



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 deliveries to: Brian Modise, Room 22, Ground floor, Lebohang Building, Bloemfontein

CLOSING DATE: 20 SEPTEMBER 2013

ASSISTANT MANAGER: PROTOCOL SERVICES

REFERENCE NO: 39/2013

SALARY: Level 09 – A basic salary of R252 144 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Degree, Relevant experience in protocol services. Good Interpersonal Relations ; Knowledge of conflict resolution, negotiation, problem solving, organizing, facilitating and communication skills; High levels of discipline; Ability to work under pressure; Willingness to travel extensively; Ability to work in a political environment; Willingness to work abnormal and odd hours; Security Clearance

DUTIES: Provide Protocol Services for the Premier and Executive Council; Render advice and assistance to departments, municipalities and public entities on protocol issues; Administer the provincial state gift bank; Develop and administer the protocol database.

Coordinate and Administer Ceremonial duties and State banquets; Administer the provincial state Flag bank and VIP lounge.

ENQUIRIES: Ms. R. Thomas, tel: 051 -4055541

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 timeously. Applicants must clearly quote the relevant reference number and forward the applications to the address as indicated in the advertisement. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful and that applications, copies of qualifications and CVs will not be returned. The FSDoE reserves the right not to fill advertised positions; and references will be checked. **NOTE:** It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education.

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

CLOSING DATE: 20 September 2013

recognised three or four year qualification, which must include appropriate training as an educator, plus 8 years appropriate and relevant experience. Further Requirements: Experience of examinations and assessment processes with special reference to Annual National Assessment (ANA). Candidate must be willing to work irregular hours and under pressure. As travelling is required, a valid driver's licence is essential. **RECOMMENDATIONS:** Sound knowledge and understanding of the ANA processes and practices. Expertise in assessment procedures and principles. Experience in project management. High level of computer literacy. Excellent report writing skills. Excellent communication and presentation skills. Computer Literacy skills on Microsoft office Package 2007. **DUTIES:** Manage and coordinate processes of Annual National Assessment (ANA). Manage and participate in surveys in all/sampled schools to assess education system. Quality assurance of the Annual National Assessment (ANA) data. Planning and orientation of Annual National Assessment (ANA) to stakeholders at provincial, districts and schools on survey results and recommendations. Monitoring and verification of the implementation of Schools' Academic Performance Improvement Plans (APIP). Support and assist relevant functions of the Examinations and Assessment Directorate. Represent Department on district, provincial and inter-provincial and assessment structures. **ENQUIRIES:** Mr. JP Joubert, (051) 404 8318

DEPUTY CHIEF EDUCATION SPECIALIST (DCES):

SCHOOL MANAGEMENT, GOVERNANCE AND DEVELOPMENT (SMGD):

POST LEVEL 5: 2 POSTS: REF NO: OBE 6/2013/2

SALARY: R341 613 pa (Salary Level 10) **CENTRE:** Motheo District, 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: Relevant experience must include 5 years' managerial experience. As travelling is required, a valid driver's licence is essential. Candidates must be prepared to work irregular hours. **DUTIES:** Guide and support SGB's in the compilation and implementation of all relevant School policies and procedures. Guide and support all Principals and SMTs in the Circuit/Sub-District in the implementation of the NCS and CAPS in all phases. To ensure that a high quality of education is provided to all learners in his/her schools through the implementation and achievement of the QLTC objectives. To facilitate the formation and functionality of Local Education Forums for the support and implementation of Town/Cluster Based Strategy for education. To monitor and control the School Improvement Plans and School Academic Improvement Plans in order to ensure that learners achieve the highest possible performance levels in all Grades, to ensure the maximum flow of learners through the system. To capacitate and empower SMTs, RCLs and SGBs both formally and informally, so as to enable them to perform their duties maximally within their schools. To ensure that schools manage the ANA effectively in order to achieve the Schooling 2014 targets of achievement. Turn failing and fluctuating schools into institutions of excellence by ensuring that Grade12 results in his/her schools are consistently above 75% and work towards achieving 100%. Ensure that every school implements PDMS and IQMS effectively so as to inform staff development appropriately. Be computer literate so as to check the SA-SAMS discs and records submitted by schools to the District office and EMIS. Facilitate communication between schools, Circuit/Sub-District and all Sections within the District, Head office and other government Departments where necessary, NGOs, FBOs and CBOs, for service delivery. Ensure that each school has a sound administrative and management system that eliminates and manages all risks. Monitor financial management of schools and ensure compliance with all regulations and legislation. To support, guide, monitor, control and evaluate all Principals in his/her Circuit/Sub-District as his/her immediate down-line managers, for successful and effective school management. **ENQUIRIES:** Mr. T Mtholo, (051) 404 4744

SENIOR EDUCATION SPECIALIST (SES): SUBJECT ADVISOR:

CURRICULUM FET SCHOOLS: GRADES 10 – 12: POST LEVEL 3: 2 POSTS

SALARY: R277 194 pa (Salary Level 9) **CENTRE:** 1. Lejweleputswa District, Welkom: **Sesotho (x1): REF. NO: OBE 6/2013/3 4.** **Fezile Dabi District, Sasolburg: Geography (x1): REF. NO: OBE 6/2013/4** **REQUIREMENTS:** Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. Further Requirements: The recognized three-year qualification must preferably be a degree (major subject must be related to the specific subject above). As travelling is required, a valid driver's licence is essential. **RECOMMENDATIONS:** Analytical and report writing skills. Facilitation and presentation skills. Computer literacy. **DUTIES:** Conduct a needs analysis of schools and educators and device intervention strategies; Provide support to educators in learning and assessment of the relevant subject field in the FET phase.

Monitor and ensure effective education service delivery of educators. Be involved in the training for the monitoring of the implementation of Outcomes based Education (OBE) in the FET phase. Promote the Culture of Learning and Teaching in schools. Conduct site visits to schools to render classroom support. Interact with the relevant stakeholders at district and provincial level. Develop support groups and facilitate networking among educators. Work with subject committees in a Professional Working Groups context both at district and provincial level. Serve the needs of educators in the context of Education Resource Centres. Attend meeting and workshops provincially and nationally in respect of the relevant learning areas. Ensure coherence and alignment of activities across the Districts according to provincial and national policies. Present INSET courses and activities and assist educator in developing learning programmes. Ensure alignment of curriculum implementation to national objectives, norms and standards **ENQUIRIES:** Lejweleputswa District: Mrs. ME Yika, (057) 916 9201 **Fezile Dabi District:** Mr. VH Chuta, (016) 973 9118

SENIOR EDUCATION SPECIALIST (SES):

LEARNING SUPPORT FACILITATOR (LSF): INCLUSIVE EDUCATION:

POST LEVEL 3: 1 POST: REF. NO: OBE 6/2013/5

SALARY: R277 194 pa (Salary Level 9) **CENTRE:** Fezile Dabi District, Sasolburg **REQUIREMENTS:** Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. Further Requirements: A minimum one year certificate / diploma in Remedial Education / Special Education / Support Teaching or Education Integration, plus 5 years actual experience in supporting learners experiencing barriers to learning and development. As travelling is required, a valid driver's licence is essential. **KNOWLEDGE AND SKILLS:** Candidates must have in depth knowledge of the National and Provincial policy pertaining to learners experiencing barriers to learning and development, policies governing education in general and the South African Schools Act. English verbal and writing skills. Proficiency in report writing skills. Computer literacy. **RECOMMENDATIONS:** Ability to work in a multi-disciplinary team. Knowledge of the NCS. Knowledge of project management. Sound communication skills. Sound human relation and problem solving skills. Must be prepared to work irregular hours and to travel extensively. Good interpersonal skills. Knowledge of an African language of the region will be an added advantage. **DUTIES:** Assist educators to establish a highly functional support system in schools from Grade R – 12. Establish and monitor site-based support teams (SBST). Develop programmes to support educators to address barriers to learning and development. Monitor the implementation of support strategies. Train educators in early identification of learners experiencing barriers to learning. Consult with educators to address a wide range of barriers for an effective service delivery. Give indirect and direct support to learners. Liaise and co-ordinate with relevant stake holders, e.g. intra and inter departmentally, NGO's, Higher Education, State Departments etc., to address various barriers to learning. Identification of barriers related to Mathematics and Literacy. Come up with intervention strategies to address barriers in Mathematics and Literacy. Assist the DCES Inclusive Education and the Director as requested. **ENQUIRIES:** Mr. KT Motumi, (016) 973 9190

SENIOR EDUCATION SPECIALIST (SES):

PROGRAMME COORDINATOR: POST LEVEL 3: 2 POSTS:

DISTRICT TEACHER DEVELOPMENT CENTRES (DTDC)

SALARY: R277 194 pa (Salary Level 9) **CENTRE:** 1. Fezile Dabi District DTDC, Fezile Dabi District, Kroonstad (x1): **REF NO: OBE 6/2013/6 2.** **Motheo District DTDC, Motheo District, Thaba Nchu (x1): REF. NO: OBE 6/2013/7** **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: As travelling is required, a valid driving licence is essential. **RECOMMENDATIONS:** Applicant must have extensive knowledge of NCS and experience in ICT applications in education, as well as good communication, collaboration and training skills. A qualification in Project Management will be an added advantage. Proven experience in managing people, projects, finances and the ability to plan strategically. Good communication skills. Analytical and report writing skills. **DUTIES:** Support implementation of NCS. Ensure alignment of curriculum support to provincial and national objectives. Support, control and promote general curriculum issues that are not linked to specific learning areas or subjects such as assessment, classroom management, timetables, appropriate methodologies, planning, reporting etc. Coordinate all DTDC programmes and related activities. Liaise with educators, learning area specialists, guidance/counseling specialists, etc. to establish educator needs and to implement joint programmes (relevant interventions) that will address the informed needs. Identify necessary expertise among educators, individuals and organisations specializing in required fields. Develop and

implement relevant staff development programmes. Initiate, establish and maintain partnerships with other Departments, NGOs and CBO's that will engender support and development of educators and learners across a vast sphere. Create opportunities for educators and learners to be empowered and their skills honed. Assist with the development of institutional management, administration and governance policies and implementation thereof. Ensure the effectiveness of DTDC through the provision of professional development support Services. Provide support and guidance to officials and schools in relation to the implementation of professional development programmes offered at the DTDC's. Render ongoing support, monitoring and evaluation of training conducted by the DTDC's. Apply developmental intervention strategies related to the professional development of all departmental employees. Assist with the implementation of the White Paper on E-Education in the Free State province. Support the eradication of the digital divide and the building of information literacy skills. **ENQUIRIES:** Fezile Dabi District DTDC: Mrs. DA Potsane, (056) 216 3800/1 **Motheo District DTDC:** Ms. MAMothibi, 0828510270

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: 20 SEPTEMBER 2013

DIRECTOR LEGAL SERVICES AND MUNICIPAL POLICY ADVICE

REFERENCE NO COGTA 55/2013

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 and medical aid assistance. **CENTRE: BLOEMFONTEIN** **REQUIREMENTS:** An appropriate legal degree or equivalent qualification plus extensive post-qualification experience in a similar environment. This post requires a person with strong outstanding analytical skills and the ability to strategically guide, lead and manage a team of legal experts within the Department. **DUTIES:** Advise the Executive Authority, the Head of Department, senior managers and other officials in the Department on legal matters affecting the department as a whole, including management decisions with possible legal implications. Conduct research and/or investigations into legal matters and render advice on such matters. Develop and draft legislation, service level agreements, contracts and/or any other legal documents and liaise with line-managers as well as the State Law Advisors in the Department of the Premier on such matters. Develop, draft and/or interpret legislation, agreements, contracts and other legal documents. Co-ordinate all legal matters in the Department. Render support to municipalities on and facilitate the successful implementation of municipal regulations. Monitor compliance. Participate in the development of the Department's 5-year Strategic Plan, 3-Year Annual Performance Plan and the Directorate's Annual Operational Plan in line with the priorities as set out in the Free State Growth and Development Strategy. Represent the Department on matters related to litigation and participate in various committees/ fora on legal matters. Manage, plan and co-ordinate all resources in the Directorate in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles, accommodation, etc. The appointment is subject to the signing of a performance agreement and a security clearance. The successful candidate will be required to disclose his/her financial interest

in accordance with prescribed regulations. **ENQUIRIES:** Mr. T.S. Mokoena Telephone Number: 051 4033643

COMMITTEE COORDINATOR: HOUSE OF TRADITIONAL LEADERS

REFERENCE NO COGTA 54/2013

SALARY: Level 7– Abasic salary of R170799 per annum. **CENTRE: BLOEMFONTEIN** **REQUIREMENTS:** 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 indigenous and customary systems applicable in the province is a pre-requisite. **DUTIES:** Provide secretariat services to the Committees of the House of Traditional Leaders. Compile minutes and or reports and keep record of proceedings. Arrange and coordinate meetings and public hearings. Conduct research and gather information for the Committees. Advise the Committees on administrative issues. Evaluate the performance of the Committees. **ENQUIRIES:** Mr. P. Moloi Telephone Number: 051 408 6902

DEPARTMENT OF SOCIAL DEVELOPMENT

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: 20 SEPTEMBER 2013

CHIEF FINANCIAL OFFICER

REFERENCE NO: FS 11/13

SALARY: Level 14 – An all inclusive salary package of R934 866.00 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. This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations **CENTRE: BLOEMFONTEIN** **REQUIREMENTS:** The candidate must be in possession of an appropriate 3 year degree in financial or business management / administration. Advanced financial analytical skills. Extensive knowledge of the financial prescripts of the Public Service. Project Management skills. Quick thinking skills. Proven Management skills. **DUTIES:** The candidate must have knowledge, skills, training and competencies of the following: Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behavior) and policies to ensure effective and efficient management of resources. Support the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 199 and the Treasury Regulations. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Facilitate the implementation of national norms and standards where applicable. Advise the HOD pertaining the matters that have strategic and financial implications. Liaise with the relevant role-players in the financial environment regarding transverse financial matters. Ensure effective and efficient financial management/ administration by collaborating in the development of training programmes or by providing direct training in financial matters to officials of the Department. Manage the financial and provisioning administration functions of the Department. **ENQUIRIES:** Mr. J.M.W. Linström, (051) 4000 315 **APPLICATIONS FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT TO BE SUBMITTED TO:** The Department of Social Development, Private Bag x 20616, Bloemfontein 9300. Attention Ms. S.D Lebakeng – Human Resource Management (Recruitment Section) Liberty Life building, Tel No: (051) 407 0749 or place applications in an application box at Liberty life Building, Ground Floor, St Andrew Street, Bloemfontein.