



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 13/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF TOURISM, ENVIRONMENTAL & 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:.....16/02/2007.....

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

Chief Directorate : Corporate Services

Director: Organizational and Human Resource Development:

Ref. No.: DTEEA 07/02/05

Salary: An all inclusive SMS salary package of R502 725. p.a.(Salary level 13).Salary can be structured according to the individual's personal needs. This appointment is subject to the signing of a Security Clearance, Annual Performance Agreement, Financial disclosure and vetting.

Requirements: • A relevant B. Degree or an equivalent qualification. Applicants should also possess experience in the field of Human Resource Management and Organizational Development. Prospective candidates will be expected to have a clear understanding of the New Public Service Management Framework and a good grasp of the Transformation agenda of the Public Service. Further requirements for the post are: Project Management, communication (verbal and written), research, strategic planning, interpersonal and management skills.

Duties: •The Director will be charged with the optimization of departmental human and material resources in order to ensure achievement of strategic goals and objectives. To succeed in this, he/she will be concerned with the diagnosis of the departmental performance, and assess the Department's ability to adapt to change. Further key result areas of this post are: • Conduct functional studies to ascertain optimal organizational structure and post establishment that will assist the achievement of departmental goals. • Ensure effective and operational Human Resources Planning in the Department • Develop and implement a comprehensive Employee Wellness Programme which provides appropriate direct service in relation to the well-being of the departmental employees. • Lead the transformation process in the Department through the development of policies and programmes focusing on fundamental issues such as HIV/AIDS, gender and disability. • Ensure improved skills development of the department workforce. • Foster the implementation of sound performance management processes.

Enquiries : Mr MS Sani, tel : 051 - 400 4931

Labour Relations Officers : 2 posts

Ref. No. : DTEEA 07/02/06

Salary: R122 841 p.a.(Salary level 8)

Requirements: • An appropriate three year Bachelor's Degree or an equivalent qualification coupled with appropriate experience in the field of labour relations
• Thorough knowledge of legislation governing the Public Service with emphasis on the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act, etc. • Training skills • Computer literacy • Good interpersonal skills • Good verbal and written communication skills

Duties: • Conduct training on all labour relations matters within the department • Investigate and report on cases of grievances and misconduct • Manage a database of misconduct and grievance • Make inputs on policies that have labour relations implications in the department • Represent the department in disciplinary enquiries

Enquiries: Mr K Khoza : tel : 051 - 400 9571

Secretary: Director : Legal Services and Labour Relations

Ref. No.: DTEEA 07/02/07

Salary: R64 143 p.a. (Salary level 5)

Requirements: • A Senior certificate and a secretarial certificate with typing as a fully passed subject • Extensive experience in secretarial services • Professional office etiquette • Good written and verbal communication skills • Computer literacy(Excel, MS Word) • 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 effective and efficient secretarial services to the Director including typing documents, sending faxes, making photocopies, making travel and accommodation arrangements • Ensure proper preparation of documentation and compilation of reports • Ensure that all documentation in the Director's office are filed and kept safely • Be able to use Dictaphone • Ensure confidentiality of all matters in the office • 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 K. Khoza, tel : 051 – 400 9571

Internal Audit Directorate

Secretary: Director : Internal Audit

Ref. No. : DTEEA 07/02/08

Salary: R64 143 p.a. (Salary level 5)

Requirements: • A Senior certificate and a secretarial certificate with typing as a fully passed subject • Extensive experience in secretarial services • Professional office etiquette • Good written and verbal communication skills • Computer literacy(Excel, MS Word) • 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 secretarial 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 : Ms M.C Mpanyane-Mahlaba, tel : 051 – 400 4908

Chief Directorate : Economic Development

Secretary: Director : Trade Promotion and Development

Ref. No. : DTEEA 07/02/09

Salary: R64 143 p.a. (Salary level 5)

Requirements: • A Senior certificate and a secretarial certificate with typing as a fully passed subject • Extensive experience in secretarial services • Professional office etiquette • Good written and verbal communication skills • Computer literacy(Excel, MS Word) • 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 secretarial 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 MC Mafela, tel : 051 – 400 4923

Chief Directorate : Eco-Tourism and Conservation
Secretary: Director : Eco-Tourism and Conservation

Ref. No. : DTEEA 07/02/10

Salary: R64 143 p.a. (Salary level 5)

Requirements: • A Senior certificate and a secretarial certificate with typing as a fully passed subject • Extensive experience in secretarial services • Professional office etiquette • Good written and verbal communication skills • Computer literacy(Excel, MS Word) • 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 secretarial 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 TJM Selemela, tel : 051 – 400 4929

**Chief Directorate : Strategic Financial Administration and
Supply Chain Management**

Personal Assistant: Chief Financial Officer

Ref. No. : DTEEA 07/02/11

Salary: R98 916 p.a (Salary level 7)

Requirements: • An appropriate three year Bachelor's degree or equivalent qualification. • Good written and verbal communication skills • Computer literacy (Excel, MS Word and Power Point Presentation) • Good interpersonal skills • Good office management skills • Financial management skills.

Duties: • Set up and maintain systems in the office of the Chief Financial Officer that will contribute towards improving efficiency, e.g. filing, office protocol, etc • Ensure safekeeping of all documentation in the office of the Chief Financial Officer • Render secretarial services to meetings of the Chief Financial Officer • Accompany the Chief Financial Officer on some major visits to assist with administrative and logistical arrangements.

Enquiries: Mr K. Khotle : tel : 051 - 400 4915.

Information and Communication Technology Directorate
Secretary: Director : Information and Communication
Ref. No. : DTEEA 07/02/12

Salary: R64 143 p.a. (Salary level 5)

Requirements: • A Senior certificate and a secretarial certificate with typing as a fully passed subject • Extensive experience in secretarial services • Professional office etiquette • Good written and verbal communication skills • Computer literacy(Excel, MS Word) • 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 secretarial 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 K. Tau, tel : 051 – 400 4726

The Free State Provincial Government is an equal opportunity affirmative action employer

All applications must be accompanied by comprehensive CV, certified copies of educational qualifications and supporting documents such as ID and drivers license. Direct your applications clearly quoting the appropriate reference number to:

Human Resource Management, Department of Tourism, Environmental and Economic Affairs, Private Bag X20801, Bloemfontein, 9300 or hand deliver to: Mr MC Machaea, Second Floor, Room 112, Zastron Street, Agriculture Building, Bloemfontein. Faxed or e-mailed applications will not be considered.

Closing date: 02 March 2007 at 16H00.

Please note: Correspondence will be limited to shortlisted candidates only. Candidates who are not contacted within 3 months for an interview, should consider their application as unsuccessful

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

FREE STATE PROVINCE

