

FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 117/2007

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

DEPARTMENT OF THE PREMIER

DATE: 24/12/2007

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

Human Resource Advice, Co-ordination and Management Directorate

PO Box/Posbus: 517, Bloemfontein, 9300 • Republic of South Africa • Republiek van Suid-Afrika • Rephabolike ya Afrika Borwa

DEPARTMENT OF TOURISM, ENVIRONMENTAL & ECONOMIC
AFFAIRS

CHIEF DIRECTORATE: TRADE PROMOTION AND DEVELOPMENT
DIRECTORATE: TRADE AND INVESTMENT PROMOTION

- POST 1** : **Director: Trade and Investment Promotions (Ref. No: 07/12/41)**
- SALARY** : An all inclusive package of R502 725 p.a. (Salary level 13).
Salary must be structured according to the individual's personal needs.
- CENTRE** : **BLOEMFONTEIN**
- REQUIREMENTS** : An appropriate three-year Bachelor's degree in Economic or Business Economic or equivalent qualifications coupled with extensive management experience dealing with Economic issues.
- DUTIES** : Plan and formulate policies in respect of trade, industrial development and investment promotion. Facilitate the establishment of sector –specific programmes plus action groups around key sectors to improve their competitiveness. Promote the exporting of Free State products and services. Research all aspects relating to trade promotion, industrial development, investment related issues in respect of the Free State Province. Promote industrial development through the
- ENQUIRIES** : **Mr. C. Chauke, Tel. No: (051) 400 9623**
- POST 2** : **Deputy Director: Sector Research and Policy Development (Ref.No: DTEEA: 07/12/42)**
- SALARY** : An all inclusive salary package of R369 000 p.a (Salary level 12). Salary must be structured according to the individual's personal needs.
- CENTRE** : **BLOEMFONTEIN**
- REQUIREMENTS** : Appropriate bachelor's degree/diploma with Economics as a major or equivalent qualifications. Relevant research experience in an economic development environment.

Extensive practical experience in a project management environment and broad knowledge of the Free State economic sectors. Proven leadership skills and ability to work in a team. Computer literacy. Valid driver's license.

- DUTIES** : Manage the sub-directorate and its activities, including finances. Manage sectoral research projects in the various economic sectors such as mining, agro-processing, bio-fuels and manufacturing. Advise the Department on economic development and trade promotion policy choices. Lead the process of engaging with key stakeholders such as other governments, industry associations and research institutions on research related issues. Compile the sub-directorate's monthly report.
- ENQUIRIES** : **Mr. C. Chauke, Tel. No: (051) 400 9623**
- POST 3** : **Assistant Director: Export Evaluation and Monitoring**
(Ref.No: DTEEA: 07/12/43)
- SALARY** : R157 686 p.a (Salary level 9)
- CENTRE** : **BLOEMFONTEIN**
- REQUIREMENTS** : An appropriate Bachelors' degree/diploma with Economics as a major or equivalent qualifications. Relevant experience in the international trade environment. Practical experience in a project management environment and broad knowledge of the Free State economic sectors. Proven leadership skills and verbal communication skills. Computer literacy. Valid driver's license.
- DUTIES** : Manage the division and its activities, including finances. Evaluate the extent to which Free State exporters are taking advantages of international trade agreements entered into between South Africa and other trading blocks. Conduct workshops on trade agreement. Do the analysis of trade trends (export and import figures and products being traded) between the Free State and the rest of the world. Participate in export awareness campaigns. Build and maintain networks in the

international trade community. Compile the division's monthly reports.

ENQUIRIES : **Mr. C. Chauke, Tel. No: (051) 400 9623**

POST 4 : **Trade and Industry Advisors: Institutional Monitoring and Evaluation (2Posts)(Ref. No: DTEEA: 07/12/42)**

SALARY : R106 335 p.a (Salary level 7)

CENTRE : **BLOEMFONTEIN**

REQUIREMENTS : Appropriate Bachelor's degree/diploma with Economics as a major or equivalent qualifications. General knowledge about export promotion. Ability in a team. Computer literacy. Good writing and verbal communication skills. Valid driver's license.

DUTIES : Participate (as part of the team) in the following activities within the sub-directorate: • Evaluating the extent to which Free State exporters are taking advantage of international trade agreements entered into between South Africa and other trading blocks • conducting of workshops on trade agreements • Analyses of trade trends (export and import figures and products being traded) • Export awareness campaign • Building and maintaining of networks in the international trade research community • Compilation of the division's monthly reports.

ENQUIRIES : **Mr. C. Chauke, Tel. No: (051) 400 9623**

POST 5 : **Trade and Investment Advisor: Export Evaluation and Monitoring (Ref.No: DTEEA: 07/12/45)**

SALARY : R106 335 p.a. (Salary level 7)

CENTRE : **BLOEMFONTEIN**

REQUIREMENTS : Appropriate Bachelor's degree/diploma with Economics as a major or equivalent qualifications. General knowledge about export promotion. Ability to work in a team. Computer literacy. Good writing and verbal communication skills. Valid driver's license.

DUTIES : Participate (as part of the team) in the following activities within the sub-directorate: international exhibitions to secure export market opportunities for Free State exporters. Export awareness campaigns. Creation and consolidation of relationships between the exporting community and the provincial government through company visits. Compilation of the sub-directorate's monthly

reports. Trade missions abroad to seek new market opportunities for Free State exporters.

ENQUIRIES : **Mr. C. Chauke, Tel. No: (051) 400 9623**

POST 6 : **Trade and Investment Advisor: Trade Promotion, Investment Evaluation and Monitoring (Ref. No: DTEEA: 07/12/46)**

SALARY : R106 335 p.a (Salary level 7)

CENTRE : **BLOEMFONTEIN**

REQUIREMENTS : Appropriate Bachelor's degree/diploma with Economics a major or eq as a major or equivalent qualifications. General knowledge about export promotion. Ability to work in a team. Computer literacy . Good writing and verbal communication skills. Valid driver's license.

DUTIES : Participate (as part of the team) in the following activities within the sub-directorate: Evaluating the extent to which Free State exporters are taking advantage of international trade agreements entered into between South Africa and other trading blocks. conducting of workshops on trade agreements. Analyses of trade trends (export and import figures and products being traded). Export awareness campaign. Building and maintaining of networks in the international trade research community. Compilation of the division's monthly reports. Evaluate the extent to which international investment agreement between South Africa and other countries. Analyze the trend and flow of investments between South Africa and investment source countries in relation to the Free State investment strategy. Maintain a database of international investment agreements entered into between South Africa and other countries. Facilitate working relations with FIPA and related industry associations Arrange information sharing workshops to analyze developments on the investment climate in the province.

ENQUIRIES : **Mr. C. Chauke, Tel. No (051 400 9623**

POST 7 : **Personal Assistant: Chief Director: Economic Development (Ref. No: DTEEA: 07/12/47)**

SALARY : **R 106 335 p.a (Salary Level 7)**

CENTRE : **BLOEMFONTEIN**

REQUIREMENTS : An appropriate three year Bachelor's degree/diploma or equivalent qualifications. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good management office skills. Financial management skills.

DUTIES : Set up and maintain systems in the office of the Chief Director that will contribute towards improving efficiency, e.g. filing, office protocol, etc. Ensure safekeeping of all documentation in the office of the Chief Director. Render secretarial services to

meetings of the Chief Director. Accompany the Chief Director on some major visits to assist with administrative and logistical arrangements.

ENQUIRIES : **Ms. C. Chauke Tel. No: (051) 400 9623**

POST 8 : **Secretary to the Chief Director: Economic Development**
(Ref. No: DTEEA: 07/12/48)

SALARY : **R 68 955 p.a (Salary Level 5)**

CENTRE : **BLOEMFONTEIN**

REQUIREMENTS : A Senior certificate and secretarial certificate with typing as a fully passed subject. Professional office etiquette. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills.

DUTIES : Service as an entry point for all internal and external stakeholders who visit the office of the Chief Director and ensure that appointments are properly arranged. Render secretariat services to the Chief Director including typing documents, sending faxes and making photocopies. Ensure that all documents in the Chief Director's office are filed and kept safely. Ensure that guests to the office of the Chief Director are received in such a manner that the professional image of the office is enhanced.

ENQUIRIES : **Mr. C. Chauke, Tel. No: (051) 400 9623**

DIRECTORATE: CONSUMER AND LIQUOR AFFAIRS

POST 9 : **Trade Inspectors: Business Inspections and Compliance:**
(5 posts) (Ref. No: DTEEA: 07/12/49)

SALARY : **R106 335 p.a. (Salary level 7)**

CENTRE : **BLOEMFONTEIN**

REQUIREMENTS : Appropriate Bachelor's degree/diploma in Commerce or equivalent qualifications. Good interactive skills. Communication and interpersonal skills. Understand the Act and other prescripts that govern the liquor industry. Computer literacy and valid driver's license.

DUTIES : Conduct research on liquor outlets and update database of all premises so that illegal traders are easily identified. Conduct regular inspection of liquor trade premises so as to ensure compliance with the Act. Consolidate compliance reports for submission to the Liquor Board. Reconcile revenue from the payment of license after receipt of returns from South African Revenue Service. Facilitate the process of liquor license renewal by outlets. Facilitate integrated workshop with DPO, Liquor Board, Liquor Authority Administration and Internal Audit.

ENQUIRIES : **Ms. A. Mokotedi, Tel. No: (051) 400 9436**

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

<u>POST 10</u>	:	<u>Deputy Director: Acquisition and Contract Management (Ref.No: 07/12/50).</u>
<u>SALARY</u>	:	An all inclusive salary package of R369 000 p.a (Salary Level 12). Salary must be structured according to the individual's personal needs.
<u>CENTRE</u>	:	BLOEMFONTEIN
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/diploma or equivalent qualifications• Appropriate experience. Knowledge of legislations applicable to supply chain management. Good inter-personal relations. Computer literacy. Good verbal and written communication skills. Report writing and presentation skills. Problem solving and customer responsiveness
<u>DUTIES</u>	:	Ensure compliance to the Preferential Procurement Act and the associated regulations. Manage all acquisition processes, including bid administration. Participate in the preparation of specifications and the special conditions of contract. Supervise the maintenance of the supplier data-base. Perform contract management functions, and the management of supplier performance. Drafting of contracts and service level agreements. Monitor the adherence to legislation, policy and procedures. Manage personnel and the budget allocated to the sub-directorate.
<u>ENQUIRIES</u>	:	Dr. E.R. Mahlasela, Tel. No: (051) 400 4753/35

OFFICE OF THE CHIEF OPERATIONS OFFICER

- POST 11** : **Personal Assistant to the Chief Operations Officer**
Ref. No: DTEEA: 07/12/51)
- SALARY** : **R 106 335 p.a (Salary Level 7)**
- CENTRE** : **BLOEMFONTEIN**
- REQUIREMENTS** : An appropriate three year Bachelor's degree or equivalent qualifications• Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good management office skills. Financial management skills.
- DUTIES** : Records the engagements of the COO. Arrange meetings for the COO. Ensure the effective flow of information and documents to and from the office of the COO. Ensure the safekeeping of all documentation in the office of the COO in line with relevant legislation and policies. Collects, analyzes and collates information requested by the COO. Prioritize issues in the office of the COO. Handle the procurement of standard items like stationery, refreshments etc for the activities of the COO and the unit. Records minutes/decisions and communicates to relevant role-players as well as follow-up on progress made. Supports the COO with the administration of her budget.
- ENQUIRIES** : **Mr. J.J. Malinga Tel. No: (051) 400 9565**

OFFICE OF THE CHIEF FINANCIAL OFFICER

- POST 12** : **Secretary to the Chief Financial Officer**
(Ref. No: DTEEA: 07/12/53)
- SALARY** : **R 68 955 p.a (Salary Level 5)**
- CENTRE** : **BLOEMFONTEIN**
- REQUIREMENTS** : A Senior certificate and secretarial certificate with typing as a fully passed subject. Professional office etiquette. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills.
- DUTIES** : Service as an entry point for all internal and external stakeholders who visit the office of the Chief Financial Officer and ensure that appointments are properly arranged• Render secretariat services to the Chief Financial Officer including typing documents, sending faxes and making photocopies• Ensure that all documents in the Chief Financial Officer's office are filed and kept safely• Ensure that guests to the office of the

Chief Financial Officer are received in such a manner that the professional image of the office is enhanced.

ENQUIRIES

Mr. K. Khotle, Tel.No: (051) 400 4915

**CHIEF DIRECTORATE: CORPORATE SERVICES
SUB-DIRECTORATE: HUMAN RESOURCE MANAGEMENT**

- POST13** : **Deputy Director: Human Resource Management (Ref. No: 07/12/54)**
- SALARY** : An all inclusive salary package of R311 358 p.a. (Salary level 11). Salary must be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : **BLOEMFONTEIN**
A relevant B Degree/diploma or equivalent qualifications with proven managerial experience. Computer literacy and report writing skills are both essential for this position. Knowledge of the Public Service Regulations, Employment Equity Act, basic Conditions of Employment Act, PFMA, Treasury Regulations and the Skills Development Act.
- DUTIES** : The successful candidate will be required to provide the following services to the Department: Manage Human Resource. Manage and effectively implement the Employment Equity Plan. Manage and effectively implement the Recruitment Plan. Rendering of professional personnel advice and support services to the Department. Ensure compliance of Human Resource Delegations. Manage effective implementation of the PMDS. Responsible for the implementation of a service delivery. Development of all HR related policies. Provide accurate human resource management information and statistics and assist in the development of the Human Resource Plan.
- ENQUIRIES** : **Mr. M.S. Sani, Tel. No: (051) 400 4931**
- POST 14** : **PERSONNEL PRACTITIONER (Ref. No: DTEEA: 07/12/55)**
- SALARY** : R 106 335 p.a (Salary Level 7)
- CENTRE REQUIREMENTS** : **BLOEMFONTEIN**
Recognized Bachelor's degree/diploma or equivalent qualifications. Knowledge of BCEA, PFMA, Labour Relations Act, EEA and other relevant legislations. Computer literacy. Relevant experience in the Public Service. A valid driver's license.
- DUTIES** : Handle recruitment process in the Department. Assist in drafting/updating policies development and guidelines. Advise management on the application of different legislations. Assist with monitoring adherence to Employment Equity Act in the Department. Provide training on Human Resource Policies

and guidelines. Handle incapacity leave cases and reports. Compile general HR statistics and assist with other HR duties.
ENQUIRIES : **Mr. J.J. Malinga, Tel.No: (051) 400 4931**

SUB-DIRECTORATE: DEPARTMENTAL EFFICIENCY STUDIES

POST 15 : **WORKSTUDY OFFICER (Ref. No: DTEEA: 07/12/56)**
SALARY : R 132 054 p.a (Salary Level 8)
CENTRE : **BLOEMFONTEIN**
REQUIREMENTS : An appropriate three year Bachelor's degree/diploma and a Certificate in Management Services or an equivalent qualifications in Organization and Work Study. Computer literacy. Good written and verbal communication skills. Report writing skills. Good interpersonal skills. Valid driver's license.
DUTIES : Conduct investigations into the organizational structure and post establishment. Advise the Deputy Director on the improvement of procedures and methods of doing work in the Department. Compile detailed work study reports for consideration by the Deputy Director. Assist with the determination of Office Space needs. Gather relevant information by conducting job evaluation interviews. Present the motivation to the Provincial Job Evaluation Quality Assurance to ensure proper grading of posts. Prepare reports on the outcomes of posts evaluated.
ENQUIRIES : **Ms. N. Nyokong, Tel.No: (051) 400 4925**

CHIEF DIRECTORATE: TOURISM ECO-TOURISM AND CONSERVATION DIRECTORATE

POST16 : **(Resorts Managers 7 posts) (Ref. No: DTEEA: 07/12/59)**
SALARY : R157 686 p.a (Salary Level 9)
CENTRES : Phillip Sanders Resort: **Bloemfontein** •Soetdoring Resort: **Bloemfontein** •Sandveld Resort: **Hoopstad** •WillemPretorious Resort: **Ventersburg** •Sterkfontein Resort: **Harrismith** •Tussen die Riviere Resort: **Bethulie** •Gariiep Resort: **Gariiep**.
REQUIREMENTS : An appropriate three year degree/diploma in Public Administration or in hospitality industry or equivalent qualifications. Relevant experience in the tourism field. Computer literacy and valid driver's license.
DUTIES : Manage human and other resources in the resort. Ensure the efficient financial management including maximization of revenue. Ensure all infrastructural development in the resort, including refurbishment and maintenance of buildings where necessary. Ensure proper

hospitality management to ensure pleasant leisure of tourists (national and international).

ENQUIRIES : **Mr. T.J.M. Selemela Tel. No: (051) 400 4929/30**

POST 17 : **Reserve Managers (14 posts) (Ref. No: DTEEA: 07/12/60)**
SLALARY : R157 686 p.a. (Salary level 9)
CENTRES : Gariep Nature Reserve: **Gariep** •Tussen Die Riviere Nature Reserve: **Bethulie** •Caledon Nature Reserve: **Wepener** •Maria Moroka Nature Reserve: **Thaba-Nchu** •Rustfontein Nature Reserve: **Botshabelo** •Soetdoring Nature Reserve: **Bloemfontein** •Kalkfontein Nature Reserve: **Fauresmith** •Erfenisdam Nature Reserve: **Theunisen** •Koppiesdam Nature Reserve: **Koppies** •Seekoeivlei Nature Reserve: **Memel** •Sterkfontein Nature Reserve: **Harrismith** •Willem Pretorius Nature Reserve: **Ventersburg** • Sandveld Nature Reserve: **Hoopstad** • Qwa-Qwa Nature Reserve: **Qwa-Qwa**.

REQUIREMENTS : An appropriate three year degree/diploma in conservation field or equivalent qualifications. Relevant experience in Protected Areas Management. Computer literacy and valid driver's license.

DUTIES : Management of personnel, equipment, stocks and revenue to ensure maximum utilization. Administration of financial procedures to ensure cost effectiveness. Maintenance of infrastructures and equipment to ensure high productivity level. Management of the preservation of game and livestock of the reserve to ensure the continued livelihood thereof. Management of the preservation of veld of the reserve to ensure the continued livelihood thereof.

ENQUIRIES : **Mr. T.J.M.Selemela Tel. No: (051) 400 4929/30**

POST18 : **Secretary: Director: Eco-Tourism (Ref. No: DTEEA: 07/12/61)**

SALARY : **R 68 955 p.a (Salary Level 5)**

CENTRE : **BLOEMFONTEIN**

REQUIREMENT : Senior certificate and secretarial certificate with typing as a fully passed subject. Professional office etiquette. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills.

DUTIES : Service as an entry point for all internal and external stakeholders who visit the office of the Director and ensure that appointments are properly arranged. Render secretariat services to the Director including typing documents, sending faxes and making photocopies. Ensure that all documents in the Director's office are filed and kept safely. Ensure that guests

to the office of the Director are received in such a manner that the professional image of the office is enhanced.

ENQUIRIES : **Mr. T.J.M.Selemela Tel. No: (051) 400 4929/30**

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

POST19 : **Deputy Director: Air Quality Management (Ref. No: DTEEA: 07/12/62)**

CENTRE : **BLOEMFONTEIN**

SALARY : An all inclusive salary package of R311 358 p.a (Salary Level 11). Salary must be structured according to the individual's personal needs.

REQUIREMENTS : An appropriate Bachelor's degree in Environmental Sciences with Chemistry and/or Biochemistry as a major subject or equivalent qualifications• Knowledge, experience in all media pollution related activities• A good knowledge of appropriate legislation governing air pollution activities at national, provincial and local level• Knowledge of atmospheric pollutants, policies and related national and international programmes related to the protection of the atmosphere and provision of clean air will be an added advantage• Relevant experience in an equivalent working environment• Computer literacy and a valid driver's license is a must.

DUTIES : Monitor the implementation of legislation related to all media pollution• Assist the Director to enforce the relevant legislation and provincial ordinance• Develop a self and regulatory environmental management tool as well as integrate environmental management instruments including policies, guidelines, strategies, sectoral procedures, norms and standards• Building a database for the Province which includes data capturing, substance definition, tracking and statistical analysis and the development of waste register• Coordinate the implementation of the national waste management strategy and its activities at provincial level• Initiate campaigns and projects that will give effect to the implementation of the air quality management programmes of the Province including the initiation of the APELL (awareness preparedness for emergencies) at local level in liaison with local government• Represent the Department in relevant MINTECH working groups and other pollution related committees. Manage staff within the sub-directorate.

ENQUIRIES : **Mr. B. Mathebula Tel. No: (051) 400 4918**

POST 20 : **Assistant Director: Air Quality Management (Ref. No:**

DTEEA: 07/12/63)

SALARY : R157 686(Salary Level 9)

CENTRE : **BLOEMFONTEIN**

REQUIREMENTS : An appropriate Bachelor's degree in Environmental Science with Chemistry and or Biochemistry as major or equivalent qualification and knowledge, experience in all media pollution related activities. A good knowledge of appropriate legislation governing air pollution activities at national, provincial and local level. Knowledge of atmospheric pollutants, policies and related national and international programmes related the protection of the atmosphere and provision of clean air will add as an advantage. Computer literacy and a valid driver's license is a must.

DUTIES : Implement the legislative framework related to air quality management in the Province. Co-ordinate Air Quality programme in the province. Participate in the development of National Air quality standards. Represent the Department in the Provincial Disaster Management Committee. Raise the personnel within the sub-directorate. Interact with municipalities, industries, mining, agriculture, health and other sectors. Implement air quality management strategies. Promotes clean air production through waste minimization and material substitution.

ENQUIRIES : **Mr. B. Mathebula Tel. No: (051) 400 4918**

INTERNAL AUDIT DIRECTORATE

POST 21 : **Deputy Director: Forensic, Computer and Environmental Auditing Ref. No: (DTEEA 07/02/64)**

SALARY : An all inclusive MMS salary package of R369 000 p.a (salary level 12). Salary must be structured according to the individual's need.

CENTRE : **BLOEMFONTEIN**

REQUIREMENT : An appropriate Bachelor's degree or an equivalent qualification plus appropriate management experience. Knowledge of internal audit standards. Excellent written and verbal communications with good interpersonal as well as analytical skills. Be computer literate.

RECOMMENDATIONS: Knowledge experience of Public Service systems Preference will be given to the people with forensic experience, computer or environment auditing.

DUTIES : Develop and implement the Strategic Management Plan of the Department. Assist in facilitating strategic processes in conjunction with the Chief Financial officer. Monitor the attainment of measurable objectives and targets contained in the Departmental Annual Performance Plan and ensure compliance with the Strategic Plan of the Department. Provide inputs for the budget speech of the Member of the Executive Council. Compile the Departmental Annual Report.

ENQUIRIES : **Ms. C. Mpanyane-Mahlaba, Tel. No: (051) 400 4908**

STRATEGIC PLANNING DIRECTORATE

- POST 22** : **Deputy Director: Strategic Planning (Ref. No: DTEEA: 07/12/65)**
SALARY : An all inclusive salary package of R311 358 p.a (Salary level 11). Salary must be structured according to the individual's personal needs.
- CENTRE** : **BLOEMFONTEIN**
REQUIREMENTS : A relevant B. degree in Management or an equivalent qualifications plus appropriate management experience. Thorough knowledge of facilitating strategic sessions. Knowledge of legislation governing the Public Services.
- DUTIES** : Develop and implement the Strategic Management plan of the Department. Assist in facilitating strategic processes in conjunction with the Chief Financial Officer. Monitor the attainment of measurable objectives and targets contained in the Departmental Annual Performance Plan and ensure compliance with the Strategic Plan of the Department. Provide inputs for the budget speech of the Member of the Executive Council. Compile the Departmental Annual Report.
- ENQUIRIES** : **Mr. Mr. J. Motsetse, Tel. No: 051 400 9409**

APPLICATIONS

:Attention: Ms. J. Booysen
Department of Tourism,
Environmental and Economic Affairs
Agriculture Building
Ground Floor, Room 10
Zastron Street
Private Bag X20801
BLOEMFONTEIN
9300
Tel. No. (051) 400 9579

CLOSING DATE: 11 JANUARY 2008.

DIRECTION FOR APPLICATIONS:

All applications must be submitted on a fully completed Z83 and be accompanied by a comprehensive CV, certified copies of all relevant education qualifications and supporting documents such as ID and driver's license where applicable. Applications for different posts must be submitted separately.

Please note: Correspondence will be limited to short-listed candidates only. Candidates who are not contacted within 3 months for an interview, should consider their applications unsuccessful.

Failure to comply with the abovementioned instructions will result in the application not being considered and automatically disqualified