

FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 26/2008

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: 28/02/2008

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 : DEPUTY DIRECTOR: INSTITUTIONAL DEVELOPMENT

SALARY : Level 11 R311 358 all inclusive package per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS: Appropriate Bachelors Degree or an equivalent qualification

RECOMMENDATIONS Relevant management experience as well as substantial experience in the areas of traditional leaders, capacity building initiatives, leadership development, forging of partnership and networking.

DUTIES:

- Provide supervision and management of the Institutional component.
- Plan, coordinate, facilitate and implement the Traditional Leadership Policy Framework and legislation for effective and efficient governance.
- Plan, develop and implement capacity building programmes for traditional councils and Local Houses. (Facilitate establishment of Traditional Council) activity. (Plan and develop a framework for resources of institutions of traditional leadership at local and district level) activity.
- Develop and implement performance management framework for Traditional Leadership and Institution.
- Facilitate the process of research on policy development and implementation for the Local Houses and Traditional Councils.
- Co-ordinate and promote co-operate governance between Traditional Leadership, Municipalities and IDPS in order to produce protocol agreement. (Implement the accountable financial control measure within the component) activity.
- Facilitate the recognition of Traditional Councils and Traditional communities; establish Traditional Councils.
- Support the work of the National Commission on Disputes and Claims and monitor the performance of Traditional councils in the Regions.
- Provide support service to the component.
-

ENQUIRIES : Ms. NP Malunga
Tel : 051 407 6705

REFERENCE NR. : LGH2008/18

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: 31 March 2008

PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST : ADMINISTRATIVE OFFICER: INSTITUTIONAL
DEVELOPMENT: TRADITIONAL AFFAIRS
DIRECTORATE

SALARY : Level 7 R106 335 per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS: Grade 12 or an equivalent qualification

RECOMMENDATIONS Experience in the field
DUTIES:

- Render a financial support service to the Directorate.
- Render a personnel support service to the Directorate.
- Render a procurement service to the Directorate.
- As Chief User Clerk for the Directorate, perform all related functions.
-

ENQUIRIES : Ms. NP Malunga
Tel : 051 407 6705

REFERENCE NR. : LGH2008/20 

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: 31 March 2008