



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 23/2008**

**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 : ANTI-CORRUPTION INVESTIGATOR (2 posts)

SALARY : R132 054 per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Degree in Public Administration or appropriate equivalent qualification.

RECOMMENDATIONS Experience in a similar field. Analytical thinking. Formal presentation. Organising. Effective communication and internal relations. Function under pressure. Teamwork. Sound judgement. Assertiveness

DUTIES:

- Conduct special investigation regarding the previous employment, qualifications, citizenship and criminal record of all persons.
- Investigate allegations and report thereon.
- Institute an complete disciplinary action for cases of corruption in consultation with the labour relations unit of the Department.
- Detect corruption and refer allegations of corruption to a relevant law enforcement agency of other appropriate agencies/bodies in terms of a formal arrangement.
- Advise managers and employees of systematic weakness/risks, provide feedback to employees on the management of corruption allegations and provide minimum information to designated national departments.

ENQUIRIES : Mr. MG Molapo  
Tel : 051 405 5213

REFERENCE NR. : LGH2008/10

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: SECURITY MANAGEMENT

SALARY : R369 000 all inclusive package per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Appropriate Bachelors Degree or equivalent qualification.

RECOMMENDATIONS : Extensive experience in a similar environment.

**DUTIES:**

Manage the total security function (personnel, documents, physical, and communications).  
Identify all risks and threats to the security of the institution, as well as vulnerabilities in the institution's capacity to counter these. Base security planning on the risk level.

- Develop and facilitate the implementation of a departmental security policy, based on the MISS document, and render advice thereon. Devise all security measures and procedures for the whole institution, based on the security policy
- Advise Management about the security implications of management decisions • Run a security awareness programme in the Department • Create, develop and maintain a security training capacity for the institution, and ensure the security training of all security officials
- Monitor the extent of adherence/compliance to the security policy and measures, including ensuring that officials with access to sensitive information are vetted. Initiate corrective/disciplinary steps in cases of non-adherence, in line with the policy about misconduct
- Ensure the proper administration of vetting applications, including keeping record of security clearances issued, ensuring the completeness of vetting applications before forwarding to the vetting institution, a process/procedures to ensure timeous revetting, etc.
- Liaise regularly with NIA for advice, assistance and information regarding information security. Report to NIA all incidents or suspected incidents of security breaches and/or leakages of sensitive information, for investigation. Keep record of all security incidents (eg. leakages, thefts/burglaries, tampering with security systems, hacking, etc.)
- Liaise with the SAPS about all physical security needs, problems, etc. to ensure effective security (eg. key control, access control and other security equipment/installations)
- Promote security standards in the Department by: Carrying out security inspections on sites. Providing security advice and assistance on matters related to security. Monitoring security services rendered by private contractors Investigating crime related incidents
- To keep classified documents safe by: . Implementing regulations in respect of classified information and documents. Handling security clearance matters enduring courier services regarding classified information and documents • Represent the Department on various security fora, nationally, provincially and locally

**Key Competencies:** • This post requires a person with a proven record of outstanding analytical skills coupled with good interpersonal relationship skills • A proven record of an in-depth knowledge of and extensive experience in a similar environment is a pre-requisite.

ENQUIRIES : Mr. MG Molapo  
Tel : 051 405 5213

REFERENCE NR. : LGH2008/15

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

## DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

### *Local Government Branch*

**POST:** *Chief Director Systems and Capacity Building*

**SALARY:** Level 14 an all inclusive salary package of *R 635 874*

**CENTRE:** *Bloemfontein*

**REQUIREMENTS:** *An appropriate Bachelor's Degree or equivalent and extensive managerial experience in Local Government management.*

### **KEY RESPONSIBILITIES:**

It will be expected from the successful candidate to perform the following functions:

To develop municipal and capacity building systems towards ensuring the effective functioning and sustainability of local government by performing the following key responsibilities:

1. Strategically guide, oversee and render advice on the implementation of local government policies and regulations
2. Oversee the development and implementation of capacity building strategies and programmes (including Project Consolidate) to support local government.
3. Manage the implementation of disaster management, including related legislation and policies.
4. Co-ordinate municipal performance management and related reporting systems.
5. Support the implementation of strategies that will contribute towards the establishment of a single public service, and manage organisational development initiatives that support a service orientated local government.
6. Strategically guide, oversee and monitor the development and successful implementation of policies and strategies to transform local government finances
7. Co-ordinate and oversee the implementation of municipal financial related legislation, municipal financial management and the Municipal Property Rates Acts and related legislation.
8. Strategically guide, oversee and monitor the development and implementation of policies to transform local government
9. Contribute towards the development of a 5-year Strategic Plan and an Annual Business Plan for the Department and plan, guide, manage and co-ordinate resources towards the successful implementation thereof so as to enhance the overall performance of the Department and maximizing the spending of allocated funds
10. Participate in various national, provincial, departmental and municipal committees and fora on matter related to local governance in the Free State Province and report monthly, quarterly and annually on matters related to local governance
11. Render advice to stakeholders in local governance towards improved service delivery

**KEY COMPETENCIES:** This post requires a person with outstanding Interpersonal relationship skills, coupled with the ability to handle conflict resolution effectively and efficiently. A proven record of

managerial and leadership capabilities as well as an in-depth knowledge of, and extensive managerial and financial management experience in a similar environment.

**ENQUIRIES:**

**M. Tsoametsi**

Telephone number: *(051) 407 6700*

**APPLICATIONS:**

Ms. S. Phillips  
Department of Local Government and Housing  
Human Resource Management  
P.O. Box 211  
BLOEMFONTEIN  
9300

**or**

Entrance, Lebohang Building  
Bloemfontein

Reference Number:

LGH2008/17

**CLOSING DATE:**

2 April 2008