



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 27/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF THE PREMIER

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: 2008/03/03

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

Human Resource Advice, Co-ordination and Management Directorate

FREE STATE PROVINCE



DEPARTMENT OF THE PREMIER

Free State Department of the Premier is an equal opportunity affirmative action employer.

It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

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, 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.
- No e-mailed or faxed applications will be considered.
- 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.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check.
- Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

GOVERNMENT PROGRAMME IMPLEMENTATION AND MONITORING

POST : **CLUSTER MANAGER (2 POSTS)** **1. GOVERNANCE AND ADMINISTRATION CLUSTER**
2. SOCIAL AND HUMAN DEVELOPMENT CLUSTER

SALARY: Level 12 - An all-inclusive package of R369 000 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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.

CENTRE: BLOEMFONTEIN

REQUIREMENT:

- The candidate must be in possession of an appropriate three year degree and/or experience in the management of resources in a similar environment.
- Special knowledge of relevant legislation, policies, policy analysis research and analytic skills and policy development.
- Stakeholder management and networking skills.

KEY RESPONSIBILITIES:

- Plan, monitor, report and advice on the implementation of projects emanating from the Free State Provincial Growth and Development Strategy.
- Attend meetings of the relevant Political Cluster and the relevant FOHOD Cluster for the purposes of reporting on the status of projects and to advice thereon.
- Render technical assistance to Departmental Project Managers with regard to the implementation of projects per individual cluster and to liaise with Departments in this regard.
- Plan, monitor, report and advice on the roll out of the Cluster System to Local Government per district.
- Co-ordinate the Cluster initiatives with the Cluster Managers in the Presidency.
- Analyze and develop Cluster reports.

REFERENCE NO: **CM**

ENQUIRIES: Mr. C.H. Oelofse
Tel: (051) 403 3880

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resources Advice, Co-ordination and Management Directorate
PO Box 517
BLOEMFONTEIN
9300

or

Room 22, Lebohang Building
BLOEMFONTEIN

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CLOSING DATE: **17 March 2008**

POST : MONITORING AND EVALUATION SPECIALIST

SALARY: Level 9 – A basic salary of R157 686 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENT:

- The candidate must be in possession of an appropriate three year degree and/or experience in the management of resources in a similar environment.
- Experience in the implementation of Monitoring and Evaluation software.
- Experience in data capturing, information management and report writing.
- Project Management, planning, analytical and problem solving skills.

KEY RESPONSIBILITIES:

- Ensure the quality, updating and credibility of data in the M&E system by checking for data correctness, user activity and implementing data verification measures.
- Manage, conduct and co-ordinate the training of Departmental and Municipal users of the M&E system including the setting up of a M&E user group.
- Compile, analyze and submit annual, quarterly and ad hoc reports of progress against the FSGDS as achieved by departments and municipalities to EXCO, PCC, etc.
- Manage a comprehensive help desk function in terms of IT related issues of the M&E system
- Market the M&E system to departments and municipalities.

REFERENCE NO: MES

ENQUIRIES: Mr. C.H. Oelofse
Tel: (051) 403 3880

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resources Advice, Co-ordination and Management Directorate
PO Box 517
BLOEMFONTEIN
9300

or

Hand delivers to:
Brian Modise
Room 22, Lebohang Building
BLOEMFONTEIN

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CLOSING DATE: 17 March 2008

EXECUTIVE SECRETARIAT SERVICES

POST : **DEPUTY MANAGER: EXCO AND FOHOD SECRETARIAT SERVICES**

SALARY: Level 11 - An all-inclusive package of R311 358 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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.

CENTRE: BLOEMFONTEIN

REQUIREMENT:

- The candidate must be in possession of an appropriate three year tertiary qualification and/or relevant experience in a similar environment.
- Special knowledge of relevant provincial and national legislation.
- Good communication, planning and organizing skills.

KEY RESPONSIBILITIES:

- Planning, drafting, compiling and co-ordination of annual programmes for Executive Council (EXCO), Forum of Heads of Department (FOHOD) and Premier's Co-ordinating Forum (PCF) committees.
- Participate and provide support to all sub-committees emanating from EXCO, FOHOD and PCF resolutions.
- Liaise with all key stakeholders and monitor the implementation of EXCO, FOHOD and PCF resolutions and ensure that issues which have been referred to FOHOD and/or PCF committees are dealt with and followed up.
- Plan, arrange and co-ordinate EXCO, FOHOD and PCF meetings.
- Maintain a co-ordinated system for receiving and assembling material for EXCO, FOHOD and PCF committees.
- Provide periodic reports to senior management of Technical and Political PCF as well as FOHOD to enable the Executive Council to evaluate the effectiveness of the implementation of its resolutions.
- Provide support to the EXCO Meets the People Campaign through planning. (drafting the campaign programme and liaison with stakeholders during the planning stages.)
- Assist with matters related to the Budget of the Directorate.

REFERENCE NO: **DM EXCO**

ENQUIRIES: Mr. Z. Nyatshane
Tel: (051) 405 4808

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resources Advice, Co-ordination and Management Directorate
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CLOSING DAT: **17 March 2008**

FREE STATE TRAINING AND DEVELOPMENT INSTITUTE

POST : **DEPUTY MANAGER: RESEARCH AND EVALUATION**

SALARY: Level 12 - An all-inclusive package of R369 000 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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.

CENTRE: BLOEMFONTEIN – FREE STATE TRAINING AND DEVELOPMENT INSTITUTE

REQUIREMENT: An appropriate human resource development degree/diploma or equivalent qualification plus applicable managerial experience.
Valid driver's license
Budgetary and Project management skills
Knowledge of presentations/facilitations
Computer literacy
Knowledge of legislation pertaining to Skills Development.
Ability to work independently, under pressure and have strong interpersonal skills

KEY RESPONSIBILITIES It will be expected of the successful candidate to perform the following duties:

- Carry out research related to the functions of the Free State Training and Development Institute and make recommendations and manage the implementation thereof.
- Design assessment tools and evaluate the impact of training course interventions.
- Co-ordinate the design and development of new training programs and redesign existing training programs in collaboration with other components and training institutions to ensure that training programs offered are in line with the latest trends.
- Market the Free State Training and Development Institute to enhance its profile as the leading learning centre in the province.
- Ensure the effective and efficient functioning of the component by managing the resources (personnel, budget etc.) of the component.

REFERENCE NO: **DM R&E**

ENQUIRIES: Ms. S.L. Arendt
Tel: (051) 409 6905

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resources Advice, Co-ordination and Management Directorate
PO Box 517
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CLOSING DAT : **17 March 2008**

POST: **CLEANER**

SALARY: Level 1 – A basic salary of R38 610 per annum

CENTRES: BLOEMFONTEIN - FREE STATE TRAINING AND DEVELOPMENT INSTITUTE

REQUIREMENT: None

KEY RESPONSIBILITIES: It will be expected of the successful candidate to perform cleaning services of a routine nature by utilizing a variety of aids to ensure a high level of hygiene in and around the Free State Training and Development Institute

REFERENCE NO: **CLEAN FSTDI**

ENQUIRIES: Ms. S.L. Arendt
Tel: (051) 409 6905

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resources Advice, Co-ordination and Management Directorate
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CLOSING DATE: **20 March 2008**

RISK MANAGEMENT

POST : **RISK MANAGER**

SALARY: Level 11 - An all-inclusive package of R311 358 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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.

CENTRE: BLOEMFONTEIN

REQUIREMENT:

- Three year degree with Risk Management/Auditing/Internal Auditing as major subject
- Driver's Licence
- Experience in the development and implementation of Risk Management Systems/Strategies.
- Practical experience in risk management services
- Knowledge of relevant legislation applicable to risk management.
- Knowledge of Risk management processes and techniques.
- Proven liaison skills at different levels of management.
- Advanced computer literacy skills.
- Good communication skills.

KEY RESPONSIBILITIES: It will be expected of the successful candidate to perform the following duties:

- Develop, maintain and implement the following on departmental risk management, namely:
 - Risk management strategy
 - Risk management framework
 - Risk management policy statements
 - Risk plan, and
 - Risk policy
- Develop and ensure the implementation of risk management processes to ensure compliance to the risk management plan.
- Manage education and awareness campaigns on risk management to promote 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.
- Co-ordinate with external stakeholders on broader effective and efficient risk management strategies to enhance risk management.
- Manage resources to render an effective and efficient risk management service.

REFERENCE NO: RM

ENQUIRIES: Ms. V. Ramela
Tel: (051) 403 3428

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resources Advice, Co-ordination and Management Directorate
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CLOSING DATE: **17 March 2008**

POST: STATE ACCOUNTANT: BUDGET ADMINISTRATION

SALARY: Level 7 - A basic salary of R106 335 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENT:

- Bachelors Degree or National Diploma in Finance or Management Accounting and/or relevant experience in a financial environment.
- Knowledge of BAS, LOGIS and PERSAL.

KEY RESPONSIBILITIES:

- Responsible for the compilation of budget inputs for the Directorate.
- Responsible for capturing the budget on the Basic Accounting System in terms of the various allocations on an annual basis.
- Responsible for the monthly compilation of the Compliance Certificate Checklist, sent to Treasury.
- Check new requests for funds availability and executes the shifting of funds.
- Compile monthly fund requisitions and monitor the availability of funds for expenditure.
- Corrects wrong expenditure allocations using Journal entries.
- Requests expenditure reports from BAS on a daily basis.
- Assists the Senior State Accountant to compile the In Year Monitoring Report on a monthly basis.
- The management of human and other resources of the unit to ensure optimum functioning.

REFERENCE NO: SA BA

ENQUIRIES: Mr. S.M. Sephiri
Tel: (051) 405 4992

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resources Advice, Co-ordination and Management Directorate
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CLOSING DATE: 17 March 2008

PROVINCIAL STRATEGIC PLANNING, POLICY AND RESEARCH

POST: DEPUTY MANAGER: ECONOMIC & SOCIAL SECTOR RESEARCH

SALARY: Level 12 – An all inclusive remuneration package of R369 000,00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: The candidate must be in possession of a Masters Degree preferable in a research field/ Social Sciences/Economic development and/or extensive experience with regard to the development of research design and methodologies, instruments, data analysis and report.

RECOMMENDATION: Relevant experience in the execution of research.
Knowledge and understanding of the research methodologies and instruments.
Analytical, problem solving and Conflict Resolution skills.

KEY RESPONSIBILITIES: It will be expected of the successful candidate to perform the following duties:

- Acquire, adapt, design and/or develop specialized, scientifically validated institutional research methodologies and instruments to use with the execution of research in the Free State Province.
- Draft the terms of reference of research topics in consultation with the Economic & Social Sector Cluster.
- Execute research on areas as identified to analyze, determine impact and advice on the strategies of the FSGDS.
- Prepare comprehensive reports on the outcome of the research and make recommendations on further actions.
- Analyze and evaluate the FSGDS against the outcome of the research.
- Overall management of the component to ensure the effective and efficient utilization of resources, including the management of the performance of the personnel within this component.

REFERENCE NO: DM ESSR

ENQUIRIES: Mr. M.P. Mokalobe
Tel: (051) 405 4018

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resources Advice, Co-ordination and Management Directorate
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CLOSING DATE: 17 March 2008

INFORMATION TECHNOLOGY

POST: **INFORMATION TECHNOLOGY SERVICE MANAGER**

SALARY: Level 10 – A basic salary of R196 815 per annum

CENTRE: BLOEMFONTEIN

QUALIFICATIONS:

- Minimum 3 year tertiary degree or national diploma in Information Technology or related qualifications.
- ITIL Foundation (essential)
- MCSE (advantage)

REQUIREMENTS:

- Minimum 3 years experience in Information Technology or related fields
- Minimum 2 year management experience of ICT resources in similar or related fields
- Experience in service desk operations
- Experience in developing processes and procedures
- Experience in developing policies and standards
- Knowledge of ICT Strategies and IT Governance
- Understanding of Information Technology Service Management and Procurement
- Valid drivers license

KEY RESPONSIBILITIES:

- Maintain departmental and provincial ICT strategies
- Develop and maintain ICT policies, standards and governance models.
- Develop ICT resource deployment plans to ensure compatibility and sufficient capacity.
- Manage and coordinate ICT project and implementation plans.
- Develop and maintain ICT Service Management Framework within the department and assist other provincial departments if requested.
- Manage the service desk resources and operations.
- Render secretariat services to the ICT Sub Committee of the G&A FOHOD Cluster to ensure the effective functioning of the Committee.
- Manage relationships amongst department users, other department authorities and the Department of the Premier.
- Continuous improvement of people, processes and technology systems
- Provide management reports and recommendations on operations and strategic objectives

REFERENCE NO: **ITSM**

ENQUIRIES: Mr. T.S Motiki
Tel: (051) 405 5064

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resources Advice, Co-ordination and Management Directorate
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CLOSING DATE: **20 March 2008**

POST : IT SUPPORT ENGINEER

SALARY : Level 7 – A basic salary of R106 335 per annum

CENTRE : BLOEMFONTEIN

QUALIFICATIONS :

- Matric Senior Certificate or equivalent qualification.
- IT Tertiary Diploma/Degree or equivalent qualification
- A+ and/or N+ (*preferable*)
- ITIL Foundation (*preferable*)
- MCSE advantageous

EXPERIENCE REQUIRED :

- Desktop support e.g. Hardware, Windows applications, Anti-Virus
- Networking principles, designs and support e.g. TCP/IP, LAN, Switches
- IT processes and procedures e.g. service desk support
- Minimum 6 months IT support experience

KEY RESPONSIBILITIES :

- Interact with internal and external customers.
- Provide hardware, software and server support to the Department of the Premier and other relevant Departments on request to ensure effective and efficient service delivery.
- Provide networking support to ensure maximum connectivity to the LAN and Government systems.
- Assist with the provision of voice communication support to ensure effective and efficient Telecommunication services.
- Liaise and update the service desk on logged incidents and provide resolutions.
- Adhere to customer Service Level Agreements
- Travel to various customers within the Province when required.
- Continuous improve on ICT resources utilized by the Department.
- Develop and/or update ICT documentation e.g. infrastructure, system configuration

ATTRIBUTES :

- Strong customer orientation and service
- Strong work ethic, discipline and sense of urgency
- Excellent problem solving ability
- Self motivated

REFERENCE NO : ITSE

ENQUIRIES : Mr. T.S Motiki
Tel: (051) 405 5064

APPLICATIONS : Ms. P. Norval
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