's. To promote internal communication in the Department. To manage all resources of the unit.

ENQUIRIES: Mr. T.S. Mokoena
Telephone number: 051 403 3643

ASSISTANT DIRECTOR: ICT SERVICE CENTRE
REFERENCE NR. HS 19/2013

SALARY: Salary level 9 – A basic salary of R252 144 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Degree/equivalent qualification. Between 5-10 years experience. Specialized functional and management courses.
DUTIES: To manage both first and second line support to all users within the department. To support the development, management and control of ICT Systems including the departmental website. To manage the planning, implementation and maintenance of both external and internal information technology projects e.g. the roll-out of IT within the respective district offices. To plan, co-ordinate and manage ICT training for the component and the department at large. To develop and ensure the successful implementation of ICT procurement policies and – strategies. To ensure the rendering of an effective and efficient secretariat and advisory service to the Departmental IT Committee in line with procurement and asset management procedures. SITA liaison and service level management (agreements). Keep and maintain a register of all IT equipment in the Department, including the disposal thereof in terms of treasury Regulations. General staff supervision.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

ASSISTANT DIRECTOR: IT DATA AND INFRASTRUCTURE
REFERENCE NR. HS 20/2013

SALARY: Salary level 9 – A basic salary of R252 144 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Degree/equivalent qualification. Between 5-10 years experience. Specialized functional and management courses.
DUTIES: Develop and facilitate the successful implementation of operational level data and information management policies and strategies in the Department and render advice and support on matters thereon. Ensure the effective and efficient functioning of ICT infrastructure in the Department, which includes the safe-guarding thereof in terms of prescribed legislation. Render advice to the Departmental IT Committee on the procurement of IT Information Systems. General staff supervision and management of the resources of the unit.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

NETWORK CONTROLLER
REFERENCE NR. HS 21/2013

SALARY: Salary level 7 – A basic salary of R170 799 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Tertiary qualification. Between 0 - 2 years experience. Grade 12: Between 5 – 10 years experience. Advanced/specialized programming course. Advance System Administration Course.
DUTIES: To render an effective and efficient ICT network support service to the department: Assist with the set-up of new it equipment, both hardware and software. Assist with the roll-out of it infra-structure within the department and maintain such infra-structure. Identify problems experienced by pc users with regard to Computer hardware and software and rectify such problems by means of advice and/or assistance and hands-on support. Activate intranet / internet services and render advice thereon. Keep record of all enquiries / faults reported / assistance given and report thereon monthly and quarterly. Provide inputs to it related policies and procedures and ensure the successful implementation thereof.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

ADMINISTRATION CLERK: IT
REFERENCE NR. HS 22/2013

SALARY: Salary level 5 – A basic salary of R115 212 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Grade 12. Between 2 – 5 years experience.
DUTIES: To provide a general clerical and administrative support services to the Information Technology Service Centre within the Information Technology Unit. Assist with the rendering of secretariat services to meetings arranged within the unit, including the following: - Arrangement of venues and related matters, and distribution of agendas, minutes and related documentation to all stakeholders - Capture minutes on an ad-hoc basis. Render a general support service to the unit, which includes the following: Keep and maintain a registry service for the ICT unit. Handle the Stationery and other office supply requirements of the unit and liaise with the Supervisor on the stationary and other office supply needs of the Sub-directorate. Prepare submission with regard to the function of the unit as required. Typing of letters and other correspondence as required. Ensure the effective flow of documents in the component and safekeeping of records. Handle the dispatch of documentation, sending of facsimiles, photocopying, general clerical office work and the filing of documents. Handle the travel and accommodation arrangements and related claims of officials within the ICT unit and liaise with the supervisor of the unit on such claims. Keep and maintain a leave register: Register leave applications in register for HRM. Keep a copy for record purposes. Keep and maintenance of database of vacation and sick leave taken. Bar-coding of all new it equipment and arranging for distribution of equipment to relevant users.

ENQUIRIES: Mr. TS Mokoena
Telephone nr. 051 403 3643

DIRECTOR: SECURITY MANAGEMENT AND ANTI-CORRUPTION
REFERENCE NO: HS 23/2013

SALARY: Level 13 – An all-inclusive package of R771 306 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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, home owner's allowance and medical aid assistance.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: A Relevant Degree/Diploma equivalent qualification. Extensive experience in Management.
DUTIES: To plan, manage and co-ordinate security management and anti-corruption in the Department of Cooperative Governance and Traditional Affairs as well as the Department of Human Settlements by performing the following functions: Specifically focus on and analyse corruption risk required in terms of the PFMA and liaise with the Internal Auditor thereon as part of risk assessment. Implement fraud plans required in terms of the PFMA, which fraud plans must specifically address the corruption risk. Ensure that the previous employment, qualifications, citizenship and criminal record of all persons are verified before they are employed. Develop and maintain a system(s) to encourage and allow employees and citizens to report corruption, providing for confidentiality of reporting, the recording of allegations of corruption received through the system or systems and a formal institutional arrangement for acting on such allegations. Investigate allegations, institute and complete disciplinary action for cases of corruption in consultation with the labour relations unit of the Department, detect corruption and refer allegations of corruption to a relevant law enforcement agency or other appropriate agencies / bodies in terms of a formal arrangement. Establish an information system to record all allegations, track the progress with the management of each allegation, reveal systemic weaknesses and recurring risks, and inform managers and employees of systemic weaknesses/risks, provide feedback to employees on the management of corruption allegations and provide minimum information to designated national departments. Establish a programme or programmes that inform employees on an ongoing basis on what constitutes corruption, promote the departmental and national policies that must be adhered to, including the values and principles of public administration as contained in the Constitution and standards of professional conduct, inform employees of corruption risks, encourage employees to report corruption, inform employees on the nature and working of protected disclosures and witness protection, and informs employees of obligations and rights in terms of the Access to Information and Promotion of Administrative Justice Acts. Ensure