



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.



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 OR Tambo House Bloemfontein.

STATE ACCOUNTANT IN BANKING SERVICES

REF NO: COGTA 01/2016

SALARY: Level 7 – A basic salary of R196 278 per annum
CENTRE: BLOEMFONTEIN

REQUIREMENTS: Appropriate Degree or equivalent qualification which includes Accounting and Mathematics as subject BAS Certificate, Appropriate experience in a financial administration environment.

RECOMMENDATIONS: Computer literacy –Knowledge of BAS is a prerequisite. Numeracy skills, Literacy skills, Interpersonal relationship skills, Problem solving/ analytical skills.

DUTIES: Successfully implement and maintain financial management practices concerning financial administration processes in the Department to contribute to the rendering of a professional financial management service, e.g. Effective and efficient banking service to the Department (daily reconciliations between bank statements and all related accounts); Revenue / cashier services and administration of all petty cash related matters.
ENQUIRIES: Ms. M. Tlali. Telephone number: (051) 405 5618 / 403 3859
CLOSING DATE: 12 FEBRUARY 2016 AT 16:00

SENIOR SUPPLY CHAIN PRACTITIONER BID ADMINISTRATION

REF NO: COGTA 02/2016

SALARY: Level 8 – a basic salary of r227 802 per annum
Centre: bloemfontein

Requirements: An appropriate degree or equivalent qualification. Logis / bas certificate. 3 Years appropriate experience in a supply chain management environment

Recommendations: computer literacy skills, numeracy skills, literacy skills, interpersonal relationship skills, problem solving/ analytical skills. Knowledge of logis/bas and supply chain management-related policies and practices in the public service is a pre-requisite

Duties: Ensure the successful implementation and maintenance of supply chain management practices (including logis transactions) concerning logistics and stores and the maintenance of supply chain management processes in the department to contribute to the rendering of a professional supply chain management service in bid administration. Render a supply chain management advisory service to the department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other supply chain related issues to promote 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 supply chain practices. Monitor, evaluate and/or review/update supply chain management policies, procedures and practises. Provide supply chain information and knowledge management services to the department, for example: maintain databases and draw relevant reports in relation to implementation of supply chain management policies, procedures and practises. Manage the selection, generation and presentation of supply chain 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 supply chain management issues and statistics. Compile monthly reconciliations and finalization of outstanding payments / submissions / recommendations. Supervise the activities of the supply chain clerks and/or supply chain practitioners and develop their skills towards contribute to the rendering of a professional supply chain management service to the department
Enquiries: Ms. M. Tlali - (051) 405 5618 / 403 3859
CLOSING DATE: 12 FEBRUARY 2016 AT 16:00

DEPARTMENT OF TREASURY

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 or subjects should be mentioned in the CV), driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and

in full. The reference number of the advertised post should be stated on the Z.83. Candidates who apply for posts on salary level 9 and higher will also be subjected to a competency assessment as well as a practical test. 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 FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Ms. Mchabasa in Room 426(b), Fidel Castro Building, Bloemfontein.

OFFICE MANAGER: OFFICE OF THE CHIEF EXECUTIVE MANAGER

REF NO: FSPT 002/15

Salary: Salary level 9 – a basic salary of R 289 761.00 per annum.
Centre: Bloemfontein

Requirements: an appropriate three year degree or diploma in public management/ office management and technology with a minimum of three (3) years relevant experience relating to managerial support on executive level. Knowledge and understanding of public service legislature and procedures. Working knowledge of the functioning of provincial and national government. Advanced knowledge of ms word, excel, outlook and powerpoint. Good verbal and written communication skills. Knowledge of financial management and project management. Valid driver's license.

Duties: Execute research, analyze information and compile complex documents. Scrutinize submissions and reports and make recommendations. Compile presentations to oversight stakeholders. Co-ordinate high level meetings, record minutes and resolutions and monitor the implementation thereof. Establish, implement and maintain effective processes for the flow of information and documents. Manage the resources of the office.
Enquiries: Mrs. As fourie: (051) 405 5509
Closing date: 12 February 2016 AT 16:00

MANAGER: PROVINCIAL ACCOUNTING COMPLIANCE

REF NO: FSPT 003/16

Salary: Salary level 11 – an all-inclusive salary package of R569 538 per annum. The remuneration package consists of a basic salary, the government's contribution to the government employees 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, housing allowance and medical aid assistance.
Centre: Bloemfontein

Requirements: A three year degree with accounting as a major subject. A minimum of 6 years' experience in an accounting environment of which three (3) years should have been in a supervisory capacity. Knowledge of the public finance management act, treasury regulations and accounting principles.

Recommendation: chartered accountant or completed articles.
Duties: Evaluate the compilation of the submission of mandatory financial information within the province to promote accurate and credible accounting information. Monitor and develop policies and procedure manuals to ensure effective and efficient implementation of, and adherence to accounting standards/manuals by all provincial departments. Provide financial management support to clients to promote credible and accurate financial reporting. Manage all operational aspects of (pmg) bank accounts of departments and trading entities. Provide technical assistance and training in terms of relevant accounting aspects with regard to best practices to ensure capacity building of departmental and entity officials to enhance effective and efficient accounting information. Oversee the verification of departmental delegations against requirements and maintain financial management information for provincial departments and entities. Confirm correctness of applications for state guarantees against requirements and monitor the quarterly confirmations of housing guarantee listings as received from financial institutions. Manage resources of the sub-directorate to ensure the smooth running of the sub-directorate.

Enquiries: Mr. L. Steinmann: (051) 405 4262
Closing date: 12 February 2016 AT 16:00

ASSISTANT MANAGER: PROVINCIAL ACCOUNTING AND REPORTING

REFNO: FSPT 004/15

Salary: salary level 9 – a basic salary of r 289 761 per annum.
Centre: bloemfontein

Requirements: A three year degree or diploma in accounting or equivalent qualification with accounting iii as a passed subject. A minimum of three years relevant accounting experience. Knowledge of the public finance management act, treasury regulations and public service regulations.
Recommendations: chartered accountant or articles completed.
Duties: Prepare inputs for the consolidated financial statements of the province to ensure accurate reporting. Monitor and perform assessments of the submission of mandatory financial accounting information within the province. Promote the compilation of annual financial statements to ensure credible accounting information. Provide financial management support to client in order to promote credible financial statements. Assessments of policies and procedures in order to promote effective and efficient implementation and adherence by all provincial departments/public entities. Assessments of the progress made by departments and entities on the resolutions emanating from propac. Manage resources within the division.
Enquiries: Mr. L. Steinmann: (051) 405 4262
Closing date: 12 February 2016 AT 16:00

DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL 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 applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The department reserves the right not to be forward. **Applications:** Quoting the reference number, applicants must be forwarded to the head of department: economic, small business development, tourism and environmental affairs, private bag x20801, bloemfontein, 9300 or delivered by hand to ms. K Molusi/ Ms. M.A. Parkies in room 105, 1st floor north wing, agriculture building, 98 zastron street, bloemfontein
Note: All short-listed candidates for sms posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidates will be expected to enter into a performance agreement.

ENVIRONMENTAL AFFAIRS BRANCH

CHIEF DIRECTOR: BIODIVERSITY MANAGEMENT AND CONSERVATION

REF NO: DETEA 01/01/16

Salary: An all-inclusive salary package of R1 042 500 p.a (salary level 14). The total package includes 70% basic salary, a state contribution to the government employee pension fund and flexible portion that may be structured in terms of the applicable guidelines.
Centre: Bloemfontein

Requirements: An appropriate bachelor's degree/ diploma in Environmental Management/ Natural Sciences/ Conservation or equivalent qualifications. Extensive experience in development of strategies for protected areas expansion. A good knowledge of appropriate legislation governing biodiversity and protected areas at national, provincial and local level. Computer literacy. A valid driver's license.
Proficiency: Excellent writing and presentation skills. -Project management skills. Analytical and reporting skills. Leading, planning and organizing skills.
Duties: Promote equitable and sustainable resources to contribute to economic development. Implement mechanism for protection and management of ecologically viable areas. Ensure protection of species and ecosystems. -Ensure sustainable use of indigenous biological and bioprospecting. Effectively mitigate the sustainable management of biodiversity and natural resources. Manage biodiversity through permitting systems. Manage problem animals in the province. Manage financial and human resources in the chief directorate.
Enquiries: Mr T Moremi, Tel. No: 051 400 9410
CLOSING DATE: 12 FEBRUARY 2016 AT 16:00

CORPORATE SERVICES CHIEF DIRECTORATE

CHIEF DIRECTOR: CORPORATE SERVICES

REF NO: DESTEA 02/01/16

Salary: An all-inclusive salary package of r1 042 500 p.a (salary level 14) The total package includes 70% basic salary, a state contribution to the government employee pension fund and flexible portion that may be structured in terms of the applicable guidelines.
Centre: Bloemfontein

Requirements: an appropriate bachelor's degree/ diploma in Public Management / Human Resources Management or equivalent qualifications. Extensive experience in human resource management environment. Knowledge of the relevant prescripts and legal frameworks in the public service. -Computer literacy. A valid driver's license
Proficiency: Excellent writing and presentation skills. Project management skills. Analytical and reporting skills. Leading, planning and organizing skills.
Duties: Ensure appropriate and timely recruitment processes, administering of condition of services and monitoring adherence to relevant HR prescripts. Ensure the development, optimal performance and wellbeing of all employees. Ensure labour peace in the organization. Ensure a supportive work environment that will improve wellness in the workplace. Management of resources of the chief directorate, i.e: human, asset and financial resources.
Enquiries: Mr. M Nndaduleni - Tel: 051 400 4914/4913
CLOSING DATE: 12 FEBRUARY 2016 AT 16:00

ENVIRONMENTAL MANAGEMENT CHIEF DIRECTORATE

DIRECTOR: ENVIRONMENTAL QUALITY MANAGEMENT

REF NO: DESTEA 03/01/16

Salary: An all-inclusive salary package of R864 177 p.a (salary level 13) The total package includes 70% basic salary, a state contribution to the government employee pension fund and flexible portion that may be structured in terms of the applicable guidelines.
Centre: Bloemfontein

Requirements: An appropriate three year degree/diploma in Environmental Management / Natural Science or equivalent qualifications. Relevant experience in similar environment. Knowledge of relevant government legislation governing quality management. Computer literacy. A valid driver's license.
Duties: Ensure effective environmental impact management. Ensure compliance with environmental legislation. Improve air quality through implement of air quality legislation and policies. Prevent pollution and ensure waste management policies and legislation are implemented. Management of resources of the directorate, i.e.: human, asset and financial resources.
Enquiries: Ms. N Nkoe, Tel. No: 051 400 4917
CLOSING DATE: 12 FEBRUARY 2016 AT 16:00

ECONOMIC DEVELOPMENT BRANCH

DEPUTY DIRECTOR: SMALL BUSINESS SUPPORT PROGRAMME

REF NO: DESTEA 04/01/16

Salary: An all-inclusive salary package of r 569 538 p.A (salary level 11) The total package includes 75 or 70% basic salary, a state contribution to the government employee pension fund and flexible portion that may be structured in terms of the applicable guidelines.
Centre: Bloemfontein

Requirements: An appropriate bachelor's degree/diploma in Economics/Business Administration or equivalent qualifications. Relevant experience in economic development. Knowledge of the relevant prescripts and legal framework in the public service. Computer literacy. A valid driver's license.
Duties: Manage, coordinate and facilitate the implementation of small business support programmes by; developing the plan and management thereof, monitor and evaluate the progress of the small business programmes, provide the progress reports, conduct research and site visits. Support appropriate environment for small business; that include ensuring advisory services on appropriate business models, ensure advisory services on suitable operational models. Develop departmental small business policies, which include, reviewing departmental small business policies, gather information relevant to the policy development, draft policies and circulate for inputs. -Engage in the build-upwards and downwards-stream in small business value chains; that include, organizing stakeholder in the relevant small business value chain. - Management of resources of the sub-directorate, i.e.: human, asset and financial resources.
Enquiries: Mr. M Sehularo, Tel. No: 051 400 9623
CLOSING DATE: 12 FEBRUARY 2016 AT 16:00

HEAD OF DEPARTMENT: DEPARTMENT OF SOCIAL DEVELOPMENT

REF NO: FS 01/16

Salary: R1 656 618 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. The appointment is subject to the signing of an employment contract, not exceeding a term of five years, a security clearance and entering into 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 trans-formation 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. To render 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. The successful 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. 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. Although the candidate is based in bloemfontein, the post may require extensive traveling, both domestically and internationally.
Enquiries: MR. A.J. Venter, tel. 051-405 4926
Applications: MR. A.J. Venter, Head: Corporate Administration, Department Of The Premier, Attention: MS. J. Kleynhans, P.O. Box 517, bloemfontein, room 403, OR Tambo building, st andrew Str, bloemfontein, 9301.
Closing date: 12 February 2016 AT 16:00

DEPARTMENT OF SOCIAL DEVELOPMENT

Directions to applicants applications: must be submitted on formz.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. All shortlisted candidates will be subjected to personnel suitability check.

Applications: Mr. A.J. Venter, head: corporate administration, department of the premier, attention: ms. J. Kleynhans, P.O. Box 517, bloemfontein, 9300, room 403, lebohong building, st andrew street, bloemfontein, 9301.

HEAD OF DEPARTMENT: DEPARTMENT OF SOCIAL DEVELOPMENT

REFERENCE NO: FS 01/16

Salary: R1 656 618 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. The appointment is subject to the signing of an employment contract, not exceeding a term of five years, a security clearance and entering into 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 trans-formation 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. To render 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. The successful 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. 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. Although the candidate is based in bloemfontein, the post may require extensive traveling, both domestically and internationally.
Enquiries: MR. A.J. Venter, Tel. 051-405 4926
CLOSING DATE: 12 FEBRUARY 2016 AT 16:00