



the premier

Department of
the Premier
FREE STATE PROVINCE

Free State Department of the Premier is an equal opportunity affirmative action employer.

It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

DEPARTMENT OF THE PREMIER

Directions to applicants: A comprehensive CV should be submitted as application. The following information should also be included in the CV: Completed qualifications, Race, Gender, Disability-if applicable, Citizenship, driver's license and indication of criminal offences. (Separate application for every vacancy). Applications without a reference number will not be considered. Only short listed candidates will be requested to submit a Z83-form, certified copies of qualifications, driver's license and identity document on the day of interviews. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

APPLICATIONS FOR THE DEPARTMENT OF THE PREMIER: Posted to: Mr. B. Modise, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivers to: Brian Modise, Room 22, Ground floor, Lebohang Building, Bloemfontein

CLOSING DATE: 17 May 2013

DEPUTY MANAGER: MEDIA LIAISON AND NEWS SERVICES REFERENCE NO: 1/2013

SALARY: Level 11 – An all-inclusive salary package of R495 603 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A 3 year tertiary qualification in Communication or appropriate equivalent qualification and/or applicable experience. Knowledge in Policy analysis and Strategic Communication Principles. Knowledge of the public service and the South African Media. Ability to work collaboratively with internal and external stakeholders. Planning, organizing, writing and co-ordination skills. Computer literate.

DUTIES:

It will be expected of the successful candidate to perform the following duties: Co-ordinate media liaison services in the FSPG to ensure that accurate and correlating information reaches the media. Develop, facilitate and monitor the implementation of a media – and production strategy and policy for the FSPG (in consultation with the FSPG Spokesperson). Manage, administer and oversee corporate media services in the FSPG: Analyze media reports on matters affecting the FSPG. Sensitize the Premier on negative media reporting and render advice thereon. Prepare speeches for the Premier. Arrange media events for the Premier and/or EXCO. Manage, administer and oversee corporate media production in the FSPG: Publicize corporate publications for the FSPG. Produce and arrange the production of all corporate publications in the FSPG. To manage all resources and strategic plan activities.

ENQUIRIES: Mr. Mondli Mvambi, telephone 051 4033928

INFORMATION TECHNOLOGY ADVISOR REFERENCE NO: 2/2013

SALARY: Level 10 – A basic salary of R314 709 per annum

CENTRE: BLOEMFONTEIN

QUALIFICATIONS:

Minimum 3 year tertiary degree or national diploma in Information Technology or related qualifications. ITIL Foundation (essential). Project Management (Prince 2 and/or PMBOK) (essential). MCSE (advantage)

REQUIREMENTS:

Minimum 3 years' experience in Information Technology or related fields. Minimum 2 year management experience of ICT resources in similar or related fields. Experience in service desk operations. Experience in developing processes and procedures. Experience in developing policies and standards. Experience in Project Management Knowledge of ICT Strategies and IT Governance. Understanding of Information Technology Service Management and Procurement. Valid drivers license

KEY RESPONSIBILITIES:

Maintain departmental and provincial ICT strategies. Develop and maintain ICT policies, standards and governance models. Develop ICT resource deployment plans to ensure compatibility and sufficient capacity. Manage and coordinate ICT project and implementation plans. Develop and maintain ICT Service Management Framework within the department and assist other provincial departments if requested. Manage the service desk resources and operations. Render secretariat services to the PGITOC to ensure the effective functioning of the Committee. Manage relationships amongst department users, other department

authorities and the Department of the Premier. Continuous improvement of people, processes and technology systems. Provide management reports and recommendations on operations and strategic objectives

ENQUIRIES: Mr. GJPB Willemse, Tel: (051) 405 5067

ASSISTANT MANAGER: EMPLOYEE HEALTH AND WELLNESS
(REFERENCE NUMBER: 3/2013)

SALARY: Level 9 - A basic salary of R252 144 per annum.

CENTRE: Bloemfontein

REQUIREMENTS:

A relevant tertiary qualification in the Social Welfare field and relevant knowledge and experience in the Employee Health and Wellness, and Occupational Health and Safety field. Knowledge of policy development and analysis. Knowledge of Government priorities and Public Service Legislation. Highly evolved verbal and writing skills.

KEY RESPONSIBILITIES:

It will be expected of the successful candidate to perform the following duties: The provision of operational direction and leadership to the unit. Spearhead the development and implementation of policies and guidelines, revolving around Occupation Health and Safety, Employee Health and Wellness. Facilitate the building of networks and relationships with service providers. Responsible for the supervision of personnel, staff development, strategic and operational planning, implementation of operational plans and the coordination of activities. The application of sound management principles and the coordination of the Units budget allocation, logistics and human resources to ensure effective, efficient and economical environment and operations.

ENQUIRIES: Ms. N. Mosoeu-Kopa, Telephone number: (051) 4054020

HUMAN RESOURCE OFFICER
REFERENCE NO: 4/2013

SALARY: Level 5 – A basic salary of R115 212 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Senior Certificate and relevant experience in HR Practices. Knowledge of relevant legislation and HR Policies. Computer literacy, Planning, Organising and Communication skills.

DUTIES:

It will be expected of the successful candidate to perform the following duties: Assist with the recruitment process within the Department of the Premier that includes: Compilation of advertisements. Obtain approval for the advertisement of vacancies. Compile long lists of applications received. Assist with Administrative arrangements for short listing / interviews. Provide secretariat / support services to selection panels. Assist with the implementation of the outcome of the interviews. Assist with the implementation of the outcome of the interviews on the PERSAL system.

ENQUIRIES: Ms. P. Norval, Tel: (051) 405 4757

WORK STUDY ADVISOR: PERFORMANCE MANAGEMENT (2 posts)
REFERENCE NO: 5/2013

SALARY: Level 10 – A basic salary of R 314 709 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate qualification preferably in the Management Advisory Service field. Relevant experience in Performance Management. Relevant experience in the Organisational Development or similar environment. Knowledge of Policy development and analysis. Knowledge of evaluation mechanisms, systems and processes. Knowledge of the PDM System of the Free State Provincial Government. Knowledge on Performance Management principles. Computer, presenting and good communication skills. Extensive experience in training.

DUTIES:

The implementation of Performance Management to enhance productivity & service delivery within the Free State Provincial Government. Develop and analyze the Performance Management Policy. Render advice on the implementation of performance management and policy. Participate in Performance Management Committees. Render secretariat services for Performance Management Committees and other relevant Bodies. Assist with the research on Performance Management Implementation and Systems. Compilation of performance agreements. Conduct quality assurance on performance agreements and performance assessments. Assist with performance improvement within Provincial Departments. Conduct performance management training & presentations. Render advice on Job Profiling. Conduct surveys.

ENQUIRIES: Ms. J. Jampies, Tel: 051 4054940

WORK STUDY ADVISOR: JOB EVALUATION AND BUSINESS PROCESS REENGINEERING
REFERENCE NO: 6/2013

SALARY: Level 10 – A basic salary of R 314 709 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate qualification preferably in the Management Advisory Service field and experience in the organizational development/workstudy or similar environment. Training in Job Evaluation. Knowledge of Policy development and analysis. Knowledge of evaluation mechanisms, systems and processes. Knowledge of Job Analysis, Job Evaluation Principles and Organisational and Structural Design. Inter personal, communication, analytical and computer skills.

DUTIES:

The implementation of Job Evaluation to ensure the consistent grading of posts within the Free State Provincial Government. This entails, inter alia, the following: Advise Provincial Departments on Job Evaluation implementation. Conduct Job Evaluation Liaise with stakeholders to arrange training initiatives on Job Evaluation; Maintain Job Evaluation Data Bases; Participate in Job Evaluation Quality Assurance forums; Prepare information for the annual Job Evaluation Report for the FSPG; Participate in Inter-Provincial Job Evaluation forums; Compile Job Evaluation statistics; Conduct research on Job Evaluation and Job Evaluation Systems; Report on Job Evaluation outcome for approval by the Relevant Authority; Conduct surveys; The co-ordination of Business Process Improvement implementation within the Free State Provincial Government. This entails, inter alia, the following: Maintain data bases relevant to Business Process Improvement Provincial Departments within the FSPG; Conduct research on business process improvement practices; Conduct bench-mark studies to determine best practices on business process improvement Render advice on business process improvement and related matters; Conduct and report on investigations on business process improvement matters within FSPG Provincial Departments; Development of organizational structure design and other work study matters within FSPG Provincial Departments.

ENQUIRIES: Mr. B. Smit , Tel: 051 403 3734

DEPUTY MANAGER: GENERAL TRAINING
REFERENCE NO: 7/2013

SALARY: Level 12 – An all-inclusive salary package of R587 358 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate human resource development degree/diploma or equivalent qualification. Relevant experience in a similar environment. Valid drivers license. Budgetary and Project Management skills. Communication and presentation/ facilitation skills. Computer literacy. Knowledge of legislation and policies pertaining to the Skills Development. Ability to work independently, under pressure and have strong interpersonal skills.

DUTIES:

It will be expected of the successful candidate to perform the following duties: Co-ordinate and arrange for the provisioning of generic/transversal management training in such a manner that resources are utilized effectively. Liaise with the respective Provincial Departments regarding their generic/transversal training needs in order to analyze and determine the overall needs for this training in Free State Provincial Government. Designing and Development of new courses and redesigning of existing courses in collaboration with the Research and Development Component to ensure that generic/transverse training are in line with the latest trends. Evaluate the quality of generic/transversal training courses that are being presented to ensure that the courses are up to standard and meet the needs of the clients. The facilitation, implementation and monitoring of leanerships and internships in the Free State Provincial Government. Facilitate and ensure that there is synergy between the component and the Management Training Component. Manage Ad hoc generic/transverse training projects to ensure that the needs of the clients are addressed. Ensure that the course administration procedures are carried out effectively in order to ensure proper nominations of candidates, confirmations for courses, writing of course reports etc. Ensure the effective and efficient functioning of the component by managing the resources (personnel, budget etc.) of the component.

ENQUIRIES: Mr. A.P. Kgaile, Tel: (051) 4098007

TRAINING ADVISOR: MANAGEMENT TRAINING
REFERENCE NO: 8 / 2013

SALARY: Level 9 – An all-inclusive salary package of R252 144 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate 3 year tertiary qualification and/or relevant experience in the human resource development and training field. Working knowledge of the designing and development of courses. Working knowledge of how to determine the impact of training in an organization. Ability to communicate ideas verbally and in writing on generic/transverse training issues to a variety of audiences including top management and political heads of provincial departments. Ability to do research and benchmarking regarding training. Ability to present training courses and facilitate capacity building programmes.

DUTIES:

Conduct generic/transversal training in such a manner that capacity is transferred effectively. Assist with the evaluation of generic/transversal training courses that are being presented to ensure that the courses are up to standard and meet the needs of the clients. Assist with the development of new courses and re-designing of existing courses in collaboration with the Research and Development Component to ensure that management training are in line with the latest trends. Implement capacity building programmes and present generic/transversal training to ensure a high standard of management skills in Free State Provincial Government. Implement the course administration procedures effectively in order to ensure proper nominations of candidates, confirmations for courses, writing of course reports etc.

ENQUIRIES: Mr. A.P. Kgaile, Tel: (051) 4098007

**TRAINING ADVISOR: GENERAL TRAINING
REFERENCE NO: 9/2013**

SALARY: Level 9 – An all-inclusive salary package of R252 144 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate 3 year tertiary qualification and/or relevant experience in the human resource development and training field. Working knowledge of the designing and development of courses. Working knowledge of how to determine the impact of training in an organization. Ability to communicate ideas verbally and in writing on generic/transverse training issues to a variety of audiences including top management and political heads of provincial departments. Ability to do research and benchmarking regarding training. Ability to present training courses and facilitate capacity building programmes.

DUTIES:

Conduct generic/transversal training in such a manner that capacity is transferred effectively. Assist with the evaluation of generic/transversal training courses that are being presented to ensure that the courses are up to standard and meet the needs of the clients. Assist with the development of new courses and re-designing of existing courses in collaboration with the Research and Development Component to ensure that general training are in line with the latest trends. Implement capacity building programmes and present generic/transversal training to ensure a high standard of management skills in Free State Provincial Government. Implement the course administration procedures effectively in order to ensure proper nominations of candidates, confirmations for courses, writing of course reports etc.

ENQUIRIES: Mr. A.P. Kgaile, Tel: (051) 4098007

**TRAINING ADVISOR: PROVINCIAL SKILLS COORDINATOR
REFERENCE NO: 10/2013**

SALARY: Level 9 – An all-inclusive salary package of R252 144 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate 3 year tertiary qualification and/or relevant experience in the human resource development and training field. Working knowledge of the designing and development of courses. Working knowledge of how to determine the impact of training in an organization. Ability to communicate ideas verbally and in writing on generic/transverse training issues to a variety of audiences including top management and political heads of provincial departments. Ability to do research and benchmarking regarding training. Ability to present training courses and facilitate capacity building programmes.

DUTIES:

Develop, implement and monitor the Provincial Sector Skills Plan to ensure that the human resource development and training needs of Free State Provincial Government is addressed. Develop the guidelines for Work Place Skills Plans further and assist provincial department to ensure that all Provincial Departments Work Place Skills Plans are according to the guidelines. Monitor the implementation of Work Place Skills Plans in order to make recommendations and provide advice where necessary. Initiate learnerships and skills programmes in collaboration with provincial departments to address the human resource development and training needs of Free State Provincial Government. Co-ordinate and assist Provincial Departments in the selection and recruitment of learners to ensure the successful implementation of learnerships and skills programmes. Identify available national qualifications and unit standards and initiate further development of unit standards to ensure that learnerships and skills programmes comply with the national qualifications framework. Ensure the effective and efficient functioning of the component by managing the resources (personnel, budget etc.) of the component.

ENQUIRIES: Mr. A.P. Kgaile, Tel: (051) 4098007

**TRAINING ADVISOR: RESEARCH AND TRAINING EVALUATION
REFERENCE NO: 11/2013**

SALARY: Level 9 – An all-inclusive salary package of R252 144 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate 3 year tertiary qualification and/or relevant experience in the human resource development and training field. Working knowledge of the designing and development of courses. Working knowledge of how to determine the impact of training in an organization. Ability to communicate ideas verbally and in writing on generic/transverse training issues to a variety of audiences including top management and political heads of provincial departments. Ability to do research and benchmarking regarding training. Ability to present training courses and facilitate capacity building programmes.

DUTIES:

Do research on training interventions and apply relevant assessment tools to determine the impact thereof on staff and the workplace and make recommendations on remedial action that should be taken. Carry out studies to determine the impact of training interventions on the performance of the organization and make recommendations on remedial action that should be taken. Execute quality control over needs analysis, designing, implementation and evaluation of new and existing courses and make recommendations on remedial action that should be taken.

Re-design existing courses in collaboration with the management and general training components to ensure that generic and transversal training is in line with the latest trends and closes the skills gaps identified in the Provincial Workplace Skills Plan Design, develop and implement a strategy to market the activities of the Free State Training and Development Institute

ENQUIRIES: Mr. A.P. Kgaile, Tel: (051) 4098007

ASSISTANT MANAGER: KNOWLEDGE MANAGEMENT
REFERENCE NO: 12/2013

SALARY: Level 9 – A basic salary of R252 144 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate three year degree and/or experience with regard to the developing and implementing knowledge management strategies. Special Knowledge of relevant frameworks and policies applicable to knowledge management. Knowledge and understanding of knowledge management issues in the Free State Provincial Government. Policy development, planning, organising and analytical skills. Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity. Computer literacy.

DUTIES:

It will be expected of the successful candidate to perform the following duties: Assist with the conceptualization, development and maintenance of a knowledge management strategy for the Free State Provincial Government. Assist with the co-ordination of Learning Networks in the Free State Province in order to share knowledge, best practices etc. Assist with the dissemination of information, mapping of information/data flow, appliance of processes and interventions to ensure that knowledge are managed within the FSPG and to maximize the usability and usefulness of knowledge for different user groups. Assist with the access to and advice on knowledge management systems in Free State Provincial Government including promoting the meaning and purpose of knowledge resources/products to clients within and outside of the FSPG and assist with the development of knowledge and information as a core function for all Units. Assist with the execution of research and liaise on issues with regard to knowledge management for purposes of improving on policy/strategies, reporting on progress with implementation in the Free State and to obtain information on the latest developments with regard to knowledge management. Serve as Team Leader with regard to inter-departmental project teams

ENQUIRIES: Mr. C. Oelofse, Tel: (051) 403 3880

MONITORING AND EVALUATION SPECIALIST (3 posts)
REFERENCE NO: 13/2013

SALARY: Level 9 – A basic salary of R252 144 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A 3 year tertiary qualification and/or experience in the implementation of performance monitoring and evaluation. Relevant experience in analyzing performance data and information. Experience in project management, report writing and presentation of findings. Knowledge of monitoring and evaluation processes and systems. Of critical importance is planning, analytical and problem solving skills. A valid drivers license is essential.

DUTIES:

Take part in various performance monitoring and evaluation initiatives to strengthen and improve service delivery, such as: assessing service delivery; conducting assessments of public sector performance; conducting quality assurance of frontline service delivery; and facilitating and coordinating evaluations of key service delivery programmes.. Compile, analyze and submit progress reports on a quarterly, ad hoc basis or as required to the monitoring and evaluation unit.

ENQUIRIES: Mr. C. Oelofse, Tel: (051) 403 3880

PLANNER (ASSISTANT DIRECTOR : STRATEGIC PLANNING) (2 posts)
REFERENCE NO: 14/2013

SALARY: Level 09 – A basic salary of R 252 144 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate Degree. Experience in policy analysis and development. Experience in the coordination, monitoring and evaluation mechanism, systems and processes. Experience of development of strategic/ development plans. Knowledge in strategic planning processes, Report writing, marketing, transformation and development policies. Have organizing, planning of resources, effective communication, team work, negotiation, analytical, facilitation and training skills.

DUTIES:

As a member of the Provincial Strategic Planning Policy and Research team the incumbent will assist with: Development and review of the Provincial Growth and Development Strategy annually to keep in line with the developmental needs of the Province. Assessment of departmental and municipal plans for alignment with the PGDS. Marketing of the PGDS at relevant levels to obtain buy-in from relevant stakeholders. Development of the Departmental Strategic Plan. Development of the Departmental and

Directorate's Annual Performance Plans. Compilation of the Departmental and Directorates quarterly reports. Compilation of the Departmental and Directorates Annual Programme Performance Information. Play a pivotal role in the review/development of provincial sector strategies. Give advice on the alignment of the PGDS and Provincial Departmental Strategic Plans as well as Municipal Intergrated Development Plans (IDPs)

ENQUIRIES: Mr. Albie van Rensburg, Tel: 051 4054004

SECRETARY (8 POSTS)

REFERENCE: 15/2013

SALARY: Level 5 – A basic salary of R115 212 per annum

CENTRE: BLOEMFONTEIN (Security Advisory / IT / Corporate Communication / Media Strategy and Liaison / Strategic Planning, Policy & Research /FSTDI / Legal Services / Special Programmes)

REQUIREMENTS:

Grade 12 plus applicable experience. In addition, applicants must be fully computer literate with a working knowledge/understanding of MS Word, MS Excel and MS PowerPoint. Good interpersonal, organizational, communication and typing skills are required. Good telephone etiquette

KEY RESPONSIBILITIES:

It will be expected of the successful candidate to perform the following duties for the Manager. Provides a secretarial/receptionist support service to the Manager. This will, inter alia, entail the following: Receive telephone calls and refers the calls to correct role players. Records appointments and events in diary of the Manager. Type documents for the Manager. Provides a clerical support service to the Manager. This will entail, inter alia, the following: Liaise with travel agencies to make travel arrangements. Arranges meetings and events for the Manager and the staff in the Unit. Record basic minutes of the meetings of the Manager where required. Drafts routine correspondence and reports. Receives records and distributes all incoming and outgoing documents. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Manager.

ENQUIRIES: Ms. P. Norval, Telephone number 051 4054757

PERSONAL ASSISTANT (3 POSTS)

REFERENCE NO: 16/2013

SALARY: Level 7 – A basic salary of R170 799 per annum

CENTRE: BLOEMFONTEIN (Corporate Reform / CFO / Special Programmes and IGR)

REQUIREMENTS:

An appropriate Secretarial Diploma or equivalent qualification and/or relevant experience in rendering support service to Senior Management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Fully computer literate. Sound organizing, written communication and good people skills. Knowledge on relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration.

DUTIES:

The following will be expected of the successful candidate: Provides a Secretarial/receptionist support service to the Head. This entails, inter alia, the following: Performs advanced typing work. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advices the manager regarding engagements. Renders an administrative support services. This entails, inter alia, the following: Ensure the effective flow of information and documents to and from the office of the Head. Ensure the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, eg: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the Head. Collects, analyzes and collates information requested by the Head. Ensures that travel arrangements are well coordinated. Provides support to the Head regarding meetings. This entails, inter alia, the following: Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the Head to inform him on the contents. Records minutes/decisions and communicates to relevant roleplayers. Prepare briefing notes for the Head as required. Supports the Head with the administration of his budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES: Ms. P. Norval, Telephone number 051 4054757

DEPUTY MANAGER: OFFICE ON THE STATUS OF OLDER PERSONS
REFERENCE 17/2013

SALARY: Level 11 – An all-inclusive salary package of R495 603 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate degree preferable in Public Management or Social Sciences and/or relevant experience in the development of policies/implementation strategies. Experience in the management of resources. Knowledge of relevant legislation applicable to special programmes. Knowledge on the issues pertaining to special programmes in the South African environment. Planning, organizing, analytical and problem solving skills. Computer literate.

DUTIES:

Initiate and co-ordinate the development of provincial policy/strategies on special programmes to ensure execution of and alignment with the national frameworks. Co-ordinate the alignment of action plans on special programmes in Free State Provincial Government to ensure effective and efficient execution of plans. Monitor and provide advice on the establishment of Special Programme Forums in Provincial Departments to oversee implementation of these special programmes. Attend Special Programme Committees to keep abreast of the latest developments regarding special programmes and to provide inputs from a provincial perspective. Provide advice on special programme issues to all relevant stakeholders to enhance and enrich the process of implementation. Monitor/Evaluate/Analyze the implementation of special programme policies/strategies in Free State Provincial Government in order to report on progress and to make recommendations on possible changes. Overall management of the resources of the Sub-directorate to ensure the smooth running of the component.

ENQUIRIES: Ms. C. Mokobe, Tel: (051) 405 4903

ASSISTANT MANAGER: PROGRAMME DEVELOPMENT AND CAPACITY BUILDING (HIV/AIDS MANAGEMENT)
REFERENCE NO: 18/2013

SALARY: Level 09- A basic salary of R252 144.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate degree and/or relevant experience in the policy analysis and development. Relevant experience in the coordination, monitoring and evaluation mechanisms, systems and processes. Knowledge of report writing, strategic planning processes and relevant legislations. Knowledge of the National HIV/AIDS Strategy and policies. Effective communication, organizing, analytical and report writing skills.

DUTIES:

Secure and maintain corporative and visible partnerships with stakeholders to create an awareness of Legislation with regard to HIV/AIDS management. Act as liaison between Government, NGO's, CBO's and International Agencies to ensure a working relationship and comprehensive thrust in the facets of HIV/AIDS management. Monitor and advice on the implementation of relevant Legislation pertaining to HIV/AIDS management to ensure adherence to the relevant Legislation. Create awareness on HIV/AIDS management to civil society on policies, protocols, International and SADEC Instruments.

ENQUIRIES: Ms. C. Mokobe,, Tel: (051) 405 4903

ASSISTANT MANAGER: PROGRAMME DEVELOPMENT AND CAPACITY BUILDING (Office on the status of Older Persons)
REFERENCE NO: 19/2013

SALARY: Level 09- A basic salary of R252 144.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate degree and/or relevant experience in the policy analysis and development. Relevant experience in the coordination, monitoring and evaluation mechanisms, systems and processes. Knowledge of National Strategies and policies. Effective communication, organizing, analytical and report writing skills.

DUTIES:

Secure and maintain corporative and visible partnerships with stakeholders to create an awareness of Legislation with regard to the status of Older Person management. Act as liaison between Government, NGO's, CBO's and International Agencies to ensure a working relationship and comprehensive thrust in the facets of the Status of Older Person management. Monitor and advice on the implementation of relevant Legislation pertaining to the Status of Older Person management to ensure adherence to the relevant Legislation. Create awareness on the Status of Older Persons management to civil society on policies, protocols, International and SADEC Instruments.

ENQUIRIES: Ms. C. Mokobe,, Tel: (051) 405 4903

DEPARTMENTAL SPECIAL PROGRAMMES OFFICER
REFERENCE NO: 20/2013

SALARY: Level 09- A basic salary of R252 144.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate degree in Social Work and/or relevant experience in Gender, Youth and Disability issues. Experience in counseling. Knowledge of social environment and gender, youth and disability fields. Interpretation, interpersonal, communication and co-ordination skills.

DUTIES:

To develop and facilitate the implementation of a departmental policy and operational plan with regard to Youth, Gender and Disability (in line with provincial policy). To assist line-functionaries in the department with the implementation of such policy / plan. To co-ordinate all matters related to Youth, Gender and Disability in the Department. To integrate activities related to Youth, Gender and Disability in the Department. To initiate and facilitate special projects related to Youth, Gender and Disability in the Department. To monitor and evaluate the implementation of all legislation and the effectiveness of all programmes relating to Youth, Gender and Disability in the department.

ENQUIRIES: Ms. C. Mokobe,, Tel: (051) 405 4903

ASSISTANT INTERNAL AUDITOR

REFERENCE NO: 21/2013

SALARY: Level 09- A basic salary of R252 144.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate B-degree and practical demonstration of knowledge and skills. Proven experience of internal audit related activities. Knowledge of policy analysis and development, internal audit mechanisms, systems and processes. Analytical, problem solving and conflict management skills.

DUTIES:

It will be expected of the successful candidate to perform the following duties: Conduct audits and report thereon according to the Standards for the Professional Practice of Internal Auditing and departmental procedure. Examine and evaluate the Department's financial and other systems as well as procedures and internal controls to ensure that accounting records and management information are accurate and controls are adequate to protect against fraud and waste. Assist with the preparation, in consultation with and for approval by, the Audit Committee responsible for the Department of the Premier – a rolling three-year strategic internal audit plan based on its assessment of key areas of risk for the institution, having regard to its current operations, those proposed in its strategic plan and its risk management strategy. an annual internal audit plan for the first year of the rolling plan, plans indicating the proposed scope of each audit in the annual internal audit plan, a modus operandi, with management inputs, to guide the audit relationship, and Assist with the development, implementation and maintenance of anti-corruption strategies in the Department of the Premier. Assist with the development of audit procedures and policies. Develop an effective and professional relationship with the Auditing Committee, Accounting Officer, management as well as with external auditors. Carry out special investigations at the request of the Audit Committee and Management. Liaise with external auditors on issues of management and Audit Reports. Participate in the development of automated information systems to ensure that these systems incorporate necessary controls. Manage the intern to ensure that productive internal audit services are rendered in the unit. Act as chief user clerk for the Internal Audit unit.

ENQUIRIES: Mr. S. Tsunke, Tel: (051) 405 4753

STATE ACCOUNTANT: BOOKKEEPING

REFERENCE NO: 22/2013

SALARY: Level 07 - A basic salary of R170 799.00 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

B-degree / National Diploma in Financial Management or Grade 12 with practical experience in a financial environment. Knowledge of Financial Systems. Knowledge of the Public Finance Management Act, the Treasury Regulations, PERSAL and BAS. Accountancy, Communication and Computer skills.

DUTIES:

It will be expected of the successful candidate to perform the following duties: Maintain and effective and efficient BAS service as BAS sub-controller in the Department. This inter alia entails: First line support to the users of BAS in the Department; Communicate with Provincial Treasury and the Department's users. Assist with the management of new releases of BAS to officials in the department; Support the following functional areas on BAS: Allocations, bank service interface, Budgets, Debt, Disbursements, Entities, and Interfaces for Persal, Bank, and LOGIS and other systems, Journals, Period opening and closing, Receipts, Reporting, Printing of payment stubs and Third Party Transport; Compile quarterly user profile revue and quarterly BAS Security Certified to be submitted to Provincial Treasury. Maintain and effective and efficient claims recoverable account. This inter alia entails: Clearing of all related ledger accounts. Responsible for the claims recoverable from Provincial, National departments and outside institutions. Compiling and processing of journals on the BAS system. Compiling and processing of sundry payments on the BAS system for claims payable. Compilation of Monthly, quarterly and annual status reports. Compilation and submitting of monthly, quarterly and annual confirmation letters on all outstanding balances. Maintain the telephone account and telephone register of the Department. This inter alia entails: Responsible for the clearing of Telkom interface and management of the Telephone register; Compiling and processing of sundry payments on the BAS system; Clearing of all related ledger accounts Compiling and processing of journals on the BAS system

ENQUIRIES: Mr. Ndhove, Telephone number 051 405 4061

ACQUISITION PRACTITIONER
REFERENCE NO: 23/2013

SALARY: Level 07- A basic salary of R170 799.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Grade 12 certificate; Certificate in LOGIS/BAS.; Knowledge of the LOGIS System. Knowledge of the relevant Supply Chain Management Legislations. Communication, Interpersonal, problem solving and Computer skills.

DUTIES:

It will be expected of the successful candidate to perform the following duties: Maintain the preferential procurement database for the Department to ensure the quotation and bids obtained comply with the Preferential Procurement Act. Assist with the certification of quotations in line with the preferential procurement database before orders can be processed. Request quotations from suppliers with regard to goods and/or services needed by the Department and ensure compliance with the departmental procedure process. Compile bid documentation for goods/services required over the value of R100 000 and invite bids so that qualified suppliers can submit bids. Maintain a complete register of all contracts in the department, amongst other for reporting, auditing, queries and any other purpose. Communicate and process the amendments of contracts as a result of fluctuation/increase in inflation rate/rand-dollar exchange rates with stakeholders. Assist with the development and formulation of special conditions to be included in contracts concomitant to the general conditions of contracts that apply to ensure that the interest of the Department is protected.

ENQUIRIES: Mr. Ndhove, Telephone number 051 405 4061

DEMAND PRACTITIONER
REFERENCE NO: 24/2013

SALARY: Level 07- A basic salary of R170 799.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Appropriate 3 year tertiary qualification and/or relevant experience in a demand management environment; Knowledge of appropriate financial system, relevant to Supply Chain Management Legislation/Directives.; Planning, organizing, problem solving, literacy and communication skills. Computer and Presentation skills.

DUTIES:

It will be expected of the successful candidate to perform the following duties: Implement and maintain Supply Chain Management practices concerning demands in the department to contribute to the rendering of professional Supply Chain Management service. Inform and guide personnel on supply chain management matters to enhance the implementation of supply chain management practices and policies. Approve transactions on Logis. Consolidate the current and future needs of the Department to ensure the effective and efficient delivery of resource. Conduct an industry and commodity analysis. Determine an optimum method to satisfy the needs of the Department and the possibility of procuring goods, works or services from other institutions or on transversal or ad hoc contracts. Assist in determining proper and correct product or item specifications. Ensure that the requirements of the end user are addressed.

ENQUIRIES: Mr. Ndhove, Telephone number 051 405 4061

LOGISTICS PRACTITIONER
REFERENCE NO: 25/2013

SALARY: Level 07- A basic salary of R170 799 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Grade 12 Certificate. Relevant experience in logistic and management environment. Knowledge of the logistics and supply chain management policy framework. Planning, organizing, problem solving, literacy and communication skills. Computer skills especially MS Word and LOGIS.

DUTIES:

It will be expected of the successful candidate to perform the following duties: Order and issue stock in line with the preferential procurement database to contribute to effective and efficient procurement of items/material in the Department of the Premier. Capture issuing of stock and receipt on the LOGIS System to ensure proper records. Processing of information on the LOGIS System in order for payments to be effected. Checking the accuracy, quality and quantity of all store items received or issued. Filling request memos, orders and payments to contribute to the maintenance of a proper filling system for LOGIS transactions for the Department of the Premier.

ENQUIRIES: Mr. Ndhove, Telephone number 051 405 4061

GOVERNMENT GAZETTE TYPIST
REFERENCE NO: 26/2013

SALARY: Level 04- A basic salary of R96 363 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Grade 12 certificate. Minimum of 1 year experience in administration / typing or similar environment. Knowledge of Treasury Regulations, Public Finance Management Act. Computer, writing, planning skills

DUTIES:

It will be expected of the successful candidate to perform the following duties: Render typing services. This inter alia entails the following: Typing of Tender Bulletin and Provincial Gazette; E-mail Tender Bulletin and Provincial Gazette to subscribers on requests; Typing of official excel and word documents for the Financial Management Directorate. Ensure an effective and efficient

control over the leave register of the Sub-Programme. This entails the following: All leave are captured in the appropriate leave registers, according to the leave policy; Ensure that all leave forms are handed in at the Human Resource directorate for capturing on the Persal System.

ENQUIRIES: Ms. A.C. Hartman, Tel: 051 405 4073

ASSISTANT SECURITY ADVISOR

REFERENCE NO: 27/2013

SALARY: Level 08- A basic salary of R212 106 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A degree in Security Management or appropriate equivalent qualification. At least 6 years experience in the following fields: Physical Security; Personnel Security; Document Security; Communication Security; IT Security and Security Investigations. Knowledge of Security Management. Formal presentation, Effective communication, internal relations and policy development skills. Be able to function under pressure.

DUTIES:

Participate in the development of security policy and procedures such as the vetting strategy, developing the key policy etc. This entails, inter alia, the following: Conduct basic research on guidelines, policy, regulations and the application thereof. Assist with the development and Head the Security Task and Response Team for the Department and Province. Assist with the coordination of Security Awareness Programs in the Department and Province. Conduct vetting for all employees and manage security clearances. This entails, inter alia, the following: Conduct pre-employment screening of prospective employees. Vetting of all officials who have access to sensitive information; Assist with the vetting and screening of companies doing business with the Department; Advise management on vetting results and records; Assist with the provision of advice. This entails, inter alia, the following: Identify and advise on new crime trends, patterns and syndicates; Circulate security alerts. Assist with investigations. This entails, inter alia, the following: Investigate all crimes and incidents in the department such as cases of corruption, theft and fraud; Investigate and manage evidence for departmental hearings; Investigate breaches of security in the department and in the Province; Assist the Deputy Manager with Security matters in the Department: This entails, inter alia, the following: Manage the keys of the Department; Conduct physical and information security appraisals when necessary; Coordinate the emergency preparedness plan; Conduct the evacuation exercises in Lebohang Building and the Free State House. Conduct ITC security; Attend meeting on behalf of the Security Manager such as the Security Managers Forum and JOINTS.

ENQUIRIES: Mr. S. Diseko, , Tel: 051 405 4729