



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 22/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

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 / 02 / 26

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST ASSISTANT DIRECTOR: SKILLS DEVELOPMENT AND
BURSARY MANAGEMENT

SALARY : R157 686 per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Appropriate Bachelors Degree.

RECOMMENDATIONS Experience in the field.

DUTIES:

1. To facilitate skills development programme within the department
 - a. To develop and implement workplace skills plan in line with the Departmental Strategic Plan, Free State Growth Development Strategy and National Skills Priorities.
 - b. Administer and implement learnerships, internships and skills programmes in line with departmental and provincial priorities.
 - c. Conduct training needs analysis and skills audit.
2. to manage the bursary function within the Department
 - a. to ensure the advertising and promotion of bursaries internal and externally
 - b. to advice the Departmental Bursary Committee
3. Develop, implement, monitor and evaluate human resource development policies in the Department.
4. supervision of resources

ENQUIRIES : Mr. S Manake
Tel : 051 407 6704

REFERENCE NR. : LGH2008/03

APPLICATIONS : (Attention: Ms.S Phillips)
Chief Directorate Corporate Services
P.O. Box 211
BLOEMFONTEIN
9300

OR

Security Entrance Lebohang Building, C/O St.
Andrew- and Markgraaff Streets, Bloemfontein

CLOSING DATE: 25 March 2008

PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST : DEPUTY DIRECTOR: LEGAL SERVICES

SALARY : R311 358 all inclusive package per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Appropriate Bachelors Degree.

RECOMMENDATIONS : Experience in the field.

DUTIES:

1. Prepare draft legislation with regard to housing and/or local government matters and render advice on the correct and successful implementation thereof.
2. Provide legal interpretations on matters related to the functioning of the department as well as to municipalities on request.
3. Advice on the legal implications of management decisions.
4. Assist the Department with litigations.
5. Develop and maintain a departmental legal database.
6. Represent the Department in various legal meetings and /or forums.
7. Supervision of resources

ENQUIRIES : Mr. G. Taka
Tel : 051 405 4420

REFERENCE NR. : LGH2008/04

APPLICATIONS : (Attention: Ms.S Phillips)
Chief Directorate Corporate Services
P.O. Box 211
BLOEMFONTEIN
9300

OR

Security Entrance Lebohang Building, C/O St.
Andrew- and Markgraaff Streets, Bloemfontein

CLOSING DATE: 25 March 2008

PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST :DEPUTY DIRECTOR: EXECUTIVE SUPPORT AND AUXILIARY SERVICES

SALARY : R311 358 all inclusive package per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Appropriate Bachelors Degree.

RECOMMENDATIONS Experience in the field.

DUTIES:

1. To ensure that an effective and efficient support service is rendered to the Corporate Services Chief Directorate, Security Management and anti-corruption Directorate, Internal Audit Directorate, Offices of the MEC and HOD. This includes the development and implementation of policies and/or strategies related to executive support services.
2. To oversee and promote the successful implementation of the Occupational Health and Safety Act and to ensure that adequate accommodation is provided to all officials within the Department.
3. To ensure the rendering of an effective and efficient support service to departmental meetings chaired by the HOD and MEC, including the keeping of resolutions, following up on the implementation thereof, etc.
4. To oversee the rendering of an effective and efficient records management service to the department in line with Archive requirements and to ensure the rendering of general support services, e.g. reproduction services, messenger/driver services, etc.
5. Manage of resources

ENQUIRIES : Mr. TS Mokoena
Tel : 051 403 3643

REFERENCE NR. : LGH2008/05

APPLICATIONS : (Attention: Ms.S Phillips)
Chief Directorate Corporate Services
P.O. Box 211
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9300

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CLOSING DATE: 25 March 2008

PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST :DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE
MANAGEMENT

SALARY : R311 358 all inclusive package per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Appropriate Bachelors Degree.

RECOMMENDATIONS Experience in the field.

DUTIES:

1. Support Municipalities in the development and implementation of institutional performance management system.
2. Identify performance barriers and recommend remedial actions to address underperformance by municipalities.
3. Establish a municipal performance monitoring system for the province.
4. Monitor the performance of municipalities against nationally prescribed key performance indicators and develop reports.
5. Manage the implementation of municipal performance excellence (Vuna) awards and develop reports.
6. Provide technical support and advice to municipalities in the development and implementation of Municipal Performance contracts for municipal managers and managers directly accountable to municipal managers.
7. Monitor and oversee the implementation of the Municipal Performance Regulations
8. Plan and manage resources

ENQUIRIES : Mr. LL Khiba
Tel : 051 407 6714

REFERENCE NR. : LGH2008/06

APPLICATIONS : (Attention: Ms.S Phillips)
Chief Directorate Corporate Services
P.O. Box 211
BLOEMFONTEIN
9300

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Andrew- and Markgraaff Streets, Bloemfontein

CLOSING DATE: 25 March 2008

PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST : MUNICIPAL PERFORMANCE MONITORING ADVISOR
SALARY : R157 686 per annum
CENTRE : BLOEMFONTEIN
REQUIREMENTS : Appropriate Bachelors Degree.
RECOMMENDATIONS : Experience in the field.

DUTIES:

1. Gather and analyse municipal performance information based on designed information collection tools/instruments/system
2. Assist in developing and implementing mechanisms towards providing feedback to municipalities, the department, the Executive Council and the Premiers Co-ordination Council on the performance of municipalities.
3. Assist in compilation and submission of monthly, quarterly and/or annual reports on the performance of municipalities
4. Assist in the identifying capacity building needs of municipalities and render advice and/or assistance on matters related thereto towards improving the performance of municipalities.
5. Assist with the identifying and convening of a Best Practice Summit or Municipal Performance Excellence Awards (Vuna awards).

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ENQUIRIES : Mr. LL Khiba
Tel : 051 407 6714

REFERENCE NR. : LGH2008/07

APPLICATIONS : (Attention: Ms.S Phillips)
Chief Directorate Corporate Services
P.O. Box 211
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CLOSING DATE: 25 March 2008

PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST :DEPUTY DIRECTOR: ASSET AND TRANSPORT
MANAGEMENT

SALARY : R311 358 all inclusive package per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Appropriate Bachelors Degree.

RECOMMENDATIONS Experience in the field.

DUTIES:

- Develop and implement asset management policy and procedures
- Manage asset count in the Department
- Draw and manage a comprehensive asset register
- Verification of assets
- Adhere to asset management reporting and requirements
- Input into the preparation of annual financial statements
- Regular monitoring and control of departmental assets
- Identify and control all risk relating to departmental assets
- Report loss or damage of asset to the accounting officer
- Schedule asset for disposal and manage the process
- Implement asset management strategy
- Implement effective utilization of state assets and comply with PFMA
- Reconciliation of asset purchased
- Preparation and management of the budget for the asset management unit
- Need analysis for asset purchases
- Monitor movement of assets

ENQUIRIES : Mr. C Aspeling
Tel : 051 405 4139

REFERENCE NR. : LGH2008/08

APPLICATIONS : (Attention: Ms.S Phillips)
Chief Directorate Corporate Services
P.O. Box 211
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CLOSING DATE: 25 March 2008

PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST ASSISTANT DIRECTOR: HOUSING SUBSIDY AND
PAYMENT AUTHORIZATION

SALARY: R196 815 per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Appropriate Bachelors Degree.

RECOMMENDATIONS Experience in the field.

DUTIES:

1. To manage all housing subsidy scheme claims
2. To monitor and report housing grant claims, -projects and related submissions
3. To manage all resources

ENQUIRIES : Mr. C Aspeling
Tel : 051 405 4139

REFERENCE NR. : LGH2008/09

APPLICATIONS : (Attention: Ms.S Phillips)
Chief Directorate Corporate Services
P.O. Box 211
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CLOSING DATE: 25 March 2008

PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST : DEPUTY INTERNAL AUDITOR (2 POSTS)

SALARY : R311 358 all inclusive package per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Appropriate Bachelors Degree or equivalent.

RECOMMENDATIONS Experience in the field of internal audits.

DUTIES:

- Review and appraise the soundness, adequacy and application of the accounting, financial and operating controls that comprise the internal control system of the Department
- Ascertain the extent of compliance with established policies, procedures and applicable laws and regulations.
- Ascertain the extent to which the Department's assets are accounted for and safeguarded from losses of any kind.
- Recommend necessary improvements in the internal control system where controls have been found to be malfunctioning, insufficient or nonexistent.
- Recommend necessary improvements in the accountability and safeguarding of the Department's assets and the reliability of management information.
- Monitor the timeliness and appraising the effectiveness of corrective actions.
- Participate in the development of automated information systems to ensure that these systems incorporate necessary controls.

ENQUIRIES : Mr. OA Themba
Tel : 051 403 3645

REFERENCE NR. : LGH2008/11

APPLICATIONS : (Attention: Ms.S Phillips)
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PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST : BURSARY OFFICER

SALARY : R68 955 per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Applicable post school qualification.

RECOMMENDATIONS : Experience in the field.

DUTIES:

1. Assist in developing, implementing, monitoring and evaluate bursaries policy to provide a framework for administration of bursaries in the department.
2. Administer bursaries in the department to ensure the development of human resources.
3. Market the Departmental bursaries in accordance with the identified needs
4. Administer Learnerships in the Department

ENQUIRIES : Mr. S Manake
Tel : 051 407 6704

REFERENCE NR. : LGH2008/12

APPLICATIONS : (Attention: Ms.S Phillips)
Chief Directorate Corporate Services
P.O. Box 211
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CLOSING DATE: 25 March 2008

PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST HEAD: INSTITUTIONAL ENHANCEMENT

SALARY : R311 358 all inclusive package per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Appropriate Bachelors Degree or equivalent.

RECOMMENDATIONS Experience in the field.

DUTIES:

TO DEVELOP AND ENSURE THE SUCCESSFUL IMPLEMENTATION OF A HUMAN RESOURCES DEVELOPMENT STRATEGY WITHIN THE DEPARTMENT, WHICH INCLUDES THE FOLLOWING:

- Developing and implementing a Departmental Skills Development Plan for the Department
- Optimal skills Development of all employees within the department
- Developing and implementing a Departmental Strategy on matters related to internships and learnerships
- Determining the impact of training on the work areas applicable to officials
- Rendering of advice on matters related to skills development, learnerships and internships
- Keeping and maintaining a database of all accredited training service providers, courses attended by officials, etc.

ADMINISTER BURSARIES WITHIN THE DEPARTMENT IN LINE WITH THE NATIONAL AND PROVINCIAL BURSARY POLICY, WHICH INCLUDES THE FOLLOWING:

- Render advice on the allocation of bursaries
- Monitor all allocated bursaries and report and advice thereon
- Render a secretariat and advisory service to the Departmental Bursary Committee
- Keep and maintain a database of all bursars and related information

TO DEVELOP AND ENSURE THE SUCCESSFUL IMPLEMENTATION OF A SERVICE DELIVERY IMPROVEMENT PLAN FOR THE DEPARTMENT AND RENDER ADVICE AND SUPPORT ON MATTERS RELATED THERETO

TO DEVELOP AND IMPLEMENT A DEPARTMENTAL KNOWLEDGE MANAGEMENT STRATEGY WITHIN THE DEPARTMENT AND RENDER ADVICE AND SUPPORT ON MATTERS RELATED THEREOF

TO PLAN, MANAGE AND CO-ORDINATE ALL RESOURCES ATTACHED TO THE UNIT

ENQUIRIES : Mr. S Manake
Tel : 051 407 6704

REFERENCE NR. : LGH2008/13

APPLICATIONS : (Attention: Ms.S Phillips)
Chief Directorate Corporate Services
P.O. Box 211
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CLOSING DATE:

25 March 2008