



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.

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 delivered to: Brian Modise, Room 22, Ground floor, Lebohang Building, Bloemfontein
CLOSING DATE: 12 July 2013.

DEPUTY MANAGER: SUPPLY CHAIN MANAGEMENT

REFERENCE NO: 36/2013

SALARY: Level 11 – An all-inclusive package of R495 603.00 per annum
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Bachelor Degree or National Diploma in Finance or Management Accounting. Relevant experience in the supply chain 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: Oversee the Demand Management processes for the Department of the Premier whilst taking the budget limitations as well as policy frameworks such as the Preferential Procurement Act into consideration to contribute to effective service delivery by the Department of the Premier. Oversee the development and maintenance of a preferential procurement database for the Department of the Premier to ensure that quotations and bids obtained adhere to the Preferential Procurement Act. Determine bid evaluation criteria, assist and provide advice with evaluation of bids and recommendations by the Bid Evaluation Committee of the Department and rendering of secretariat services to the Bid Committee. Oversee the execution of Logistics Management including Store Management in the Department to ensure the effective and efficient placement of orders, receiving and distribution of material to enhance service delivery. Monitoring supply chain performance for the department to ensure that proper processes are followed and that desired objectives are achieved within government's broader policy focus. Deal with complaints regarding the supply chain management processes within the Department of the Premier and inform management appropriately. Draft and facilitate the development and implementation of departmental policies/strategies with regard to supply chain management to ensure the effective and efficient execution of supply chain management in the department. Overall management of the resources of the Division to ensure the smooth running of the component.
ENQUIRIES: Mr. M J Ndhove, Tel: (051) 405 4061

DEPARTMENT OF HEALTH

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.
CLOSING DATE: 25 JULY 2013

CLINICAL PSYCHOLOGIST – INTERN (12 Posts)

REFERENCE NO: H/C/4

SALARY: R387 762.00 per annum
CENTRE: FREE STATE PSYCHIATRIC COMPLEX: BLOEMFONTEIN
REQUIREMENTS: Successful completion of M-1 (Clinical Psychology). Registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist Intern.
RECOMMENDATIONS: Training in clinical psychology on M-1 level.
DUTIES: Render clinical psychology services at the Free State Psychiatric Complex (FSPC). Render clinical psychology outreach services. Participate in the training program at the FSPC.
ENQUIRIES: Prof. F.J.W. Calitz, Tel. no. (051) 4079382
APPLICATIONS TO: The Chief Executive Officer: Free State Psychiatric Complex, (Attention: Prof. F.J.W. Calitz), Private Bag X20607, Bloemfontein 9300

REGISTRAR (MEDICAL) (56 POSTS)

SALARY: R555 045.00 per annum (OSD)
CENTRE: UNIVERSITAS ACADEMIC HOSPITAL: BLOEMFONTEIN

REGISTRAR (INTERNAL MEDICINE) (8 POSTS)

REFERENCE NO: H/R/1

REQUIREMENTS: Registered with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice). MB.ChB or equivalent Degree.
DUTIES: Rendering an outpatient as well as an inpatient Internal Medicine Service as required to become a specialist physician. Willing to spend one year of the 4-year training period at Bongani Regional Hospital, Welkom. The successful applicant will be provided with transport to attend weekly training sessions at the Department of Internal Medicine at Universitas Academic Hospital.
ENQUIRIES: Prof. V J Louw, Tel. no. (051) 405 3126

REGISTRAR (ORTHOPAEDIC SURGERY (6 Posts)

REFERENCE NO: H/R/2

REQUIREMENTS: Registration with the HPCSA as Independent Practitioner. Completed ATLS course. At least 1 year Surgical or Orthopaedic experience following completion of Community Service. F.C.SA primary examination or equivalent.
DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health Facilities in Kimberley and Welkom.
ENQUIRIES: Prof. D F Du P Louw, Tel. no. (051) 405 2242

REGISTRAR (HUMAN GENETICS) (1 Posts)

REFERENCE NO: H/R/3

REQUIREMENTS: MB ChB or equivalent degree. Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner (Independent Practice).
DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health Facilities in Kimberley and Welkom, Bethlehem and Qwaqwa.
ENQUIRIES: Dr B D Henderson, Tel. no. (051) 405 3046

REGISTRAR (PAEDIATRICS) (5 Posts)

REFERENCE NO: H/R/4

REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner.
RECOMMENDATIONS: APLS or equivalent qualification. Experience in Paediatrics.
DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health Facilities in Kimberley and Welkom.
ENQUIRIES: Prof. A. Venter, Tel. no. (051) 405 3181

REGISTRAR (OBSTETRICS & GYNAECOLOGY) (4 Posts)

REFERENCE NO: H/R/5

REQUIREMENTS: Registration as Independent Practitioner with the Health Professions Council of South Africa (HPCSA).
RECOMMENDATIONS: Postgraduate qualifications, particularly the Part I of the FCOG (SA) examination. Other include the Diploma in Obstetrics (COG) and the examinations in emergency medicine.
DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health Facilities in Kimberley and Welkom.
ENQUIRIES: Prof. P.H. Wessels, Tel. no. (051) 405 3444

REGISTRAR (GENERAL SURGERY) (3 Posts)

REFERENCE NO: H/R/6

REQUIREMENTS: MBChB Degree. Registered at the Health Professions Council of South Africa as Independent Practitioner. Complete Primary examination.
DUTIES: To be trained as a post-graduate student in general surgery for 5 years. To deliver services to surgical patients at the Academic Hospital Complex in Bloemfontein and affiliated satellites (Kimberley and Welkom). To do calls after hours. To keep extensive patient records. Administrative tasks.
ENQUIRIES: Prof. R.S. Du Toit, Tel. no. (051) 405 3399

REGISTRAR (ANAESTHESIOLOGY) (4 Posts)

REFERENCE NO: H/R/7

REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as Independent Medical Practitioner. MBChB Degree (or equivalent) as well as a DA (SA).
RECOMMENDATIONS: ACLS, ATLS, APLS, relevant experience or relevant study completed.
DUTIES: Administration of anaesthesia (including pre-operative evaluation and preparation, intraoperative and post-operative care, acute and chronic pain relief, critical care). Study of anaesthesiology. Relevant research. Limited teaching to junior ranks.
ENQUIRIES: Prof. B.J.S. Diedericks, Tel. no. (051) 405 3307

REGISTRAR (DIAGNOSTIC RADIOLOGY) (6 Posts)

REFERENCE NO: H/R/8

REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as Independent Medical Practitioner. South African citizen. Successful completion of Primary Examination at College of Radiology or M.Med Radiology.
DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health Facilities in Kimberley and Welkom.
ENQUIRIES: Prof. C.S. De Vries, Tel. no. (051) 405 3471

REGISTRAR (ONCOTHERAPY) (1 post)

REFERENCE NO: H/R/9

REQUIREMENTS: MBChB. Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner.
DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health Facilities in Kimberley and Welkom.
ENQUIRIES: Dr A. Bester, Tel. no. (051) 405 2646

REGISTRAR (FAMILY MEDICINE) (4 Posts)

REFERENCE NO: H/R/10

REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Eligible to work in South Africa. Valid driver's license. Must do overtime. Eligible to register as a post-graduate student at the University of the Free State (UFS) and fulfill the requirements of the academic program.
DUTIES: Render clinical services at Primary Health Care clinics, Community Health Centres, district hospital and regional hospital, Casualty Department. Perform services and rotation in Surgery, Obstetrics, Paediatrics and Anaesthetics at district- and regional hospital.
ENQUIRIES: Dr Mofolo, Telephone number: (051) 401 3310

REGISTRAR (PSYCHIATRY) (2 Posts)

REFERENCE NO: H/R/11

REQUIREMENTS: Registration as an Independent Medical Practitioner with the Health Professions Council of South Africa (HPCSA).
RECOMMENDATIONS: Clinical experience in the management and psychiatric disorders. Successful completion of FCPsych part I or a diploma in mental health.
DUTIES: Rendering of clinical services according to the Department of Psychiatry Service Delivery Plan. The successful candidate will have to register for the M.MED Degree in Psychiatry with the University of the Free State.
ENQUIRIES: Prof. P.J. Pretorius, Tel. no. (051) 407 9294

REGISTRAR (NEUROLOGY) (1 Post)

REFERENCE NO: H/R/12

REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner in the category: Independent practice. Successful completion of all Intern and community service obligations.
RECOMMENDATIONS: Postgraduate training.
DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health Facilities in Kimberley and Welkom.
ENQUIRIES: Prof A J Kruger, Tel. no. (051) 405 3047

REGISTRAR (NEUROSURGERY) (3 Posts)

REFERENCE NO: H/R/13

REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. South African citizen.
RECOMMENDATIONS: Primary examination in Neurosurgery. Neuro-surgical experience.
DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department.
ENQUIRIES: Dr J. Basson, Tel. no. (051) 405 3551

REGISTRAR (DERMATOLOGY) (1 Post)

REFERENCE NO: H/R/14

REQUIREMENTS: MBChB. Registered with the HPCSA to work as an Independent Medical Practitioner in South Africa.
RECOMMENDATIONS: Experience in Dermatology, Internal Medicine or Paediatrics.
DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health Facilities in Kimberley and Welkom.
ENQUIRIES: Prof W Sinclair, Tel. no. (051) 405 2546

REGISTRAR (PLASTIC AND RECONSTRUCTIVE SURGERY) (2 posts)

REFERENCE NO: H/R/15

REQUIREMENTS: Registration with the Health Professions Council of South Africa as Medical Practitioner. Proof of completion of Internship and Community Service.
RECOMMENDATIONS: ATLS, Primary Examination or M.Med. Experience in an accredited Department of Plastic Surgery
DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department.
ENQUIRIES: Prof J F Jooste, Tel. no (051) 405 3544

REGISTRAR (FORENSIC MEDICINE) (1 Post)

REFERENCE NO: H/R/16

REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as Independent Medical Practitioner.
RECOMMENDATIONS: Previous experience in a Forensic Medicine Department will be an advantage. No criminal record. Computer literacy.
DUTIES: Attend court cases. Do post-mortem examinations. Compiling of report. Visit crime scenes.
ENQUIRIES: Dr Monatisa, Tel. no. (051) 412 9136

REGISTRAR (OTORHINO-LARYNGOLOGY) (1 Post)

REFERENCE NO: H/R/17

REQUIREMENTS: MBChB. Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner.
RECOMMENDATIONS: FCORL (SA) primary or FCORL (SA) intermediate. FCS (SA) intermediate. Previous experience in otorhinolaryngology or other surgical disciplines.
DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department.
ENQUIRIES: Prof. R.Y. Seedat, Tel. no. (051) 405 3344

REGISTRAR (UROLOGY) (1 Post)

REFERENCE NO: H/R/18

REQUIREMENTS: MBChB Degree. Completion of Community Service. ATLS certificate. Completion of primary examination in Urology – FC Urology (Part 1) or M Med (Primary)
RECOMMENDATIONS: Experience in an accredited division of Urology will improve the candidate's chances.
DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health Facilities in Kimberley and Welkom.
ENQUIRIES: Prof S W Wentzel, Tel. no. (051) 405 3452

REGISTRAR (CARDIOTHORACIC SURGERY) (2 Posts)

REFERENCE NO: H/R/19

REQUIREMENTS: MBChB. Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. College primary or intermediary examination, or equivalent qualification will be strong recommendation.
DUTIES: Provide medical care to in- and outpatients. Take part in the research programme of the Department. Be part of the outreach programme: Health Facilities in Kimberley and Welkom.
ENQUIRIES: Prof. F.E. Smit, Tel. no. (051) 405 3861

QUOTE THE REFERENCE NUMBER AND SUBMIT APPLICATIONS FOR REGISTRARS TO: The Chief Executive Officer: Universitas Academic Hospital, (Attention: Me C.H. Cloete), Private Bag X20660, Bloemfontein 9300.

DEPARTMENT OF COOPERATIVE AND TRADITIONAL AFFAIRS

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 COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO: The HR Manager, P.O. Box 211, Bloemfontein, 9300 or hand delivered in the box provided in the entrance at the Lebohang Building, St Andrew Street, Bloemfontein. Please quote the reference number on your application.
CLOSING DATE: 12 JULY 2013

CHIEF DIRECTOR CORPORATE SERVICES

REFERENCE NO COGTA 14/2013

SALARY: Level 14– All inclusive package of R934 866 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 Bachelors Degree or equivalent qualification with relevant experience in the public service.
RECOMMENDATIONS: Valid driver's license; a minimum of 5 years similar 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 strategically direct, plan, manage and co-ordinate all corporate service related matters within the Department, thereby ensuring that the Department is supported and assisted towards effective service delivery. This will be achieved through the following: Strategically plan, direct, co-ordinate, manage and oversee the development and successful implementation of departmental policies, strategies and services with regard to the following: Strategic and Operational planning; Monitoring and Evaluation of Non-Financial Performance; Service Delivery Improvement; Organizational Development; Corporate Communication; Employee Performance Management; Employee Health and Wellness; Employee Capacity - and Skills Development; HR Planning and Information; HR Practices, Compensation Management and Conditions of Service; Employee Relations; Information Technology; Knowledge Management; Executive Support and Auxiliary Services; Secretariat Support; Physical Planning; Auxiliary Services; Departmental Record Management Centre; Risk Management. Ensure the development and implementation of the Chief Directorate's 5-year Strategic Plan, 3-year Performance Plan and Annual Operational Plan in line with the priorities as set out in the Free State Growth and Development Strategy and the Provincial Outcome-Based Plan and monitor the performance of the Chief Directorate against its strategic objectives, including implementing remedial steps where and when necessary towards improving the performance of the Chief Directorate. Represent the department in and participate in various committees/forums on matters related to corporate services. Assist and support municipalities on matters related to appointments. Ensure the successful functioning of the Chief Directorate, which includes amongst others the following: Record management, including documentation flow; Budget planning, management and – expenditure; identification and mitigation of Risks; Management of all human resources, including job descriptions, performance planning and – evaluation, filling of vacancies, etc.; Asset management; Procurement of Goods and Services; Non-Financial performance management, etc.
ENQUIRIES: Mr. T.S. Mokoena Telephone Number: 051 403 3643

DIRECTOR SECURITY MANAGEMENT AND ANTI-CORRUPTION

REFERENCE NO COGTA 15/2013

SALARY: Level 13– 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: An appropriate Bachelors Degree or equivalent qualification plus appropriate experience in a similar environment.
RECOMMENDATIONS: 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: Specifically focusing on analyzing corruption risks required in terms of the PFMA and liaise with the Risk Manager thereon as part of

the Risk assessment process. 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, is able to 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. Ensure that the employees of the department have positive security clearances and disclose financial interests to the accounting officer on an annual basis. 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 of Information and Promotion of Administrative Justice Acts.
ENQUIRIES: Mr. T.S. Mokoena Telephone Number: 051 403 3643

DEPUTY DIRECTOR STRATEGIC PLANNING, MONITORING AND EVALUATION

REFERENCE NO COGTA 16/2013

SALARY: Level 11– 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 Bachelors Degree or equivalent qualification plus appropriate experience in the public service.
RECOMMENDATIONS: A valid driver's license; a minimum of 3 years relevant experience in the public service; proven knowledge and understanding of public service policies and procedures relating to strategic planning, monitoring and evaluation; working knowledge of the functioning of Provincial/National Government; proper knowledge of MS Word, Excel and Power Point; good verbal and written communication skills; basic knowledge of Project Management principles; strong leadership and facilitation skills.
DUTIES: Ensure that an effective and efficient strategic management service is rendered to the department, which includes the following key responsibilities: Develop, maintain and successfully implement the department's strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks). Facilitate the development and/or review of the department's 5-year Strategic Plan, 3-year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury Regulations and/or national and/or provincial formats. Ensure that the capacity of the department on matters related to strategic planning and operational planning improves continuously. Ensure the operationalization of the Departmental Strategic Plan and Annual Performance Plan. Develop, maintain and successfully implement the department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). This 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 monitor, report and advice on such matters. Chairing Non-Financial Performance Review Committee meetings on a quarterly- and annual basis towards consolidating and preparing quarterly non-financial performance reports; Presenting the department's quarterly and annual non-financial performance to various stakeholders, both inside and outside the department; Developing the department's Monitoring and Evaluation Quarterly Reporting Format (inclusive of reporting time-frames) and communicating such to management in the department. Develop the department's Annual Report Framework and facilitate and consolidate all required inputs from managers within the department towards developing the department's Annual Report. Ensure that the capacity of the department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. Monitor and report on the performance of the department in relation to the Department's Annual Performance Plan, SOPA and MEC Budget Injunctions. Represent the department in national and/or provincial meetings on matters related to strategic planning, monitoring and evaluation. Manage all the resources attached to the Sub-Directorate towards enhancing the effective and efficient functioning of the unit.
ENQUIRIES: Ms. I. Howard Telephone Number: 051 405 4750 or cellular number 0764555188

DEPUTY DIRECTOR EMPLOYEE PERFORMANCE MANAGEMENT

REFERENCE NO COGTA 17/2013

SALARY: Level 11– 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 Bachelors Degree or equivalent qualification plus appropriate experience in a similar environment.
RECOMMENDATIONS: 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 performance management; good interpersonal relationship skills; strong leadership skills.
DUTIES: To ensure the successful implementation of performance and development management in the department. This includes the following key responsibilities: Develop and ensure the successful implementation of the Performance and Development Management System(s) for level 1-12. Senior Managers and Heads of Provincial Department in line with the directive of the MPESA and/or national- and provincial performance management policy frameworks. Advice, assist and support managers in the Department towards enhancing the correct application of performance management systems in the Department. This includes to improve the understanding and knowledge of officials, supervisors and managers on matters related to performance and development management through formal training, information sessions and/or personal interactions. Keep and maintain a database of signed Performance Agreements / Performance and Development Plans. Facilitate the signing of Performance Agreement by all senior managers in line with the departmental performance agreement template and monitor and report thereon to the HoD and other stakeholders. Monitor and report on the extent to which the performance management system is implemented effectively in the Department and render advice thereon. Facilitate, monitor, report and render advice on the functioning, roles and/or responsibilities of the various PDMS structures in the department. Facilitate the development of generic Performance and Development Plans for jobs with similar job contents in the Department. Represent the department in and participate in national and/or provincial PDMS fora on matters related to performance and development management. Render a secretariat and advisory service to the Departmental PDMS Moderating Committee(s) as well as PDMS Quality Assurance Committees. Manage all resources attached to the Sub-Directorate towards ensuring the effective and efficient functioning of the unit.
ENQUIRIES: Ms. I. Howard Telephone Number: 051 405 4750 or cellular number 0764555188

DEPUTY DIRECTOR SKILLS DEVELOPMENT

REFERENCE NO COGTA 18/2013

SALARY: Level 11– 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 Bachelors Degree or equivalent qualification.
RECOMMENDATIONS: Valid driver's license; a minimum of 3 years relevant experience; knowledge and understanding of public service

olicies 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 facilitate the optimal development of all employees in the Department by performing the following key responsibilities: Develop and ensure the successful implementation of the Department's skills development policies, strategies and plans. Develop and facilitate the successful implementation of the Department's Work Place Skills Plan in line with National/Provincial prescripts and/or frameworks. Develop and ensure the successful implementation of the Department's Human Resources Development Plan, informed by the Personal Development Plans of officials, with targets relating to equity, interns, learners and technical apprenticeships incorporated. Ensure that all new employees attend induction programmes in line with national / provincial requirements. Develop and ensure the successful implementation of coaching and mentoring programmes in the Department. Manage all matters related to bursaries in the Department and render support, assistance and advice on matters related thereto. Represent the Department in meetings, committee and /fora on matters related to the above, both inside and outside the Department. Plan, manage and co-ordinate all resources attached to the sub-directorate. **ENQUIRIES:** Mr. T.S. Mokoena Telephone Number: 051 403 3643

DEPUTY DIRECTOR INFORMATION TECHNOLOGY **REFERENCE NO COGTA 19/2013**

SALARY: Level 11- 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 Bachelors Degree or equivalent qualification **RECOMMENDATIONS:** 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; proven knowledge of information technology policies, practices, processes and procedures in the Public Service **DUTIES:** Render an effective and efficient information communication technology service to the Department towards promoting the effective utilization of technology as a strategic resource by performing the following key responsibilities: Develop and ensure the successful implementation of ICT related policies and strategies in the Department. Conduct research to keep abreast of the latest developments in information management, including the Departmental Website, and render advice thereon. Render advice on matters related to information communication technology to improve service delivery by means of e-governance. Manage and control service level agreement(s) with suppliers of IT goods and services. Render a secretarial and advisory service to the Departmental Information Technology Committee towards promoting the procurement and effective management of IT equipment in the Department. Ensure that effective and efficient information back-up systems are developed, kept and maintained in the Department. Provide technical support towards ensuring the effective functioning of IT network systems in the Department. Render effective and efficient IT Helpdesk services to the Department. Participate in provincial fora on matters related to the above. Manage all resources attached to the sub-directorate. **ENQUIRIES:** Mr. T.S. Mokoena Telephone Number: 051 403 3643

DEPUTY DIRECTOR MANAGEMENT ACCOUNTING **REFERENCE NO COGTA 20/2013**

SALARY: Level 12- 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 Bachelors Degree or equivalent qualification **RECOMMENDATIONS:** 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; proven knowledge of management accounting policies, strategies, processes and procedures in the Public Service **DUTIES:** Advise and assist management and other officials in the Department by planning, managing, coordinating and/or performing the following functions: Advise senior management, the Chief Financial Officer (CFO) and the Head of Department as the Accounting Officer on the compilation and administration of the department's budget in line with Treasury requirements. Advise, monitor and implement structures relating to the financial systems of the department. Manage and report on the monthly cash flow of the department. Ensure that corrective measures are taken to improve budget spending in the department and timeously alert the Chief Financial Officer if and when spending is not in accordance with planned spending. Evaluate and analyse financial information and advise the CFO and HOD on such matters. Ensure that the Department complies Treasury requirements in relation to management accounting. Compile and submit various compliance reports relating to management accounting. Monitor, evaluate and report in terms of various matters emanating from Auditor General Reports. Develop and ensure the effective implementation of the Department's management accounting policies, strategies and/or practice notes. Identify and monitor financial capacity training needs and facilitate the implementation of capacity building programmes towards improving the knowledge and understanding of all levels of management in the Department on matters related to management accounting. Manage, plan and co-ordinate all resources in the sub-directorate. **ENQUIRIES:** Mr. C. Aspelung Telephone Number: 051 405 4139

DEPUTY DIRECTOR ASSET AND TRANSPORT **MANAGEMENT** **REFERENCE NO COGTA 21/2013**

SALARY: Level 11- 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 Bachelors Degree or equivalent qualification **RECOMMENDATIONS:** 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:** Develop and implement Asset Management Policy and procedures. Manage Asset count in the Department. Draw and manage a comprehensive Asset Register. Verification of assets. Adhere to asset management reporting and requirements. Input into the preparation of annual financial statements. Regular monitoring and control of departmental assets. Identify and control all Risk relating to departmental assets. Report loss or damage of assets to the Accounting Officer. Schedule assets for disposal and manage the process. Implement asset management strategy. Implement effective utilization of State Assets and comply with PFMA. Reconciliation of assets purchased. Preparation and management of the budget for the Asset Management Unit. Need analyzes for asset purchases. Monitor movement of assets. Manage all resources attached to the sub-directorate. **ENQUIRIES:** Mr. K. Motloung Telephone Number: 051 403 3745

DEPUTY DIRECTOR MUNICIPAL INTEGRATED **DEVELOPMENT AND PLANNING** **REFERENCE NO COGTA 22/2013**

SALARY: Level 11- 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 Bachelors Degree or equivalent qualification **RECOMMENDATIONS:** 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:** Develop and facilitate the successful implementation of a provincial IDP policy framework in line with National frameworks and the Act. Render advice on the development of IDP's and IDP processes in the Free State Provincial Government. Facilitate the development of IDP's in the local authorities in line with national frameworks/challenges. Manage plan and co-ordinate resources. Submit monthly, quarterly and annual reports on the development and implementation of IDP's and facilitate the capturing of the required information on the Provincial Monitoring and Evaluation /System in the Department of the Premier. Attend various committees/fora on matters related to IDP's and participate in IDP projects. Manage all resources attached to the sub-directorate. **ENQUIRIES:** Mr. M.P. Mothekhe Telephone Number: 051 407 6748

SKILLS DEVELOPMENT FACILITATOR

REFERENCE NO COGTA 23/2013

SALARY: Level 9- A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** An appropriate Bachelors Degree or equivalent qualification **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of skills development policies, strategies, processes and procedures in the Public Service **DUTIES:** To facilitate skills development in the Department through the performance of the following: Assist with the development of and successfully implement the Department's skills development policies, strategies and plans. Ensure the successful development and implementation of the Department's Work Place Skills Plan. Conduct a training needs analysis and skills audit in the Department towards informing the development and successful implementation of the Department's Human Resources Development Plan. Facilitate and co-ordinate the attendance of all new employees in prescribed induction programmes. Administer all matters related to bursaries in the Department and render support, assistance and advice on matters related thereto. Represent the Department in meetings, committees and /fora on matters related to the above, both inside and outside the Department. **ENQUIRIES:** Mr. T.S. Mokoena Telephone Number: 051 403 3643

ASSISTANT DIRECTOR HUMAN RESOURCES **PRACTICES** **REFERENCE NO COGTA 24/2013**

SALARY: Level 9- A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** NQF Level 6 (e.g. Tertiary Qualification in Human Resource Management or related areas) or Grade 12 with at least 5 years experience in Human Resource Management field. **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of human resources policies, strategies and practices in the Public Service **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 an 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. Development of norms and standards to facilitate implementation of Human Resource Policies, Strategies, procedures and Practises. Co-ordinate and conduct high level investigations of human resource related problems and advice management thereon. Monitor, evaluate and report on Human Resource Management Policies, procedures and practises. Provide Human Resource Information and Knowledge Management Services in the Department, for example: Ensure effective functioning of data bases. Draw relevant reports in relation to implementation, monitoring and evaluation of Human Resource Management Policies, procedures and practises. Manages and assures the quality of human resource information and the promotion of the information distribution process Management of Human Resources which include, inter alia: Training, mentoring and development Performance Management Work allocation **ENQUIRIES:** Mr. J. Janse van Rensburg Telephone Number: 051 403 3640

ASSISTANT DIRECTOR HUMAN RESOURCES **PROVISIONING** **REFERENCE NO COGTA 25/2013**

SALARY: Level 9- A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** NQF 6 or equivalent or Grade 12 with 5 years experience in the field as well as PERSAL Training **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of human resources management policies, practices and procedures in the Public Service. **DUTIES:** Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretarial functions at interviews, absorptions, probationary periods etc.) Performance Management. Address human resource provisioning enquiries to ensure the correct implementation of human resource provisioning practises. Ensure the successful implementation of departmental/ public service policies on matters related to human resource provisioning to adhere to the relevant prescripts/ legislation. Provide inputs on the development/amendments of Human Resource Provisioning Policies/ practises. Prepare and consolidate reports on personnel provisioning issues. Inform, guide and advice Department/ personnel on human resource provisioning matters to enhance the correct implementation of personnel provisioning practises/ policies. Approve transactions on PERSAL according to delegations. Manage the resources of the unit, e.g. training and development of officials, performance management, work allocation. **ENQUIRIES:** Mr. J. Janse van Rensburg Telephone Number: 051 403 3640

ASSISTANT DIRECTOR ICT DATA AND **INFRASTRUCTURE** **REFERENCE NO COGTA 26/2013**

SALARY: Level 9- A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** NQF 6 or equivalent or Grade 12 with 5 years experience in the field as well as LOGIS/BAS Training **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of information technology policies, strategies and practices in the Public Service. **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 safeguarding thereof in terms of prescribed legislation. Render advice to the Departmental ICT Committee on the procurement of ICT Information Systems. General staff supervision and management of the resources of the unit. **ENQUIRIES:** Mr. T.S. Mokoena Telephone Number: 051 403 3643

ASSISTANT DIRECTOR BOOKKEEPING **REFERENCE NO COGTA 27/2013**

SALARY: Level 9- A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** NQF 6 or equivalent or Grade 12 with at least 5 years experience in the field as well as LOGIS/BAS/PERSAL Training **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of bookkeeping policies, practices and procedures in the Public Service. **DUTIES:** Manage and co-ordinate the implementation and maintenance of financial management practices concerning financial management processes in the department. Ensure that all matters related to bookkeeping (clearing of ledger account, capturing of BAS payments, journals and reports) are effective administered / performed. Address enquiries to ensure the correct implementation of bookkeeping practices and policies. Ensure the successful implementation of departmental/ public service policies as well as the development of policies on matters related to bookkeeping to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports/reconciliations of PERSAL/ BAS/PMG accounts on bookkeeping issues. Inform, guide and advice the Department and/or personnel on bookkeeping practices/ policies. Manage the resources attached to the unit. Authorize transactions on LOGIS/BAS/PERSAL according to the delegations. Prepare in-depth complex reports on matters related to bookkeeping **ENQUIRIES:** Ms. T. Jacobs Telephone Number: 051 405 5012

ASSISTANT DIRECTOR BANKING SERVICES **REFERENCE NO COGTA 28/2013**

SALARY: Level 9- A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** NQF 6 or equivalent or Grade 12 with at least 5 years experience in the field as well as PERSAL /LOGIS/BAS Training **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of banking policies, practices and procedures in the Public Service. **DUTIES:** Manage and co-ordinate the implementation and maintenance of Financial Management practices (including LOGIS/Bas transactions) concerning banking services in the department to contribute to the rendering of a professional financial management service. Ensure that all matters related to banking services are dealt with effectively and efficiently, including cashier services. Address enquiries to ensure the correct implementation of banking practices and policies. Ensure the successful implementation of departmental/public service policies as well as development of policies on matters related to banking services to adhere to the relevant prescripts/legislation. Prepare and consolidate reports/reconciliations of PERSAL/BAS/PMG Accounts on banking services. Inform, guide and advice Department/personnel on banking services practices / policies. Manage all resources attached to the unit. Prepare in-depth complex reports on banking services **ENQUIRIES:** Ms. T. Jacobs Telephone Number: 051 405 5012

ASSISTANT DIRECTOR DEMAND AND PLANNING **MANAGEMENT** **REFERENCE NO COGTA 29/2013**

SALARY: Level 9 - A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** NQF 6 or equivalent or Grade 12 with at least 5 years experience in the field as well as LOGIS/BAS Training **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of demand and planning management in the Public Service. **DUTIES:** Manage and co-ordinate the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning demand and planning management and maintenance of processes relating thereto in the department to contribute to the rendering of a professional Supply Chain Management Service. Ensure that all matters related to demand and planning management are effective and efficiently dealt with in the Department. Address enquiries to ensure the correct implementation of demand planning and management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as the development of policies on matters related to demand and planning management to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports on demand and planning management issues. Inform, guide and advice the Department / personnel on matters relating to demand and planning management to enhance the correct implementation of supply chain management practises/policies. Manage all resources attached to the unit. Authorise transactions on LOGIS / BAS according to delegations. Prepare in-depth complex reports on matters related to demand and planning management **ENQUIRIES:** Mr. K. Motloung Telephone Number: 051 403 3745

ASSISTANT DIRECTOR BID ADMINISTRATION **REFERENCE NO COGTA 30/2013**

SALARY: Level 9- A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** NQF 6 or equivalent or Grade 12 with at least 5 years experience in the field as well as LOGIS/BAS Training **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of bid administration in the Public Service. **DUTIES:** Manage and co-ordinate the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning bid administration and maintenance of processes relating thereto in the department to contribute to the rendering of a professional Supply Chain Management Service. Ensure that all matters related to bid administration are effective and efficiently dealt with in the Department. Address enquiries to ensure the correct implementation of demand planning and management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as the development of policies on matters related to bid administration to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports on bid administration issues. Inform, guide and advice the Department / personnel on matters relating to bid administration to enhance the correct implementation of supply chain management practises/policies. Manage all resources attached to the unit. Authorise transactions on LOGIS / BAS according to delegations. Prepare in-depth complex reports on matters related to bid administration **ENQUIRIES:** Mr. K. Motloung Telephone Number: 051 403 3745

ASSISTANT DIRECTOR CONTRACT MANAGEMENT **REFERENCE NO COGTA 31/2013**

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

CENTRE: BLOEMFONTEIN **REQUIREMENTS:** NQF 6 or equivalent or Grade 12 with at least 5 years experience in the field as well as LOGIS/BAS Training **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of contract management in the Public Service. **DUTIES:** Manage and co-ordinate the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning contract management and maintenance of processes relating thereto in the department to contribute to the rendering of a professional Supply Chain Management Service. Ensure that all matters related to contract management are effective and efficiently dealt with in the Department. Address enquiries to ensure the correct implementation of demand planning and management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as the development of policies on matters related to contract management to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports on contract management issues. Inform, guide and advice the Department / personnel on matters relating to contract management to enhance the correct implementation of supply chain management practises/policies. Manage all resources attached to the unit. Authorise transactions on LOGIS / BAS according to delegations. Prepare in-depth complex reports on matters related to contract management **ENQUIRIES:** Mr. K. Motloung Telephone Number: 051 403 3745

ASSISTANT DIRECTOR LOGISTICS MANAGEMENT, **TRANSIT AND WAREHOUSE** **REFERENCE NO COGTA 32/2013**

SALARY: Level 9- A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** NQF 6 or equivalent or Grade 12 with at least 5 years experience in the field as well as LOGIS/BAS Training **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of logistics management, transit and warehouse in the Public Service. **DUTIES:** Manage and co-ordinate the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning logistics management, transit and warehouse and maintenance of processes relating thereto in the department to contribute to the rendering of a professional Supply Chain Management Service. Ensure that all matters related to logistics management, transit and warehouse are effective and efficiently dealt with in the Department. Address enquiries to ensure the correct implementation of demand planning and management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as the development of policies on matters related to logistics management, transit and warehouse to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports on logistics management, transit and warehouse issues. Inform, guide and advice the Department / personnel on matters relating to logistics management, transit and warehouse to enhance the correct implementation of supply chain management practises/policies. Manage all resources attached to the unit. Authorise transactions on LOGIS / BAS according to delegations. Prepare in-depth complex reports on matters related to logistics management, transit and warehouse **ENQUIRIES:** Mr. K. Motloung Telephone Number: 051 403 3745

ASSISTANT DIRECTOR TRANSPORT MANAGEMENT **REFERENCE NO COGTA 33/2013**

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

CENTRE: BLOEMFONTEIN **REQUIREMENTS:** NQF 6 or equivalent or Grade 12 with at least 5 years experience in the field as well as LOGIS/BAS Training **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of transport management in the Public Service. **DUTIES:** Manage and co-ordinate the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning transport management and maintenance of processes relating thereto in the department to contribute to the rendering of a professional Supply Chain Management Service. Ensure that all matters related to transport management are effective and efficiently dealt with in the Department. Address enquiries to ensure the correct implementation of demand planning and management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as the development of policies on matters related to transport management to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports on transport management issues. Inform, guide and advice the Department / personnel on matters relating to transport management to enhance the correct implementation of supply chain management practises/policies. Manage all resources attached to the unit. Authorise transactions on LOGIS / BAS according to delegations. Prepare in-depth complex reports on matters related to transport management **ENQUIRIES:** Mr. K. Motloung Telephone Number: 051 403 3745

ASSISTANT DIRECTOR LOSS CONTROL **REFERENCE NO COGTA 34/2013**

SALARY: Level 9- A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** NQF 6 or equivalent or Grade 12 with at least 5 years experience in the field as well as LOGIS/BAS Training **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of loss control in the Public Service. **DUTIES:** Manage and co-ordinate the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning loss control and maintenance of processes relating thereto in the department to contribute to the rendering of a professional Supply

Chain Management Service. Ensure that all matters related to loss control are effective and efficiently dealt with in the Department. Address enquiries to ensure the correct implementation of demand planning and management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as the development of policies on matters related to loss control to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports on loss control issues. Inform, guide and advice the Department / personnel on matters relating to loss control to enhance the correct implementation of supply chain management practises/policies. Manage all resources attached to the unit. Authorise transactions on LOGIS / BAS according to delegations. Prepare in-depth complex reports on matters related to loss control **ENQUIRIES:** Mr. K. Motloung Telephone Number: 051 403 3745

PHYSICAL PLANNER : AUXILIARY SERVICES **REFERENCE NO COGTA 35/2013**

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

CENTRE: BLOEMFONTEIN **REQUIREMENTS:** An appropriate degree/diploma/equivalent qualification or Grade 12 with at least 5 years appropriate experience in the field. **RECOMMENDATIONS:** 6 Years experience in a similar environment in the Public Service. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of physical planning in the Public Service **DUTIES:** To ensure the provision and maintenance of adequate accommodation and facilities for the department in line with prevailing legislation towards promoting effective and efficient service delivery. Develop and successfully implement departmental policies, including norms and standards, with regard to office accommodation and related facilities. Ensure the successful implementation of legislation regulating accommodation, including the Occupational Health and Safety Act, monitor and report thereon and render advice on such matters. Conduct regular inspections on the status of office accommodation and related facilities and submit monthly, quarterly and annual reports on such matters. Administer service level agreements related to office accommodation and related facilities. Manage all resources attached to the unit. **ENQUIRIES:** Ms. N. Malunga Telephone Number: 051 405 4418

RISK MANAGEMENT PRACTITIONER **REFERENCE NO COGTA 36/2013**

SALARY: Level 9- A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** An appropriate degree/diploma/equivalent qualification with relevant experience in the field. **RECOMMENDATIONS:** Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and experience in the development and implementation of Risk Management policies / systems / practices. Strong leadership and facilitation skills. Presentation Skills. Computer Literate. **DUTIES:** Assist with the development, maintenance and implementation of Risk Management policies, strategies, plans and practices towards ensuring the successful implementation of risk management in the Department. Successfully implement risk management policies, strategies, plans and practices to ensure compliance to the Department's Risk Management Plan. Render advice to and/or assist the Department and managers on the identification, management and mitigation of risks, both of a strategic and operational nature. 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 improve the capacity of managers on risk management. Monitor and report on the extent to which the department complies with risk management policies and practices. Supervise human resources. **ENQUIRIES:** Mr. T.S. Mokoena Telephone Number: 051 403 3643

IGR ADVISOR MUNICIPAL INTERGOVERNMENTAL **RELATIONS** **REFERENCE NO COGTA 37/2013**

SALARY: Level 9- A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** An appropriate Bachelors Degree or equivalent qualification with appropriate / relevant experience in the field **RECOMMENDATIONS:** Relevant experience in a similar environment in the Public Service. Good interpersonal skills. The ability to plan and organize. Leadership skills. Writing skills. Computer literacy. Proven knowledge and experience in municipal intergovernmental relations in the public service **DUTIES:** To assist and support the development, co-ordination and implementation of an effective system of intergovernmental relations in the Department. To render an effective and efficient secretariat and advisory service to municipal intergovernmental relations fora. To facilitate the effective implementation of municipal IGR legislation and policies and render advice thereon. Monitor and report on the effective implementation of Municipal IGR legislation and policies. Facilitate the establishment of Municipal IGR structures at local government level. Facilitate the implementation of Municipal IGR implementation protocols at local government level. Facilitate the implementation of a municipal international relations policy framework. Facilitate the development of twinning agreements between foreign municipalities and local municipalities. Assist in sourcing donor funding for the effective implementation of twinning agreements. Render advice on the linkage of national and provincial foreign agreements with suitable municipalities through Municipal Integrated Development Plans. Support and facilitate interaction between a variety of stakeholders and nurture relationships with strategic partners on matters related to municipal intergovernmental relations. Manage all resources attached to the unit. **ENQUIRIES:** Mr. T.J. Masukela Telephone Number: 051 407 6733

LAND DEVELOPMENT ADVISOR (Secretariat) **REFERENCE NO COGTA 38/2013**

SALARY: Level 9- A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** An appropriate Bachelors Degree or equivalent qualification with relevant experience in the field **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and understanding of matters related to land development in the public service. **DUTIES:** With the assistance of the Township Board Support Secretary and in support of the Township Board Advisor, ensure that an effective and efficient secretariat service is rendered to the Township Board, which includes the following: (a) scheduling and arranging meetings, hearings, appeals, venues, parking, transport, catering etc. (b) inform parties of inspection and hearing dates (c) prepare agendas and related documentation for scheduled meetings, inspections and / or hearings (d) distribute agendas, minutes, resolutions and related documentation to all members and related stakeholders (e) transporting members to venues for inspections within the Free State Province (f) processing the S&T claims of members of the Township Board. Apply quality assurance to resolutions taken by the Township Board to ensure that the decisions are reflected accurately and comprehensively prior to being conveyed and/or made available to stakeholders. Render advice to the Township Board on matters related to land use applications and assist with the functioning of the Tribunal. Render assistance to the Township Board Advisor on litigation matters related to land use management and ensure that all related documentation is prepared correctly and comprehensively. Promote a proper understanding of prescribed legislation and the correct administrative procedures amongst the public and/or consultants towards ensuring correct land use applications. Supervise the activities of the Township Board Support Secretary. **ENQUIRIES:** Ms. S. van Heerden Telephone Number: 051 407 6857

IDP CO-OR DINATOR (2 posts) **REFERENCE NO COGTA 39/2013**

SALARY: Level 9- A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** An appropriate Bachelors Degree or equivalent qualification with relevant experience in the field **RECOMMENDATIONS:** Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and understanding of municipal integrated development planning legislation, policies, practices and procedures. **DUTIES:** Coordinate the alignment of Municipal IDP's with the FS Growth and Development Strategy, the Free State Outcome-Based Plan and Departmental Sector Plans. Monitor, evaluate and report on Municipal IDP processes and practices within municipalities, including the extent to which municipal IDPs are credible and compliant with prevailing legislation. Support municipalities in the drafting, reviewing and/or implementation of Municipal IDP's and render advice on matters related thereto. Facilitate and render support and/or assistance during the formal assessment of Municipal IDP's. Prepare and submit in depth reports on matters related to municipal IDP's. Manage all resources attached to the unit **ENQUIRIES:** Mr. M.P. Mothekhe Telephone Number: 051 407 6748

COORDINATOR: MUNICIPAL PERFORMANCE **MANAGEMENT** **REFERENCE NO COGTA 40/2013**

SALARY: Level 9 A basic salary of R252 144 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** An appropriate Bachelors Degree or equivalent qualification with relevant experience in the field **RECOMMENDATIONS:** Relevant experience in a similar environment in the Public Service. Good interpersonal and leadership skills. Computer literate. Good writing skills. Proven knowledge and understanding of

Principal performance management legislation, policies, practices and procedures.

DUTIES: Gather, consolidate and analyze municipal performance information based on designated information collection tools/instruments/systems. Develop and implement mechanisms towards providing feedback to Municipalities on matter related to municipal performance and render advice thereon. Monitor and report on matters related to municipal performance. Facilitate and render advice on the successful implementation of Outcome 9 within municipalities and monitor and report thereon on a monthly, quarterly and/or annual basis. Identify capacity building needs of Municipalities and render advice and support on matters related thereto towards improving the performance of Municipalities. Support and/or assist municipalities with the implementation of municipal performance regulations and related legislation.

ENQUIRIES: Mr. L.L. Khoba Telephone Number: 051 407 6731

SENIOR SUPPLY CHAIN PRACTITIONER ASSET MANAGEMENT (2 posts) REFERENCE NO COGTA 41/2013

SALARY: Level 8– A basic salary of R212 106 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: NQF 6 or equivalent or Grade 12 with at least 4 years experience in the field as well as LOGIS/BAS Training
RECOMMENDATIONS: Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and understanding of asset management policies, practices and procedures
DUTIES: Supervise the activities of supply chain management clerks / snr and - officers to contribute to the rendering of a professional asset management service. Supervise the implementation and maintenance of supply chain management practices (including LOGIS Transactions) concerning asset management towards contributing to the rendering of a professional Supply Chain Management Service to the Department. Ensure that all assets of the Department are managed effectively and efficiently in line with prescripts and/or Treasury Regulations. Investigate, analyze, benchmark and interpret legislation and prescripts towards promoting an effective supply chain environment. Promote effective supply chain management by researching, analyzing, developing, monitoring and reviewing departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of asset management practices. Monitor, evaluate and maintain effective and efficient asset management policies, procedures and practices within the Department. Provide asset management information and - knowledge management services to the Department, for example: Maintain databases and draw relevant reports in relation to asset management. Manage the selection, generation and presentation of asset management information taking into account the strategic and operational management information requirements. Approve and verify all documents and transactions on LOGIS /BAS according to delegations. Prepare reports on asset management. Compile reconciliations and ensure that the Asset Management Register of the Department is kept and maintained accurately. Supervise resources
ENQUIRIES: Mr. K. Motloung Telephone Number: 051 403 3745

SENIOR STATE ACCOUNTANT LOSS CONTROL REFERENCE NO COGTA 42/2013

SALARY: Level 8– A basic salary of R212 106 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: NQF 6 or equivalent or Grade 12 with at least 5 years experience in the field as well as LOGIS/BAS Training
RECOMMENDATIONS: Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and understanding of loss control policies, practices and procedures
DUTIES: Supervise the activities of supply chain management clerks / snr and - officers to contribute to the rendering of a professional loss control service. Supervise the implementation and maintenance of supply chain management practices (including LOGIS Transactions) concerning loss control towards contributing to the rendering of a professional Supply Chain Management Service to the Department. Ensure that all assets of the Department are managed effectively and efficiently in line with prescripts and/or Treasury Regulations. Investigate, analyze, benchmark and interpret legislation and prescripts towards promoting an effective supply chain environment. Promote effective supply chain management by researching, analyzing, developing, monitoring and reviewing departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of loss control practices. Monitor, evaluate and maintain effective and efficient loss control policies, procedures and practices within the Department. Provide loss control information and - knowledge management services to the Department, for example: Maintain databases and draw relevant reports in relation to loss control. Manage the selection, generation and presentation of loss control information taking into account the strategic and operational management information requirements. Approve and verify all documents and transactions on LOGIS /BAS according to delegations. Prepare reports on loss control. Compile reconciliations and ensure that the Loss control Register of the Department is kept and maintained accurately. Supervise resources.
ENQUIRIES: Mr. K. Motloung Telephone Number: 051 403 3745

MIG FINANCIAL SUPPORT OFFICER REFERENCE NO COGTA 43/2013

SALARY: Level 8– A basic salary of R212 106 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Bachelors Degree or equivalent qualification or Grade 12 with at least 5 years experience in the field
RECOMMENDATIONS: Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and understanding of MIG financial policies, practices and procedures
DUTIES: To advise, monitor and support municipalities on matters related to MIG financial and non-financial performance in accordance with the provisions of the Division of Revenue Act (DORA) towards monitoring progress and impact made; assess such progress and impact towards informing the compilation of the required consolidated monthly and quarterly DORA reports and render advice on matters related thereto. Assess and analyze MIG financial and non-financial information within Municipalities and prepare and submit the required consolidated monthly MIG Expenditure (DORA) report, MIG Non-financial monthly reports and a report on MIG commitments to the national DCoG. Facilitate the successful implementation of MIG policies/guidelines and related frameworks within municipalities and monitor and report on the extent to which municipalities comply with such requirements. Advise, prepare, monitor and report on provincially-funded infrastructure. Advise, prepare and monitor infrastructure requests received and the subsequent allocation of Provincial Infrastructure Fund Allocations. Monitor financial and non financial performance from Municipalities on the Provincial Infrastructure Fund (PIF). Submit quarterly CFO reports on the Provincial Infrastructure Fund (PIF) expenditure. Monitor the MIG Management Information System. Evaluate all MIG projects submitted for registration and render advice on matters related thereto. Coordinate all MIS training needs of municipalities and sector departments. Develop and maintain the Provincial MIG MIS training manual. Advise and support PMU's of Municipalities on the usage of the MIG MIS and liaise with the MIG MIS Help Desk in solving problems. Monitor overall usage of the MIS and make recommendations to the relevant manager. Prepare and submit in-depth reports on matters related to the above on a monthly, quarterly and annual basis. Render administrative and logistical support to the Provincial MIG Management Unit. Convene, facilitate and render secretariat services to the MIG Financial, Provincial Infrastructure Fund and MIG KPI, MIS and related meetings. Participate in all Provincial Project Appraisal Committee meetings. Participate in quarterly MIG financial meetings with municipalities.
ENQUIRIES: Mr. B.W. Scholtz Telephone Number: 051 407 6774

MIG PROJECT COORDINATOR REFERENCE NO COGTA 44/2013

SALARY: Level 8– A basic salary of R212 106 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Bachelors Degree or equivalent qualification or Grade 12 with at least 5 years relevant experience in the field
RECOMMENDATIONS: Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and understanding of MIG project coordination practices and procedures
DUTIES: Advice, monitor and support Municipalities on identification and implementation of projects. Participate and evaluate annual municipal IDP's to align MIG projects with Municipal Implementation Development Plans and Budgets. Advise and support municipalities on the submission of Project Implementation Plans. Advise and support municipalities with the compilation of Municipal Infrastructure Implementation Plans. Advise and monitor municipalities with the pre-implementation and implementation of projects. Oversee the secretariat of intervention and quarterly meetings between Municipalities, Consultants and Sector Departments on challenges experienced with the implementation and unblocking of projects. To interpret the MIG policy/guidelines and framework and convey information to Municipalities. Advise, evaluate and monitor the functionality of Project Management Units in Municipalities. Develop a Provincial PMU evaluation template and ensure alignment with the MIG policy and guidelines. Ensure that annual PMU budgets are submitted by Municipalities, evaluate and advise for submission to the Provincial Appraisal Committee. Ensure expenditure and implementation of PMU budgets. Evaluate and advise the Director, DCoG, Municipal Managers and Mayors on die functionality of Project Management Units on matters similar to capacity, personnel structures and office resources, Service Level Agreements, office administration and record keeping. Participate

in all Provincial Project Appraisal Committee meetings. Participate in MIG Quarterly meetings. Participate in MIG Intervention meetings within Municipalities and represent the Director in District Technical IGR fora.
ENQUIRIES: Mr. P.N. Viljoen Telephone Number: 051 407 6700

EMPLOYEE HEALTH AND WELLNESS COORDINATOR REFERENCE NO COGTA 45/2013

SALARY: Level 8– A basic salary of R212 106 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Bachelors Degree or equivalent qualification or Grade 12 with at least 3 years relevant experience in the field
RECOMMENDATIONS: Relevant experience in a similar environment in the Public Service. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and understanding of employee health and wellness policies and practices in the Public Service
DUTIES: Assist with the development of Employee Health and Wellness policies and strategies in the Department in line with national and provincial frameworks and ensure the successful development thereof in the Department, including rendering appropriate advice on such matters. Successfully implement the Employee Health and Wellness Programme in the Department in relation to HIV and AIDS & TB Management, Health and Productivity Management, SHERQ Management and Wellness Management. Facilitate the effective and efficient functioning of the Employee Health and Wellness Forum, which includes co-ordination such activities and rendering a secretariat and advisory support service to the Forum. Develop and maintain a database of all EHWP projects and programmes in the department and monitor and report monthly and quarterly on such projects and programmes. Facilitate and ensure the successful functioning of EHWP Committees in the Department. Represent the Department on various fora similar to EHWP, both inside and outside the Department. Render counseling services to departmental employees in line with the department's Employee Health and Wellness Programme. Monitor and report on matters similar to the above.
ENQUIRIES: Mr. J. Makasane Telephone Number: 051 405 4373

COMMUNICATION OFFICER (2 posts) REFERENCE NO COGTA 46/2013

SALARY: Level 7– A basic salary of R170 799 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Bachelors Degree or equivalent qualification or Grade 12 with at least 3 years relevant experience in the field
RECOMMENDATIONS: Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy.
DUTIES: Conduct elementary research on matter related to communication. Collect information towards assisting with the drafting of speeches, media statements/press releases, etc. for different events or occasions (for the MEC and the Head of the Department). Prepare and/or facilitate the printing of departmental publications such as annual reports, departmental newsletters / brochures, annual calendars, events programmes, greeting cards, name plates for officials within the department. Design the lay-out of publications for printing purposes and liaise with printing companies thereon. Assist in the development of and ensure the successful implementation of the departments' communication policy and strategy (in line with the Provincial Communication Policy and Strategy) to promote and enhance communication within and outside the department. Update information on the departmental website and liaise with the Department's Website Designer on matter related thereto. Assist with the drafting of responses to media- and press releases, which includes assisting with the organization of press conferences. Render photographer services to the department. Monitor media coverage and compile a synopsis report of issues that affect and/or impact on the Department towards informing appropriate responses by the relevant authority(ies). Arrange and/or assist with the arrangement and/or coordination of departmental events in order to promote the image of the Department. This includes the following: Rendering support to Operation Hlasela activities, National and Provincial Imbiso's, etc. Handle all logistical arrangements relating to departmental events (venues, invitations, equipment, photography of events, etc.). Promote the department's image through exhibitions (branding) and ensure maximum visibility and impact. Represent the unit in various meetings/fora.
ENQUIRIES: Ms. S. Bogatsu Telephone Number: 051 403 3224

STATE ACCOUNTANT FINANCIAL CONTROL (2 POSTS) REFERENCE NO COGTA 47/2013

SALARY: Level 7– A basic salary of R170 799 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Bachelors Degree or equivalent or Grade 12 with at least 5 years experience in financial management practices as well as LOGIS/BAS Training
RECOMMENDATIONS: Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and understanding of financial control policies, practices and procedures
DUTIES: Supervise the activities of State Accounting Clerks to contribute to the rendering of a financial control service. Implement and maintain financial control practices and processes in the Department to contribute to the rendering of a professional financial management service. Handle all matters related to financial control and render advice on matters related thereto. Address enquiries to ensure the correct implementation of financial management practices in the Department. Inform, guide and advise the Department / personnel on financial control matters to enhance the correct implementation of financial control practices and policies. Approve and/or authorize (wherever applicable) transactions on LOGIS / BAS/ PERSAL according to delegations.
ENQUIRIES: Ms. T. Jacobs Telephone Number: 051 405 5012

REGISTRY CLERK SUPERVISOR (2 POSTS) REFERENCE NO COGTA 48/2013

SALARY: Level 7– A basic salary of R170 799 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Grade 12 with at least 2 years experience in the field
RECOMMENDATIONS: Relevant experience in record management in the Public Service. Good interpersonal skills. The ability to plan and organize. Computer literate. Proven knowledge of record management practices
DUTIES: Supervise and provide registry counter services. Attend to clients, handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receipt of all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management service. Open and close files according to the record classification system of the Department. File / store, trace (electronically / manually) and retrieve documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain the franking machine register. Frank post, record money and update the register on a daily basis. Conduct spot checks on post to ensure that no private post is included. Lock post in a postbag for messengers to deliver to the Post Office. Open and maintain the remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over the remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record on a daily basis of the amount of letters franked. Supervise the processing and process documents for archiving and/ or disposal. Electronic scan files, sort and package files for archives and distribution. Keep records of archived documents/files. Supervise human resources.
ENQUIRIES: Ms. N. Malunga Telephone Number: 051 405 4418

RISK MANAGEMENT SUPPORT OFFICER REFERENCE NO COGTA 49/2013

SALARY: Level 7– A basic salary of R170 799 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate Bachelors Degree or equivalent or Grade 12 with at least 2 years experience in the field
RECOMMENDATIONS: Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge of risk management policies, practices and procedures
DUTIES: Assist in the development, implementation and maintenance of departmental risk management systems. Co-facilitate departmental risk identification during risk assessment workshops and maintain the Department's Risk Register. Implement risk management processes and practices in the Department. Conduct awareness campaigns on risk management to promote a risk management culture in the department. Monitor and review the implementation of risk management processes and practices in the Department.
ENQUIRIES: Mr. T.S. Mokoena Telephone Number: 051 403 3643

PERSONAL ASSISTANT DIRECTOR SPATIAL PLANNING REFERENCE NO COGTA 50/2013

SALARY: Level 7– A basic salary of R170 799 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: An appropriate National Diploma or equivalent qualification or Grade 12 with at least 2 years applicable experience. This post requires a person with good planning and organizing skills coupled with strong 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: Manage engagements of the Director to improve service delivery and assist the Director with regard to meeting attended by him/her. Liaise with and/or sensitize the Director regarding engagements. Prioritize appointments, Ensure that appointments are made. Compile

all necessary documents for the Director in terms of the meetings to be attended and to sensitize the Director on the contents thereof. Prioritize documentation, correspondence, etc. Implement administrative measures to ensure the efficient functioning of the Directorate. Ensure an efficient flow of information and documents to and from the Directorate. Keep record of documents, memoranda, etc. Stay updated with media reports that impact on the functional performance areas of the Directorate and bring such information to the attention of the Director. Arrange for the placements of items on the agenda of meetings chaired by the Director and ensure the circulation of accompanying memoranda. Arrange for the attendance of the Director at meetings and other relevant gatherings. Produce/prepare relevant correspondence/papers in connection with the above arrangements. Render a secretariat function for committees chaired by the Director. Screen, transfer and handle all telephonic calls as well as other enquiries (internal and external). Manage, in liaison with the Director, the office supplies of the Directorate. Keep and maintain the Leave Register of the Directorate. Administer the Attendance Register of the Directorate and ensure that all officials sign in and out on a daily basis. Keep and maintain the Incoming - and Outgoing Register of the Directorate in respect of all documents. Deal with enquiries from internal and external stakeholders. Handle travel and other logistical arrangements for meetings / workshops / events for the Director and other officials within the Directorate. Handle invoices and claims of the Director and other officials within the Directorate. Make photocopies of documents, submissions, etc. Obtain quotations and complete the request forms/ submissions for the ordering of stationary/ equipment. Act as Transport Officer for the Directorate and perform all related functions. Act as Chief User Clerk for the Directorate and perform all related functions. Act as Sub-Asset Controller for the Directorate and report all losses to the SCM Directorate. Handle all matters pertaining to personnel enquiries in the Directorate. Represent the Directorate on the Health and Safety Committee of the Department. Liaise with service providers to ensure the maintenance of equipment (Facsimile, photocopy machine, etc.). Administer the budget of as well as all matters related to procurement in the Directorate, which includes the following: Confirm the availability of funds prior to procuring goods and services. Monitor the budget expenditure of the Directorate and sensitize the Director on under- and/or over-expenditure. Procure goods and services for the Directorate in liaison with the Director and process and handle all invoices, claims and payments in line with departmental practices and procedures. Handle documentation in the Directorate, e.g. correctly classify documents and ensure the safe-keeping thereof, ensure an efficient flow of information and documents to and from the Office of the Director, destroy documents as and when instructed by the Director, prioritize documentation, correspondence, etc. Prepare and co-ordinate, as directed by the Director, submissions, documents, briefing notes, etc. Ensure security of office and documentation. Remain au fait with applicable prescripts, policies and procedures. Undertake any other duties and responsibilities which are appropriate to the grade and role of the post
ENQUIRIES: Mr. M.S. Selogilwe Telephone Number: 051 407 6842

ADMINISTRATIVE OFFICER: SPECIALIZED SUPPORT, ADVICE AND INTERVENTIONS REFERENCE NO COGTA 51/2013

SALARY: Level 7– A basic salary of R170 799 per annum.
CENTRE: LEJWELEPUTSWA DISTRICT OFFICE
REQUIREMENTS: An appropriate National Diploma or equivalent qualification or Grade 12 with at least 2 years applicable experience. This post requires a person with good planning and organizing skills coupled with strong 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.
RECOMMENDATIONS: Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy
DUTIES: Render a financial support service to the Lejweleputswa District Office, which includes the following: Prepare inputs to and administer the budget of the Lejweleputswa District Office, monitor and report on spending patterns. Collect, consolidate and prepare inputs for the Financial and Non-Financial Performance Report of the Lejweleputswa District Office. Render a personnel support service to the Lejweleputswa District Office, including the following: Keep and maintain the Leave Register of the Lejweleputswa District Office. Keep and maintain a Database of Performance and Development Plans (PDPs) of all personnel in the Lejweleputswa District Office. Consolidate and submit PDMS Bi-Annual Reviews and Annual Assessments to the Departmental Planning and Performance Management Directorate (Corporate Services). Communicate the Personal Development Plans of all officials in the Director to the Departmental Skills Development Facilitator (Corporate Services). In consultation with the Departmental HR Management Sub-Directorate (Corporate Services) render a support service on matters similar to the appointment, transfer and resignation of personnel within the Lejweleputswa District Office. Handle the S&T claims of officials within the Lejweleputswa District Office. Render a procurement service to the Lejweleputswa District Office, including the following: Develop and maintain the Asset Management Register of the Lejweleputswa District Office and submit monthly and/or quarterly status reports in this regard on request. Procure goods and services for officials within the Lejweleputswa District Office in line with procurement procedures and prescripts (e.g. quotations, submissions, etc.). Perform functions as the Transport Officer and/or Sub-Asset Controller for the Lejweleputswa District Office. Render an effective and efficient record management service to the Chief Directorate, including the following: Keep and maintain all records. Keep and maintain the incoming and outgoing register.
ENQUIRIES: Mr. TM Ngesi Telephone Number: 051 407 6784

HR REGISTRY CLERK REFERENCE NO COGTA 52/2013

SALARY: Level 5– A basic salary of R115 212 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Grade 12 or equivalent or Grade 8 with a minimum of 2 years experience in the field
RECOMMENDATIONS: A valid driver's license and proven knowledge of record management practices and process
DUTIES: Render a clerical support service to the Human Resources Management and Development Directorate. This would, inter alia, entail the following: Copying and faxing of documents. Keeping and maintaining the Personnel Registry system. Ensuring the smooth, efficient and effective flow of documents (receive and distribute) between Personnel Registry and Directorate. Receiving and distributing post and documents. Recording documents in the required databases/ registers. Filing all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts
ENQUIRIES: Ms. L.J. Etsebeth Telephone Number: 051 403 3750

REGISTRY CLERK (2 posts) REFERENCE NO COGTA 53/2013

SALARY: Level 5– A basic salary of R115 212 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Grade 12 or equivalent or Grade 8 with a minimum of at least 2 years experience in the field.
RECOMMENDATIONS: A valid driver's license and proven knowledge of record management practices and processes
DUTIES: Render a clerical support/operator service to the Department. This would, inter alia, entail the following: Copy and fax documents. Keep and maintain the registry system, which includes administering the Remittance Register. Ensure the smooth, efficient and effective flow of documents (receive and distribute) between Record Management and the Department and/or external stakeholders. Receive and distribute post and documents. Record documents in the required databases/ registers. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support service in Record Management, e.g. such as making photocopies of documents and receiving and/or sending facsimiles
ENQUIRIES: Ms. N. Malunga Telephone Number: 051 405 4418

DEPARTMENT OF EDUCATION

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 driving 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 timely. 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 (Kalleho Building, Ground Floor – Box at Security – Hand deliveries). **CLOSING DATE: 25 JULY 2013**

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): CURRICULUM FET SCHOOLS: GRADES 10 - 12: PHYSICAL SCIENCES: POST LEVEL 5: 1 POST: REF NO: OBE 5/2013/1

SALARY: R341 613 pa (Salary Level 10)
CENTRE: FET Schools Curriculum Management Directorate: Head Office, Bloemfontein
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 8 years appropriate and relevant experience. Further Requirements: 8 years relevant experience in the applicable subject (Physical Sciences). As travelling is required, a valid driving licence is essential.
RECOMMENDATIONS: Sound knowledge and understanding of the National Curriculum Statement (NCS), Grades 10-12. Knowledge of the mentioned Subjects, Grades 10-12. Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Experience in project co-ordination. Computer literacy.
DUTIES: Conducting and facilitating appropriate curriculum maintenance and support. Management and administration within the mentioned subjects at provincial level. Co-ordinate planning and delivery of professional development workshops in collaboration with District Subject Advisors to address the needs of teachers in relation to the implementation of the CAPS in the mentioned NCS Subject/s in schools. Networking with the Department of Basic Education and other relevant stakeholders at both provincial and national levels. Monitoring and supporting effective curriculum implementation throughout the province. Identifying an facilitating the development of appropriate provincial curriculum support policy guidelines. Establishing a database of all curriculum support needs in relation to the mentioned Subject/s. Ensuring the establishment and maintenance of appropriate structures, mechanisms, processes, and procedures to facilitate effective curriculum support in all Districts. Developing project proposals and business plans. Developing management plans and working in the implementation of projects in curriculum support.
ENQUIRIES: Mr. FR Sello, ' (051) 404 8457/8

SENIOR EDUCATION SPECIALIST (SES): SUBJECT ADVISOR: GET: INTERMEDIATE AND / OR SENIOR PHASE: POST LEVEL 3: 5 POSTS

SALARY: R277 194 pa (Salary Level 9)
CENTRE: 1. Xhariep District, short term Bloemfontein, long term Trompsburg: Sesotho (Home Language) (x1); 2. Intermediate and Senior Phase: REF. NO: OBE 5/2013/2 2. Lejweleputswa District, Welkom: Mathematics (x1); Senior Phase: REF. NO: OBE 5/2013/3 3. Thabo Mofutsanyana District, Phuthaditjhaba: Natural Sciences & Technology (x1); Intermediate Phase: REF. NO: OBE 5/2013/4 4. Thabo Mofutsanyana District, Phuthaditjhaba: Mathematics (x1); Intermediate Phase: REF. NO: OBE 5/2013/5 5. Thabo Mofutsanyana District, Phuthaditjhaba: Sesotho (x1); Senior Phase: REF. NO: OBE 5/2013/6
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 subject. 5 Years' of recent teaching experience in Intermediate and Senior Phase within an Outcomes Based Education (OBE) environment in the required subject. Computer literacy. As travelling is required, a valid driving 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: Xhariep District: Ms. NL Konda, ' (051) 404 4893 / 4917 Lejweleputswa District: Ms. ME Yika, ' (057) 916 9201 Thabo Mofutsanyana District: Mr. Scheepers, ' (058) 718 4924

SENIOR EDUCATION SPECIALIST (SES): AET CURRICULUM AND ASSESSMENT: FEZILE DABI DISTRICT: POST LEVEL 3: 1 POST: REF NO: OBE 5/2013/7

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 (full-time). Further Requirements: Experience in the field of Adult Education (provide proof of all hours worked in AET – if part-time). Recent teaching experience in an Outcome Based Education (OBE) environment. As travelling is required, a valid driving licence is essential.
RECOMMENDATIONS: Experience in the AET field in the Free State, analytical and report writing skills, facilitation and presentation skills, proven experience in co-ordinating projects and motivating people, computer literate using MS word, Power-point and Spread sheets. Thorough knowledge of the Unit Standard. Ability to work irregular hours under pressure (Be prepared to work on irregular hours (e.g. evenings and weekends). Analytical and report writing skills.
DUTIES: The successful candidate will be involved in the District and Provincial training of educators. Conduct needs analysis of AET centres, educators and learners and devise intervention strategies. Provide support to educators in the implementation of learning, teaching and teaching of relevant AET learning programmes within the GET Band of the NQF. Monitor and ensure effective education service delivery at centre level. Be involved in the training for and monitoring of the implementation of OBE. Conduct site visits to AET centres to render classroom support. Promote the culture of teaching and learning in AET centres. Interact with the relevant stakeholders at district and provincial level. Develop support groups and facilitate networking among educators. Moderate learner portfolios at cluster district and provincial level. Attend meetings and workshops at the district, provincially and nationally in respect of relevant AET matters. Participate in the running of AET internal and external assessment activities. Ensure alignment of curriculum implementation to national objectives, norms and standards. Gather statistical data concerning centres in the district. Compile reports. Monitor and ensure effective implementation of policies. Analyze Summative Assessment results. Assist with the recruitment and retention of learners. Compile a learning area database. Deliver LTSM and statutory to centres. Attend memoranda discussions.
ENQUIRIES: Mr. KT Motumi, ' (016) 976 9171

SENIOR EDUCATION SPECIALIST (SES): YOUTH DEVELOPMENT, ARTS, CULTURE AND MUSIC: FEZILE DABI DISTRICT: POST LEVEL 3: 1 POST: REF NO: OBE 5/2013/8

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: A proven track record as a youth, arts and culture, and music educator will be an added advantage for the candidate. As travelling is required, a valid driving licence is essential.
RECOMMENDATIONS: Computer literacy. Ability to communicate effectively with people at all levels. Good interpersonal and excellent organisational skills. Ability to conduct professional, advisory and in-service training to school structures: Youth Development, Arts and culture and Music. Ability to works irregular hours (i.e. after hours, during school and public holidays as well as over weekends). Ability to read tonic solfa and/or staff notation and conduct school choir. Ability to work under pressure. Ability to work without supervision.
DUTIES: Plan, coordinate and oversee the implementation of school youth development, arts and culture, and music programmes within the District. Plan leagues and competitions for all schools in the District. Render organisational and managerial support services towards schools with respect to school youth development, Arts and Culture, and Music structures in the District. Assist school choir conductors with musical reading, interpretation and conducting of prescribed music. Write reports on youth development, Arts and Culture, and Music activities in the District. Promote excellent standards of performance through regular and effective monitoring and control. Plan and render administrative development for youth, Arts and Culture and Music activities in the District. Hold regular meetings with relevant stakeholder in the District.
ENQUIRIES: Mr. KT Motumi, ' (016) 976 9171