




## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 55/2007**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: 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:** 21/06/2007

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.

## **INFORMATION TECHNOLOGY**

**POST:** INFORMATION TECHNOLOGY ADVISOR

**SALARY:** Level 10 – A basic salary of R183 084 per annum

**CENTRE:** Bloemfontein

**REQUIREMENTS:**

- The candidate must be in possession of an appropriate 3 year degree or national diploma preferably in the Information Technology field and/or experience in the management of resources in a similar environment
- Knowledge of ICT Policies and Strategies, ICT Tenders and ICT Procurement and Deployment.
- Knowledge of Public Service Legislation especially the SITA Act, as amended and Regulations.
- ICT Research and ICT Policy and standards development skills.
- Meeting skills
- Valid Driving License (Code B)

**KEY RESPONSIBILITIES:** The following will be expected of the successful candidate:

- Develop and maintain departmental and / or provincial ICT strategies / policies / directives / standards / plans to facilitate achievement of e-governance within the FSPG.
- Render advice to Department of the Premier regarding the procurement and deployment of ICT resources to ensure compatibility and cost-effectiveness.
- Manage Service Level Agreements with service providers to ensure compliance.
- Render secretariat services to the ICT Sub Committee of the G&A FOHOD Cluster to ensure the effective functioning of the Committee.
- Manage ICT related projects to achieve the goals of the project plans.

**REFERENCE:** IT ADV

**ENQUIRIES:** Mr. G. Willemse  
Telephone number: (051) 405 5067

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

or

Hand delivers to:  
Brian Modise  
Room 22, Groundfloor, Lebohang Building, Bloemfontein

**CLOSING DATE:** 6 July 2007

## **FREE STATE TRAINING AND DEVELOPMENT INSTITUTE**

**POST:** HEAD: ADMINISTRATION

**SALARY:** Level 8 - A basic salary of R122 841 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENT:** The candidate must be in possession of an appropriate three year degree or diploma and/or extensive working experience in the Government Administration and Financial field.

**KEY RESPONSIBILITIES:**

- Administer matters related to the budget, procurement and personnel administration of the FSTD I and render advice thereon to the Manager.
- Render an administrative support service to the line-functionaries of the FSTD I in the execution of their functions, such as obtaining quotations, preparing monthly financial status reports, arrange facilities for events, conveying decisions, capturing information on the computer, etc.
- Act as Chief User Clerk for the FSTD I.
- Supervise, plan and co-ordinate the activities of sub-ordinates.

**REFERENCE NO:** HEAD ADMIN

**ENQUIRIES:** Ms. SL. Roach  
Tel: (051) 409 6905

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

**or**

Hand deliver to:  
Brian 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:** 6 July 2007