



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 19/2008**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: DEPARTMENT OF TOURISM, ENVIRONMENTAL AND ECONOMIC AFFAIRS**

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

**DEPARTMENT OF THE PREMIER**

**DATE:** 2008/08/22

Department of the Premier • Departement van die Premier • Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

# **DEPARTMENT OF TOURISM ENVIRONMENTAL AND ECONOMIC AFFAIRS**

## **PERSONAL ASSISTANT: OFFICE OF THE HEAD OF DEPARTMENT**

(Ref no.: 08/02/01)

**SALARY:** R157686 p.a. (Salary Level 9)

### **REQUIREMENTS:**

- An appropriate Bachelor's degree/diploma or equivalent qualifications
- Experience in managerial support functions
- Computer literacy and good communication skills
- Working knowledge on the settings up and maintenance of a record system.

### **DUTIES:**

- Provide support to the Head of Department regarding management of diary and appointments
- Preparation of documents for meetings and presentations
- Coordinate travel and accommodation arrangements
- Provide secretarial service for meetings.

**Enquiries: Ms L. Van Rensburg. : Tel No: 051 4004912**

## **CHIEF DIRECTOR: CORPORATE SERVICE**

(Ref. No: 08/01/02)

**SALARY:** An all inclusive salary package of R635874 p.a. (Salary 14). The total package includes 60% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of security clearance, annual performance agreement, SMS Contract, Financial Disclosure and vetting.

### **REQUIREMENTS:**

The candidate must have an appropriate degree or equivalent qualification coupled with extensive management experience at a senior management level. The candidate must further possess special knowledge and competencies in the following areas:

- Relevant legislation governing the Public Service, including the Public Service Act, Public Finance Management Act, Labour Relations Act, the Skills Development Act, etc.
- Basic legal administration skills

- Good verbal and written communication skills
- Budgeting and Financial Management skills
- Strategic Planning and good interpersonal skills.

**DUTIES:**

- Develop an overall strategic plan for the Chief Directorate
- Manage human resource, the budget and equipment of the Chief Directorate in a cost –effective manner
- Manage all matters related to legal services and labour relations in the Department
- Ensure effective implementation of the National Skills Development Strategy
- Develop and implement the departmental human resources strategy and advice on Human Resources Delegations
- Advise the HOD and the MEC on structural design and post establishment and ensure the correct grading of posts as espoused in the Public Service Regulations
- Manage the employee health and wellness programme.

**Enquiries: Ms. L Van Rensburg.: Tel No: 051 4004912**

**SECRETARY: CORPORATE SERVICES CHIEF DIRECTORATE**

(Ref. No.: 08/02/03)

**SALARY:** R68955 p.a. (Level 5)

**REQUIREMENTS:**

- A Senior Certificate and a secretarial certificate with typing as a fully passes subject
- Extensive experience in secretarial services
- Professional office etiquette
- Good writing and verbal Communication skills
- Computer literacy (Excel, MS Word)
- Good interpersonal skills

**DUTIES:**

- Serves as an entry point for all internal and external stakeholders who visit the Office of the Chief Director and ensure that appointments are properly arranged
- Renders secretarial services to the Chief Director including typing documents, sending faxes and making photocopies
- Ensures that all documents in the Chief Director's office are filed and kept safely

- Ensures that guests to the office of the Chief Director are received in such a manner that the professional image of the office is enhanced

**Enquiries: Mr. M.S. Sani Tel No.: 051 4004931**

**DEPUTY DIRECTOR: LABOUR RELATIONS**

(Ref No. 08/02/04)

**SALARY:** An all inclusive package of R311358 p.a (Salary level 11) structured according to the individual's personal needs.

**REQUIREMENTS:**

- An appropriate Degree in Law which includes Labour Law or National Diploma in Labour Relations coupled with extensive middle management experience, Higher Diploma in Labour Relations is highly recommended
- Thorough knowledge of legislation governing the Public Service with emphasis on the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act etc.
- Computer literacy
- Good verbal and written communication skills
- Good interpersonal skills.
- Drivers license

**DUTIES:**

- Manage human and other material resources in the sub-directorate
- Develop and ensure effective implementation of the Labour Relations Policy in the Department
- Promote sound labour relations within the Department
- Preside over cases of misconduct
- Ensure that training on labour relations is conducted for management
- Handle all grievances and misconduct cases in the Department.
- The incumbent will travel extensively

**Enquiries: Mr K. Khoza Tel No. 0514009564**

**DEPUTY DIRECTOR: INSTITUTIONAL MONITORING AND EVALUATION**

(Ref No. 08/02/05)

**SALARY:** An all inclusive salary package of R311358 p.a. (Salary level 11). Salary must be structured according to the individual's needs.

**REQUIREMENTS:**

- Appropriate 3 years Bachelors degree/diploma in Business Management, Entrepreneurship on Economic
- Minimum of 3 years experience in SMME development and
- Relevant knowledge of SMME related matters

#### **DUTIES:**

- Foster the establishment of new SMME Support Institutions
  - Organize the Sub directorate's resources to ensure the smooth implementation of operational plans.(Budgeting) and ensure optimal usage of resources
  - Ensure human resource development in the Sub directorate
  - Provide policy inputs to the Director: SMME Policy Development
  - Develop suitable and practical business plans
  - Develop and maintain a data base of existing SMMEs
  - Establish the spatial spread and need for SMME Service Provision
  - Develop a programme for capacity building of service providers
  - Develop a plan for a province wide roll out of the Institutional Support Network
  - Facilitate and coordinate provincial strategies toward realizing an integrated approach to SMME Support
  - Convene and develop a programme of action for the Provincial SMME Support Coordination Forum.
  - Develop and Maintain a provincial Monitoring and Evaluation System for SMME development
  - Development and implement a provincial out reach programmes
  - Develop and coordinate a database of DFI's funding requirements for SMME's
- **Enquiries: MR. C. Chauke Tel no: 0514004924**

#### **ASSISTANT DIRECTOR: TOURISM AWARENESS DIVISION**

(Ref No.: 08/02/06)

**SALARY:** R157686 p.a. (Level 9)

#### **REQUIREMENTS**

- At least a 3 year relevant tertiary qualification and/or extensive experience in tourism
- Good knowledge of tourism legislation and policies
- Good written and verbal communication skills
- Good interpersonal skills

- Computer literacy

**DUTIES:**

- Facilitation and implementation of the Tourism Awareness Programmes and Projects in the Province
- Liaise with all stakeholders on matters pertaining to Tourism Awareness
- Development and implement tourism awareness projects for schools, communities, and help other stakeholders across the Province
- Lead the provincial Responsible Tourism Campaign
- Drive partnership processes with all stakeholders
- Report and be accountable to the Deputy Director: Safety and Awareness.

**ENQUIRIES: Mr T. Motsohi Tel no: 0514009407**

**ASSISTANT DIRECTOR TOURISM SAFETY DIVISION**

(Ref No.: 08/02/07)

**SALARY:** R157686 p.a. (Level 9)

**REQUIREMENTS:**

- At least a relevant 3 year tertiary qualification and/ experience in tourism
- Good knowledge of tourism legislation and policies
- Good written and verbal communication skills
- Demonstrate innovativeness, enthusiasm and creative skills
- Good interpersonal skills
- Computer literacy

**DUTIES:**

- Implement strategies to reduce crime and violence on tourists in collaboration with relevant organizations such as the South African Police Service
- Provide adequate information to visitors that will help to improve their safety and security
- Institute appropriate legal procedures that would facilitate speedy and effective prosecution for cases where tourists are involved
- Co-ordinate co-operation among appropriate stakeholders to work together to ensure the safety and security of all tourists in the Province
- Carry out appropriate research concerning tourism security trends and monitor the effectiveness of safety and security measures
- Report and be accountable to the Deputy Director: Tourism Safety and Awareness.

**Enquiries: Mr. T. Motsohi Tel No.: 051 4009407**

**DIRECTOR: FINANCIAL ACCOUNTING**

(Ref No.: 08/02/08)

**SALARY:**

An all inclusive package of R540429 per annum structured according to the individuals personal needs. This appointment is subject to the signing of a Security Clearance, Annual Performance Agreement, Financial disclosure and vetting

**REQUIREMENTS:**

- A relevant B Degree in Accounting plus appropriate experience
- Good management, communication experience and interpersonal skills
- Excellent financial, administration, project management and accounting skills
- Knowledge of the following: GAAP system, accrual accounting and of financial management in relation to the new regulatory framework for the Public Service, e.g. The Public Finance Management Act, Treasury Regulations, The Public Service Regulations

**DUTIES:**

- Managing the salary functions of the department
- Management of payment through BAS to adhere to Treasury Regulations
- Management of collection of Revenue according Treasury Regulations
- Implement proper accounting controls to ensure compliance to Treasury Regulations and PFMA
- Compilation of Financial statements

**ENQUIRIES: Mr K.J. Khotle: Tel No: 051 4004915**

**RISK MANAGER**

(Ref No.: 08/02/09)

**SALARY:** R311358 p.a. (Level 11)

**REQUIREMENTS:**

- An appropriate recognized Bachelor's degree (or equivalent qualification) preferable in Auditing
- Valid drivers license: Code EB

- Experience in the development and implementation of Risk Management System/Strategies

**DUTIES:**

- Develop, maintain and implement the following on departmental risk management, namely: Risk management strategy, Risk management framework, Risk management policy statements, Risk plan,
- Facilitate risk identification and assessments; and ensure the implementation of risk management processes
- Promote a risk management culture and capacity on risk management in the department
- Monitor and review the implementation of risk management processes to ensure the proactive assessment of the current state of controls
- Co-ordinate with external stakeholders on broader effective and efficient risk management strategies to enhance risk management in the department
- Manage resources to render an effective and efficient risk management service

**Enquiries Mr K.J. Khotle Tel No: 051 4004915**

**RISK MANAGEMENT PRACTITIONER**

(Ref No.: 08/02/10)

**SALARY:** R157686 p.a. (Level 9)

**REQUIREMENTS:**

- An appropriate recognized 3 years Bachelor's degree (or equivalent qualification) preferable in Auditing
- Drivers license: Code EB
- Experience in the development and implementation of Risk Management Systems/Strategies

**DUTIES:**

- Assist with the development, maintenance and implementation of the following on departmental risk management, namely: Risk management strategy, Risk management framework, Risk management policy statements, Risk plan.
- Assist with the development of risk management processes to ensure compliance to the risk management plan
- Implement risk management processes, to ensure compliance to the risk management plan



- Maintain and update risk registers to determine the effectiveness of progress concerning risk management in the department
- Assist with the promotion of a risk management culture and capacity on risk management in the department
- Review the implementation of risk management processes to ensure compliance in the department

**Enquiries Mr K.J. Khotle Tel No: 051 4004915**

**PROCUREMENT NORMS AND STANDARD SPECIALIST**

(Ref No.: 08/02/11)

**SALARY:** R132054 (Level 8)

**REQUIREMENTS:**

- A relevant 3 years Bachelors degree or diploma
- At least 2 years applicable experience
- Knowledge of legislation applicable to supply chain management

**SKILLS:**

- Good inter-personal relations
- Computer literate
- Good verbal and written communication skills

**DUTIES:**

- Collect inputs on the demand plan of the different directorates and consolidate such inputs into a demand plan for the department
- Conduct market and industry analysis for the identification of suppliers, including commodity analysis
- Assist the manager with the development of the sourcing strategy for the department
- Assist the manager to ensure that goods and services required by end-users are delivered on time, at the right price, and that the quantity and quality is satisfactory
- Update the supplier data-base.

**Enquiries: Mr. O.H. Choche Tel No: 051-400 4744**

**PROCUREMENT CONTRACT AND TENDER MANAGEMENT SPECIALIST(4 Posts)**

(Ref No.: 08/02/12)

**SALARY:** R132054 (Level 8)

**REQUIREMENTS:**

- A relevant 3 years Bachelors degree or diploma
- At least 2 years applicable experience

- Knowledge of legislation applicable to supply chain management

**SKILLS:**

- Good inter-personal relations
- Computer literate. Good verbal and written communication skills

**DUTIES:**

- Maintain a supplier data-base. Ensure the application of the Preferential Procurement Regulations and other relevant prescripts in the procurement process
- Invite price quotations for goods and services in line with departmental policies and procedures
- Perform bid administration functions, including advertising of bids, compile bid documents and assist with the evaluation of bids
- Render secretarial duties to the bid adjudication committee. Handle complaints and queries
- Perform contract management functions, and the management of supplier performance

**Enquiries: Mr. O.H. Choche Tel: 051-400 4744**

**ASSISTANT DIRECTOR: PERFORMANCE AUDITING**

(Ref No.: 08/02/13)

**SALARY:** R196 815 (Salary level 10)

**REQUIREMENTS:**

- An appropriate three years recognized Bachelor's degree or equivalent qualifications in auditing
- An appropriate experience in auditing field, risk management as well as two years at supervisory level is needed
- Excellent written and verbal communication coupled with good interpersonal as well as analytical skills
- Valid driver's license
- Be computer literate

**RECOMMENDATIONS:**

- Membership of IIA or IPFA
- Preference will be given to the applicants with performance audit experience
- Must be prepared to travel extensively

**DUTIES:**

- Monitor compliance with regard to all regulations as set out by the Public Finance Management Act of 1999 and according to the Standard for the Professional Practice of Internal Auditor (SPPIA)
- Assist the manager with the development and implementation of a three year Audit strategic plan
- Perform risk analysis, planning and execution of audits in accordance with acceptable standards
- Collect, analyze, interpret and document information to support audit results

- Prepares a draft report and make formal and informal presentations to management
- Assist with the facilitation of the risk assessment of the department

**Enquiries: Me MC Mpanyane – Mahlaba Tel No. 051 – 400 4908**

## **ASSISTANT DIRECTOR: AIR QUALITY MANAGEMENT**

(Ref No.: 08/02/14)

**SALARY:** R157686 p.a. (Level 9)

### **REQUIREMENTS:**

- An appropriate Bachelors degree in Environmental Sciences with Chemistry and or Biochemistry as major or equivalent qualification and knowledge, experience in all media pollution related activities
- A good knowledge of appropriate legislation governing air pollution activities at national, provincial and local level
- Knowledge of atmospheric pollutants, policies and related national and international programmes related the protection of the atmosphere and provision of clean air will add as an advantage
- Computer literacy and a valid driver's license is a must

### **DUTIES:**

- Implement the legislative framework related to air quality management in the Province
- Co-ordinate Air Quality programme in the Province
- Participate in the development of National Air quality standards
- Represent the Department in the Provincial Disaster Management Committee
- Raise awareness on air quality issues in the Province
- Supervise the personnel within the sub-directorate
- Interact with municipalities, industries, mining, agriculture, health and other sectors
- Implement air quality management strategies
- Promote clean air production through waste minimisation and material substitution.

**Enquiries Mr. E. Mathebula Tel No.:051 4004918**

**All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as ID, driver's license. Direct your application, clearly quoting the appropriate reference number to: C. MACHAEA, DTEEA, Room 103, 1<sup>ST</sup> FLOOR AGRICULTURE Building, 98 ZASTRON Street, Bloemfontein, or mail to Private Bag X 20801, Bloemfontein, 9300. Faxed and e-mailed applications will not be considered as well as applications handed – in after the closing date.**

**Closing date: 20 March 2008**

**Please note:** Correspondence will be limited to shortlisted candidates only. Candidates, who are not contacted within 1 month for an interview, should consider their application as unsuccessful.

**Failure to comply with the abovementioned instructions will result in the application not being considered and automatically disqualified.**

## **FREE STATE LIQUOR AUTHORITY**

### **CHIEF EXECUTIVE OFFICER (CEO)**

(Ref No.: 08/02/15)

**SALARY:** A competitive and market related salary package is negotiable

#### **REQUIREMENTS:**

- Appropriate qualification
- A post-graduate Legal or Management degree will be an added advantage
- Proven ability to coordinate and manage teams
- Sound knowledge of Liquor regulatory environment
- Excellent written and verbal communication

#### **DUTIES:**

- Effective and efficient management and administration of the Authority
- Planning, controlling and monitoring of the Authority's programmes
- Development and maintenance of sound relationship with all stakeholders relevant to the Authority's programmes
- Development of annual budget, strategic and performance plans in consultation with the Board
- Provision of secretariat and administrative support to the Board
- Contribution to the implementation of the Programme of Action of the Economic, Employment and Investment (EEI) Cluster
- Co-ordination and management of relevant studies
- Development of relevant economic and investment database
- Ensure compliance with all applicable legislation(s)
- Such other responsibilities as may be directed

### **CHIEF FINANCIAL OFFICER: (CFO)**

(Ref No.: 08/02/16)

**SALARY:** A competitive and market related salary package is negotiable

**REQUIREMENTS:**

- An appropriate B. Com Degree with Accounting or B. Compt, At least 5 years managerial experience in a financial management position. An appropriate post-graduate qualification or registration as a CA(SA) would be an added advantage
- A valid code 08 drivers license

**KNOWLEDGE:**

- Sound technical knowledge of Generally Recognized Accounting Practices (GRAP) and Generally Accepted Accounting Practices (GAAP), which will encompass the transition to the accrual basis of accounting and performance budgeting
- Ability to provide sound technical advice on the performance of the Free State Liquor Authority financial system to the CEO and Line Managers
- Ensuring compliance with the provisions of the Public Finance Management Act
- Strong leadership ability in securing financial resources for the Free State Liquor Authority to adequately fund the mandate of the Free State Liquor Authority
- Sound knowledge of strategic planning processes and associated budgetary processes
- Excellent verbal communication and report writing skills

**DUTIES:**

- Develop, implement and maintain appropriate strategies to respond financial needs and challenges of the Free State Liquor Authority, and rendering of technical advice to the CEO
- Ensuring that the financial resources and assets of the Free State Liquor Authority are utilized effectively and economically to realize the objectives of the Strategic Plan
- Provide technical advice to Line Managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the Strategic Objectives of the Free State Liquor Authority, legislative imperatives and good governance requirements
- Ensure compliance with the reporting requirements of the PFMA, Division of Revenue Act and financial policies
- Ensure adequate international financial control arrangements and systems for the accountable delegation of financial powers and assets security

Applications and enquiries should be directed to: Ben Sediane, Room 317, Bojanala Building, Markgraaff Street, Bloemfontein or mail to Private Bag X 20801, Bloemfontein, 9300. Tel No.: 051 4004904

**FREE STATE INVESTMENT PROMOTION AGENCY (FIPA)**  
**GENERAL MANAGER: CORPORATE SERVICES**  
(Ref No.: 08/02/17)

**Salary:** R 635 874 per annum (Cost to Company)

**Centre:** Bloemfontein

**REQUIREMENTS:**

- An appropriate B. degree or equivalent qualification
- Extensive experience in senior management in an organization of similar size and complexity
- Transformation experience in any organization
- Strategic planning, problem solving, and analytical skills; Institutional policy formulation and strong managerial and leadership skills
- Familiarity with government legislation e.g. Public Finance Management Act, Labour Relations Act and the Skills Development Act
- Fully computer literate
- Driver's license.

**DUTIES:**

- Oversee and manage the rendering of efficient and effective corporate service in relation to Strategic Plan Manage and oversee the general administrative support services to the Agency
- Developing and directing the implementation of strategies and policies to ensure the most effective utilization of the Agency's resources to support Free State Provincial Growth and Development Strategy
- Ensuring that the Board is kept informed about relevant corporate services issues and able to make appropriate best practice decisions
- Ensuring compliance with all other existing legislations and regulations
- Manage all matters related to legal services and labour relations in the Department
- Manage the employee health and wellness programme

**GENERAL MANAGER: INVESTMENT, TRADE AND EXPORT PROMOTION**  
(Ref No.: 08/02/18)

**SALARY:** R 635 874 (Cost to Company)

**CENTRE:** Bloemfontein

**REQUIREMENTS:**

- An appropriate Postgraduate or equivalent qualification in, International Economics or Business Administration
- Experience in economic sector development, Investment and trade facilitation
- Understanding and knowledge of cross – cutting interventions including resources based sectors value chain and integration
- Excellent sector analytical skills – quantitative and qualitative methodologies
- Excellent presentation, facilitation skills, project management experience, computer literacy and experience in the use of software and databases
- Ability to work under tight deadlines and pressure
- Excellent interpersonal and management of research teams
- Proven ability to co-ordinate various stakeholders in collaborative research project, previous interaction or working relationship with various research institutions would be an added advantage
- Research experience in an economic policy environment and knowledge of Free State Provincial Growth and Development Strategy, South African Economy and how to fit into the global economy.

**DUTIES:**

- Growing exports of Free State products and services through development of export capability, demand and market access:
  - ✚ Analyze determinants and trends in global trade and investment flows to identify potential export markets and investment source;
  - ✚ Analyze South Africa's trade policy imperatives to position Free State exports favorably in the global market;
  - Position the Free State as an ideal location for investment in South Africa;
  - Analyze determinants and trends in global investment flows to identify potential investor countries;
  - Develop a provincial Export investment strategy in line with provincial priorities;
  - Facilitate strategic partnerships between FIPA and other national, provincial and international IPAs;
  - Establish and maintain a database of investment inflows into the province;
  - Package provincial investment opportunities for promotion to investors;
  - Facilitate access to national incentives to attract potential investors into the province;
  - Organize provincial Trade and investment promotion events, host inward investment missions, and plan and coordinate outward Trade and investment missions to strategic countries;
  - Establish strategic relations with local municipalities, business organizations, industry associations & other SOE;

- Contribute towards the development of provincial sector strategies for attracting FDI & building productive capacities and international competitiveness;
- Develop and maintain an aftercare and business retention to support investors and encourage business expansion.
- Facilitate access to the Export Marketing and Investment Assistance Scheme (EMIA) for exporting SMMs and previously disadvantaged businesses to trade in the global market;
- Prepare country briefs and trade reports to provide market intelligence to assist exporters to enter new markets or to expand their presence in markets where they already operate.
- Establish and maintain a database of exporters and collate statistics of trade exchanges in the province.

For all the above 4 posts, incumbents will be expected to enter into annual performance

**Enquiries:** Ben Sediane, Tel: (051) 400 - 4904

**Free State Investment Promotion Agency (FIPA) is an equal opportunity, affirmative action employer.**

**ALL APPLICATIONS MUST BE ACCOMPANIED BY A COMPREHENSIVE CV, CERTIFIED COPIES OF ALL EDUCATIONAL QUALIFICATIONS AND SUPPORTING DOCUMENTS SUCH AS ID, DRIVERS LICENSE. DIRECT YOUR APPLICATION, CLEARLY QUOTING THE APPROPRIATE REFERENCE NUMBER TO: BEN SEDIANE, DTEEA, ROOM 317, 3<sup>RD</sup> FLOOR-BONJANALA BUILDING, 34 MARKGRAAFF STREET, BLOEMFONTEIN, OR MAIL TO PRIVATE BAG X 20801, BLOEMFONTEIN, 9300. FAXED AND E-MAILED APPLICATIONS WILL NOT BE CONSIDERED AS WELL AS APPLICATIONS HANDED-IN AFTER THE CLOSING DATE.**

**CLOSING DATE: 20 MARCH 2008**

**Please note: Correspondence will be limited to shortlisted candidates only. Candidates, who are not contacted within 1 month for an interview, should consider their application as unsuccessful.**

Failure to comply with the abovementioned instructions will result in the application not being considered and automatically disqualified.