



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 40/2007**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POST: 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: 16/05/2007**

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

**Human Resource Advice, Co-ordination and Management Directorate**

# FREE STATE PROVINCE

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## 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.

## **PREMIERS OFFICE**

**POST:** CHEF (PREMIER'S OFFICIAL RESIDENCE)

**SALARY:** Level 6 – A basic salary of R79 407 per annum

**CENTRE:** Bloemfontein

**REQUIREMENTS:**

- Certificate in the Hospitality and/or Cuisine field.
- Appropriate experience in the relevant field.
- Knowledge of the compilation of food/beverage menus, variance cooking, stock control and food presentation.

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

- The management of human resources with respect to discipline, work planning, supervision and performance management in order to ensure the optimal utilization thereof.
- Ensure that the dietary and nutritional needs of the Premier and the guests at the Free State House are met.
- Ensure the maintenance of food standards, by performing quality management of catering, service and food preparation.
- Conduct stock take to ensure sufficient inventory is available for usage and stock levels are maintained.

**REFERENCE:** CHEF

**ENQUIRIES:** Ms. N.C. Ngombane  
Tel: (051) 4055496

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

**or**

Hand deliver to:  
Brain Modise  
Room 22, Lebohang Building,  
Bloemfontein

*The Free State Provincial Government is an equal opportunity, affirmative action employer and it is committed to the achievement and maintenance of diversity and equity employment.*

**CLOSING DATE:** 1 June 2007