



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications (a transcript of results must be attached), driver's license and identity document.. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check.

APPLICATIONS FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL

AFFAIRS TO BE SUBMITTED TO: Ms. J. Kleynhans, P.O. Box 517, Bloemfontein, 9300 / hand delivered to Room:406, Lebohang Building, St. Andrew Street, Bloemfontein, 9300 / e-mail: joann@premier.fs.gov.za / fax: 051 4054955. Please quote the reference number on your application.

CLOSING DATE: 16 August 2013

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

HEAD OF DEPARTMENT: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
REFERENCE NO HOD:COGTA 2013

SALARY: R1 485 576 all inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment 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 recognized Bachelor's Degree (or equivalent qualification) as well as extensive managerial experience at a senior management level. The candidate must have: knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa.

RECOMMENDATION: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

KEY RESPONSIBILITIES: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard. Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio. Provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally. To develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department. Such other responsibilities as may be directed.

ENQUIRIES: Mr. A.J. Venter, Telephone Number: 051 4054926