

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.



FREE STATE PROVINCE

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 (Kalleho Building, Ground Floor – Box at Security – Hand deliveries).

**CHIEF EDUCATION SPECIALIST (CES):
SCHOOL SAFETY & HOSTELS: INSTITUTIONAL
DEVELOPMENT MANAGEMENT & GOVERNANCE
(IDMG) DIRECTORATE:
POST LEVEL 6: 1 POST: REF NO: OBE 8/2013/1**

SALARY: All-inclusive Middle Manager's remuneration package of R624 855 per annum to be restructured according to the individual's personal needs (Salary Level 12)

CENTRE: Provincial Head Office, Bloemfontein. Directorate IDMG

REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 9 years appropriate and relevant experience. **Further Requirements:** Candidates must be highly computer competent. Candidates must be willing to work irregular hours and under pressure. As travelling is required, a valid driver's licence is essential.

RECOMMENDATIONS: Strategic management and leadership skills, research skills, project management skills, financial management skills, analytical skills, writing, formulating and reporting skills. A highly motivated self driver who can work independently. Sound knowledge of school safety and related legislation. Evidence of expertise in the delivery of rural education support programs. Sound interpersonal skills and the ability to work with other state departments and NGOs on integrated service delivery. The ability to work under pressure without compromising quality, especially regarding the collection and presentation of data / information.

DUTIES: Ensure the effective, economic and efficient management, development of Hostels and of school safety programs. Policy development, the design of policy delivery systems and the monitoring thereof. Overseeing the successful implementation of projects. The gathering and analyses of data and information. Implement the national protocols that have been signed between the Departments of Education and other government departments, para-statal or other agencies. Collection, verification and quality assurance of data related to the monitoring, management and impact assessment of safe and child friendly schools and hostel services. Facilitating the establishment and functioning of different structures that focus on the safety of learners. Development of strategic, operational and action plans for school safety and the optimal functioning of hostels. Provide district offices with technical support regarding school safety and Hostel operations. Visit and support schools and hostels to monitor the implementation of school safety plans and hostel programmes. Work closely with districts, other government departments, non governmental organisations, faith based organisations, etc.

PRACTICAL TESTS: Candidates must be willing to take part in practical tests as part of the selection process.

ENQUIRIES: Ms. BM Kitching, cell: 082 454 1519
CLOSING DATE: 28 NOVEMBER 2013

**DEPUTY CHIEF EDUCATION SPECIALIST (DCES):
SUBJECT ADVISOR CO-ORDINATOR:
ECD CURRICULUM:
POST LEVEL 5: 1 POST: REF NO: OBE 8/2013/2**

SALARY: R341 613 pa (Salary Level 10)
CENTRE: Xhariep District, Short term BFN, Long term Trompsburg

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:** Experience in the management of Curriculum Implementation in Foundation Phase within an OBE environment (Foundation Phase includes the provision of Grade R in public schools and community-based sites). Experience and knowledge of working with or as a facilitator of Curriculum Implementation within Foundation Phase. Computer literacy. As travelling is required, a valid driver's licence is essential. **RECOMMENDATIONS:** A thorough knowledge of the National Qualifications Framework and Outcomes Based Education (OBE); A sound knowledge of transformational issues and capacity building processes in education; Proven experience in managing people, projects and finances as well as the ability to plan strategically. Analytical and report writing skills.

DUTIES: Be responsible for the management, administration, control and promotion of Subject Advisory in Foundation Phase at District level. Assist in the man-

agement and coordination of Foundation Phase Subject Advisors. Give administrative support to Foundation Phase Subject Advisors in rendering effective support services to schools. Coordinate and initiate the INSET of educators related to effective learning and teaching with special reference to the implementation of Outcomes Based Education principles, Outcomes Based Assessment and Curriculum planning. Work with Learning Area Committees at district level to promote learning and teaching in general. Support the establishment of Professional Working Groups at school cluster level to support and promote learning and teaching at school level. Monitor and ensure effective education service delivery by Foundation Phase Subject Advisors at schools/sites and in workshops in order to promote the Culture of Learning and Teaching. Ensure alignment of curriculum implementation to national objectives, norms and standards. Conduct needs analysis of schools in the relevant phase and promote the improvement of learning and teaching in that phase. Support the District Director in monitoring schools improvement plans in the relevant phase. Support the Director of Curriculum Delivery and Support at head office. Form the communication forum between the district top management and fieldworkers. Manage and promote liaison between the district and provincial Learning Programme Co-ordinators. Coordinate and support partnership projects related to the improvement of curriculum development. Ensure coherence and alignment of activities for Foundation Phase within the District. Manage and coordinate PMDS for Foundation Phase Subject Advisors in the District.

ENQUIRIES: Ms. NL Kondla, (051) 404 4893 / 4917
CLOSING DATE: 28 NOVEMBER 2013

**DEPUTY CHIEF EDUCATION SPECIALIST (DCES):
SCHOOL MANAGEMENT, GOVERNANCE AND
DEVELOPMENT (SMGD):
POST LEVEL 5: 2 POSTS:**

SALARY: R341 613 pa (Salary Level 10)

CENTRE:

1. Motheo District, Bloemfontein (x1): REF. NO: OBE 8/2013/3.

2. Thabo Mofutsanyana District, Phuthaditjhaba (x1): REF. NO: OBE 8/2013/4

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: Motheo District: Mr. T Mtholo, (051) 404 4744
Thabo Mofutsanyana District: Mr. W du Preez, (058) 863 1701
CLOSING DATE: 28 NOVEMBER 2013

**SENIOR EDUCATION SPECIALIST (SES):
SUBJECT ADVISOR: CURRICULUM PRIMARY
SCHOOLS: GRADES 4 - 7:
POST LEVEL 3: 2 POSTS**

SALARY: R277 194 pa (Salary Level 9)

CENTRE:

1. Thabo Mofutsanyana District, Phuthaditjhaba: Natural Sciences & Technology (x1): REF. NO: OBE 8/2013/5

2. Thabo Mofutsanyana District, Phuthaditjhaba: Mathematics (x1): REF. NO: OBE 8/2013/6

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 Primary Schools 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 develop-

ment 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: Mr. Scheepers, (058) 718 4924
CLOSING DATE: 28 NOVEMBER 2013

**SENIOR EDUCATION SPECIALIST (SES):
SUBJECT ADVISOR: CURRICULUM SECONDARY
SCHOOLS: GRADES 8 – 12: isiXHOSA:
POST LEVEL 3: 1 POST: REF NO: OBE 8/2013/7**

SALARY: R277 194 pa (Salary Level 9)

CENTRE: Motheo District: Bloemfontein

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 devise intervention strategies; Provide support to educators in learning and assessment of the relevant subject field from Grades 8 - 12. 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) from Grades 8 - 12. 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: Mr. ML Botsane, (051) 404 4595

CLOSING DATE: 28 NOVEMBER 2013

**SENIOR EDUCATION SPECIALIST (SES):
SCHOOL SAFETY: IDMG DIRECTORATE:
POST LEVEL 3: 1 POST: REF NO: OBE 8/2013/8**

SALARY: R277 194 pa (Salary Level 9)

CENTRE: Head Office, Bloemfontein. Directorate IDMG

REQUIREMENTS: Minimum Requirements: A recognised three year qualification (REQV 13), which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. **Further Requirements:** Sound knowledge of school safety and related legislation, policies, protocols, etc. Evidence of application of strategies to bring about safe and child friendly schools. Excellent computer skills in the Microsoft Programs. As travelling is required, a valid driver's licence is essential.

RECOMMENDATION: Sound interpersonal skills and the ability to work with other state departments and NGOs on school safety related matters. The ability to work under pressure without compromising quality, especially regarding data relating to school safety.

DUTIES: The successful candidate will be responsible for: Providing support with the implementation of programs towards the overall safety of learners in schools. Closely co-operating with other state departments. Supporting the implementation of the national protocols that have been signed between the Departments of Education and other government departments, para-statal or other agencies. Collection, verification and quality assurance of data related to the monitoring, management and impact assessment of safe and child friendly schools. Supporting the functioning of different structures that focus on the safety of learners. Participate in the development of strategic, operational and action plans for school safety. Take part in the co-ordination and delivery of crime awareness campaigns. Visit and support schools to monitor the implementation of school safety plans and programmes. Provide support to the delivery of training programs related to school safety.

PRACTICAL TESTS: Candidates must be willing to take part in practical tests as part of the selection process.

ENQUIRIES: Mrs. B Kitching, ' 082 454 1519
CLOSING DATE: 28 NOVEMBER 2013

**DEPARTMENT OF COOPERATIVE
GOVERNANCE 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: HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by hand in the box provided in the entrance at Lebohang Building Bloemfontein.

**DRIVER/MESSENGER: AUXILIARY SERVICES
REFERENCE NO: COGTA 59/2013**

SALARY: Salary level 3 – A basic salary of R 81 312 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Basic Education. (Grade 10) or equivalent ABET qualification. A valid driver's license. 1-2 years experience

DUTIES: Render an effective and efficient driver service to the Department. Provide an effective and efficient messenger service to the Department to ensure the correct and effective communication of documents and correspondence and ensure that all mail and correspondence is fetched and delivered on a daily basis in line with the needs of the Department.

ENQUIRIES: Ms. N. Malunga. Tel number: 051 403 4418

CLOSING DATE: 15 NOVEMBER 2013

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

**CHIEF DIRECTOR:
GOVERNMENT COMMUNICATION SERVICES
REFERENCE NO: 42/2013**

SALARY: Level 14 - An all inclusive salary 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. This appointment is subject to 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 preferably in the Media/Communication field and/or experience in the management of resources in a similar environment.

RECOMMENDATIONS: Extensive experience with regard to implementing turn-around strategies. Knowledge of corporate communication and media liaison issues in the Free State and South Africa. Strategic Thinking, analytical and problem solving skills

DUTIES: The candidate must have knowledge, skills, training and competencies of the following: Provide strategic direction with regard to transverse Government communication issues to promote an environment conducive to the positive image of the Premier and the Executive Council. Strategically oversee the development of transverse policies/strategies with regard to corporate communication and media liaison that will contribute to the positive image of the Free State Provincial Government. Monitor and report on the implementation of transverse corporate communication and media liaison policies/strategies in order to determine the impact of the policies/strategies and to advise on corrective action where necessary and/or improve on the policy and strategic direction. Attend Provincial and National Forums regarding transverse corporate communication and media liaison issues for purposes of improving on policy/strategies and or reporting on progress with implementation in the Free State. Liaise with provincial, national and international stakeholders in order to obtain information on the latest developments with regard to corporate communication and media liaison. Overall management of the Component to ensure the effective and efficient utilization of resources including the management of the performance of the personnel falling under this component

ENQUIRIES: Mr. A.J. Venter, Tel 051 4054926
CLOSING DATE: 15 NOVEMBER 2013