

FREE STATE PROVINCE




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 16/2007

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: 08/03/2007

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

DEPARTMENT OF TOURISM, ENVIRONMENTAL & ECONOMIC AFFAIRS

- POST** : **Chief Director: Economic Development (Ref. No.: DTEEA 07/02/13)**
- SALARY** : An all inclusive SMS salary package of R636 939 p.a. (Salary level 14). Salary must be structured according to the individual's personal needs. This appointment is subject to the signing of a Annual Performance Agreement and obtaining a security clearance.
- REQUIREMENTS** : An appropriate Bachelor's degree or an equivalent qualification In Economics coupled with extensive senior management experience in dealing with economic development issues.
Knowledge of government macro 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 relating 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 her relevant role players.
Such other responsibilities as required by the post.
- ENQUIRIES** : **Mr. T.B. Khunyeli, tel : 051 - 400 4914**

- POST** : Deputy Director: Forensic, Computer and Environmental Auditing (Ref. No. : DTEEA 07/02/14)
- SALARY** : An all inclusive MMS salary package of R343 257 p.a (Salary level 12). Salary must be structured according to the individual's need.
- REQUIREMENTS** : An appropriate Bachelor's degree or an equivalent qualification plus appropriate management experience.
Knowledge of internal audit standards.
Excellent written and verbal communication coupled with Good interpersonal as well as analytical skills.
Valid driver's license.
Be computer literate.
- RECOMMENDATION:** Knowledge and experience of Public Service systems
Preference will be given to the people with forensic experience, computer or environment auditing
- DUTIES** : Facilitate and conduct an IT, fraud and environmental risk assessment and report on it.
Prepare a comprehensive, long-range program of engagement coverage for the operations to which assigned
Perform overview of audit project and report, contributing expertise and business knowledge to ensure value is added
Perform preliminary survey of the engagement activity e.g. understand how business works and evaluate the system in place.
Render consultant and management advisory service.
Report on the adequacy and the effectiveness of departmental systems.
Manage the component's financial and human resources.

POST	: Assistant Director: Environmental Auditing (Ref. No. : DTEEA 07/02/15)
Salary Requirements	: R183 084 p.a. (Salary level 10) : An appropriate three-year Bachelor's degree or equivalent Qualification. Appropriate experience at supervising level in Environmental auditing and risk management. Excellent written and verbal communication coupled with good interpersonal as well as analytical skills. Valid driver's license. Be computer literate.
Recommendations	: Membership of IPFA or IIIA Preference will be given to the people with Environmental Experience Must be prepared to travel extensively
Duties	: Monitor the compliance with regard to all regulations as set out by the Public Finance Management Act of 1999 and according to the Standards for the Professional Practice of Internal Auditors (SPPIA) Assist the manager with development and implementation of three years strategic annual plan Perform risk analysis, planning and auditing in accordance with acceptable standards. Collect, analyze, interpret and document information to support audit results. Prepare a draft report and make formal and informal presentation to management Assists with the facilitation of the risk assessment of the department.

POST	: Assistant Director: Forensic Auditing (Ref. No. : DTEEA 07/02/16)
Salary	: R183 084 p.a. (Salary level 10)
Requirements	: An appropriate three-year Bachelor's degree or equivalent qualification in auditing Appropriate experience at supervisory level in Forensic auditing and risk management. Excellent written and verbal communication coupled with good interpersonal as well as analytical skills. Valid driver's license Be computer literate
Recommendations	: Membership of IPFA or IIIA Preference will be given to the people with forensic experience Must be prepared to travel extensively Knowledge and experience of Public Service systems
Duties	: Monitoring the compliance with regard to all regulations as set out by the Public Finance Management Act of 1999 and according to the Standards for the Professional Practice of Internal Auditors (SPPIA). Assist the manager with development and implementation of three years strategic annual plan. Perform risk analysis, planning and auditing in accordance with acceptable standards. Collect, analyze, interpret and document information to support audit results. Prepare a draft report and make formal and informal presentations to management. Assist with the facilitation of the risk assessment of the department.

POST	: Assist Director: IT Auditing (Ref. No.: DTEEA 07/02/17)
Salary Requirements	: R183 084 p.a. (Salary level 10) : An appropriate three-year Bachelor's degree or equivalent qualification in auditing Appropriate experience at supervisory level in IT Auditing field and risk management Excellent written and verbal communication coupled with good interpersonal as well as analytical skills Valid driver's license Be computer literate.
Recommendations	: Members of IPFA or IIIA Preference will be given to the people with IT experience Knowledge and experience of Public Service systems
Duties	: Monitor the compliance with regard to all regulations as set out by the Public Finance Management Act of 1999 of three years strategic annual plan. Perform risk analysis, planning and auditing in accordance with acceptable standards. Collect, analyze, interpret and document information to support audit results. Prepare a draft report and make formal and informal presentations to management. Assists with the facilitation of the risk assessment of the department.

POST	: Assistant Director: Performance Auditing (Ref. No.: 07/02/18)
Salary	: R183 084 (Salary Level 10)
Requirements	: An appropriate three-year Bachelor's degree or equivalent qualification in auditing Appropriate experience at supervisory level in auditing field and risk management Excellent written and verbal communication coupled with good interpersonal as well as analytical skills. Valid driver's license Be computer literate.
Recommendations	:Membership of IPFA or IIIA Preference will be given to the people with performance audit experience. Must be prepared to travel extensively Knowledge and experience of Public Service Systems
Duties	:Monitor the compliance with regard to all regulations as set out by the Public Finance Management Act of 1999 and according to the standard for the Professional Practice of Internal (SPPIA). Assist the manager with development and implementation of three years strategic annual plan Perform risk analysis, planning and auditing in accordance with acceptable standards. Prepare a draft report and make formal and informal presentation to management. Assist with the facilitation of the risk assessment of the department.

POST	: Internal Audit Practitioner (Ref. No.: DTEEA 07/02/19)
Salary	: R98 916 p.a. (salary level 7)
Requirements	: An appropriate three-year Bachelor's degree or equivalent qualification in auditing. Experience in Internal Audit. Excellent written and verbal communication coupled with good interpersonal skills as well as analytical skills Be computer literate
Recommendation	: Membership of IPFA or IIIA Be prepared to travel extensively
Duties	: As part of the internal audit team, the successful candidate will be responsible for audits and monitoring of compliance with regard to all regulations as set out by the Public Finance Management Act of 1999, Act No.1 of 1999 and according the standards for Professional Practice of Internal Auditors (SPPIA) Collect, analyze, interpret and document information to support audit results Review work of subordinates and assist with the supervision of junior colleagues to ensure high quality output Prepare a draft report in consultation with Assistant Manager.
Enquiries	: Ms. M.C. Mpanyane- Mahlaba Tel: 051 400 4908 (the above 6 posts)

- POST** : Deputy Director: Tourism Programmes Development
(Ref. No. : DTEEA 07/02/20)
- Salary** : An all inclusive MMS salary package of R289 635 p.a. (Salary level 11) Salary must be structured according to the individual's personal needs.
- Requirements** : An appropriate Bachelor's degree or an equivalent qualification and relevant experience in the tourism sector
Good knowledge of legislation and policies
Good written and verbal communication skills
Project Management
Good interpersonal skills.
Computer literacy
Valid driver's license
- Duties** : Facilitate the development and implementation of a provincial tourism development framework.
Manage the two units of the sub-directorate, namely, office of the Registrar and Tourism Development.
Organize Tourism Development workshops, seminars and conferences to showcase tourism potential and tourism product development of the province.
Manage resources to enhance productivity and efficiency of the sub-directorate.
Report and be accountable to the Director: Tourism Support.
- Enquiries** : Mr T. Motsohi: Tel : 051 – 400 9407

POST	: Senior Tourism Officers: Tourism Quality Assurance and Standards: 5 posts (Ref. No.: DTEEA 07/02/21)
Salary	: R122 841 p.a (Salary level 8)
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 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 Report and be accountable to the Deputy Director: Tourism Support
Enquiries	: Mr. T. Motsohi: Tel: 051 - 400 9407

POST : **Environmental Officers : Environmental Impact Assessment : 6 posts (Ref. No. : DTEEA 07/02/22)**

Salary : **R 122 841 p.a (Salary level 8)**

Requirements : An appropriate Bachelor's Degree in Natural, Social, Physical Engineering or Planning fields or equivalent qualifications
The following will serve as recommendations :
A good knowledge in impact assessment , environmental laws, policies, relevant regulations, integrated environmental management and international environmental commitments
Knowledge of and experience in one of the following fields would be an added advantage :
urban or rural land development planning
Environmental Management System and GIS
Good communication and report writing skills are essential
Computer literacy
Valid driver's license

Duties : Evaluating and recommending authorization of applications submitted in terms of relevant regulations and evaluation of environmental management plans
Providing comments on land development processes, spatial development frameworks and environmental management programme reports
Liaising with stakeholders on the implementation of environmental legislation and related policies
Handling queries pertaining to environmental impact assessment procedures
Represent the department on relevant committees and forums.

Enquiries : **Ms MG Mkhosana, tel : 051 – 400 4812**

POST : **IT Technicians : 2 posts(Ref. No. : DTEEA 07/02/23)**

Salary : **R 98 916 p.a (Salary level 7)**

Requirements : **An appropriate degree/diploma or equivalent qualification
A+ N+ .MCP**

Recommendations : **Working knowledge in networking**

Duties : **Assist users with assembling and connections of new PC,
printers and loading of software
Provide user support with computer hardware and software
problems (troubleshooting)
Network configuration in the department
Service and support of personal computers, printers and
peripheral devices as well as software
One on one end user training.**

Enquiries : **Mr K Tau, tel : 051 – 400 4726**

THE CENTRE FOR ALL THE ABOVE POSTS IS BLOEMFONTEIN

CLOSING DATE : 23 MARCH 2006

APPLICATIONS MUST BE SEND TO :

**DEPARTMENT OF TOURISM, ENVIRONMENT AND ECONOMIC AFFAIRS
P/BAG X20801
(FOR ATTENTION : MR MC MACHAEA ROOM 103)
BLOEMFONTEIN
9300**

[REDACTED]