



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 37/2008

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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.


DEPARTMENT OF THE PREMIER

DATE: 2008/04/18

Human Resource Advice, Co-ordination and Management Directorate
P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

www.fs.gov.za

DEPARTMENT OF TOURISM, ENVIRONMENTAL & ECONOMIC AFFAIRS**CHIEF DIRECTORATE: ECONOMIC DEVELOPMENT**

Post	:	Chief Director: Economic Development
Ref. No	:	DTEEA 08/04/16
Salary	:	An exclusive SMS salary package of R635 874 p.a (Salary level 14). Salary must be structured according to the individual's personal needs. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.
CENTRE	:	BLOEMFONTEIN
Requirements	:	An appropriate Bachelor's degree or an equivalent qualification in Economics coupled with extensive senior management experience in dealing with economic policies Knowledge of the Free State Growth and Development. Strategy in relation to economic development programmes. Understanding of appropriate strategies to promote Local Economic Development in Local Government. Understanding policies and programmes in relation to regional industrial development strategies. Valid driver's license.
Duties	:	Provide overall management, coordination and monitoring of the programme of the Chief Directorate. Facilitate the development of all economic development strategies for the Province. Participate in the development and monitoring of the implementation of all policies regarding economic, development, including SMME Development, Trade and Investment Promotion, Liquor Industry and Consumer Protection. Monitoring of and support to all Public Entities reporting to the department. Liaison with Economic, Employment and Investment Cluster as well as other relevant role players. Such other responsibilities as required by the post.
Enquiries	:	Adv. K.J.C. Ditira-Lekoeneha, Tel. No: 051 400 4914

DIRECTORATE: TOURISM SUPPORT

Post	:	Senior Tourism Officers: Tourism Quality Assurance and Standards: 5 posts
Ref. No	:	DTEEA 08/04/17
Salary	:	R132 054 p.a. (Salary level 8)
CENTRE	:	BLOEMFONTEIN
Requirements	:	An appropriate Bachelor's degree or an equivalent qualification and experience in the field of tourism Good knowledge of legislation and policies Good written and verbal communication skills Good interpersonal skills Computer literacy Valid driver's license.
Duties	:	Facilitation and implementation of the Provincial Tourism Quality Assurance and standards Communication Strategy as an integral part of the Provincial Tourism Development Plan Liaise with the Assistant Director: Route Development and Signage to speed up signage in the Province Liaise with all the stakeholders on matters pertaining to this post Drive partnership processes with all stakeholders Manage the staff complement whose function is to ensure co-ordination and smooth campaigns on grading work.
Enquiries	:	Mr. T. Motsohi, Tel: 051 400 9407

**CHIEF DIRECTORATE: ENVIRONMENTAL MANAGEMENT
DIRECTORATE: ENVIRONMENTAL QUALITY**

Post	:	Nature Conservators: Community Based Projects and Capacity Building (3 posts)
Ref. No	:	DTEEA 08/04/18
Salary	:	R132 034 (Salary Level 8).
Centre	:	BLOEMFONTEIN
Requirements	:	Appropriate National Diploma/Degree in Nature Conservation, Environmental Management or equivalent qualification Computer literacy (PowerPoint, Word Excel, Access) Good communication skills and the ability to identify and manage environmental related projects Valid driver's license.
Duties	:	Control and manage personnel under span of control Promote Township & Industrial conservancies in the Province Establish Township & Industrial conservancies in the Province Arrange and present environmental awareness workshops Establish environmental forums in the province Implement programmes and projects related to environmental Management e.g. Waste, pollution and conservation Service conservancies and environmental forums under control Initiate environmental related projects and train project members Promote and appoint of honorary nature conservators according to the Free State Nature Conservation Ordinance Train urban/rural rangers and honorary nature conservators on Natural resource management and basic environmental management Keep data of rangers and honorary nature conservators Submission of weekly plans, monthly plans and relevant reports, Responsible for official equipment Attend relative scheduled meetings Do all relative administrative work.
Enquiries	:	Mr. Duart Hugo, Tel. No: 051 400 4829

DIRECTORATE: ECO-TOURISM AND CONSERVATION

Post : **Nature Conservators: Protected Areas Management (8 posts)**
Ref. No : **DTEEA 08/04/19**
Salary : **R106 335 p.a (Salary Level 7)**
Centres : **Koppies Dam Nature Reserve, KOPPIES (1 Post)**
Willem Pretorius Nature Reserve, VENTERSBURG (1 Post)
Sandveld Nature Reserve, BLOEMHOF (1 Post)
Sterkfontein Nature Reserve, HARRISMITH (1 Post)
Seekoevlei Nature Reserve, MEMEL (1 Post)
Gariiep Dam Nature Reserve, GARIEP DAM (1 Post)
Tussen-die-Riviere Nature Reserve, BETHULIE (1 Post)
Rustfontein Nature Reserve, BLOEMFONTEIN (1 Post).

Requirements : **Appropriate National Diploma/Degree in Conservation or Degree in Wildlife Management**
Knowledge of Ms Word and Ms Excel will be an added advantage
Valid driver's license.

Duties : **The incumbent of this post will be responsible to assist the manager of the Reserve and will include General office administration**
Game and veld management
Maintenance of infrastructure
Alien animal and plant control
Law enforcement within the Reserve.

Enquiries for the above 8 posts: Mr. T.J.M. Selemela, Tel. No: 051 400 4929

Applications : **Mr. C.M. Machaea**
Human Resource Management
Department of Tourism, Environmental and Economic Affairs
P.O. Box 20801
Bloemfontein
9300
Or
Room 103
First Floor,
Agriculture Building
BLOEMFONTEIN
9300

Closing date : **30 April 2008.**