



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 56/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: FREE STATE YOUTH COMMISSION

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: 27/06/2007

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

FREE STATE YOUTH COMMISSION



The Free State Youth Commission is a statutory body of government established by the Free State Provincial Legislature through the enactment of the Free State Youth Commission Act no. 4 of 1996 and subsequently amended by Act no. 1 of 2001

These positions are based in Bloemfontein

1. Manager: Finance and Human Resource

Experienced candidates with passion for youth development are requested to apply for the position of a Manager: Finance and Human Resource within the offices of Free State Youth Commission in Bloemfontein

Remuneration: Negotiable (Total cost to company)

Appointment is subject to signing a five-year employment agreement.

Requirements:

- ❑ Bachelor degree in Commerce preferably majoring in Accounting and Auditing or equivalent qualification, a postgraduate qualification will be an added advantage; a sound understanding of youth development; a good understanding of the Free State Youth Commission Act no 4 of 1996, as amended by Act no 1 of 2001; experience in Finance and Human Resource are essential for this position. The candidate must be computer literate and possess a valid driver's license; the ability to work under pressure are also essential.

Responsibilities

- ❑ The candidate will be responsible to manage the Finance and Human Resource Business Unit. Prepare monthly financial statements. Prepare monthly accounts and reconciliation. Ensure payment of accounts in time. Co-ordinate the budget process of the Commission. Prepare the Annual Financial Reports and Statements. Overall responsibility over the Supply Chain Management of the Commission. Responsible for personnel administration. Perform task assigned by the Finance Policy, Supply Chain Management Policy and Human Resource Policy Manual of the Commission. Ensure adherence with all relevant prescripts of the Public Finance Management Act, Treasury Regulations, Labour Relations Act, Basic Conditions of Employment Act and any other relevant legislations.

2. Manager: Policies and Programmes

Experienced candidates with passion for youth development are requested to apply for the position of a Manager: Policies and Programmes within the offices of Free State Youth Commission in Bloemfontein

Remuneration: Negotiable (Total cost to company)

Appointment is subject to signing a five-year employment agreement.

Requirements:

- Bachelor degree in Policy and Project Management studies or equivalent qualification, a postgraduate qualification will be an added advantage; a sound understanding of youth development; a good understanding of the Free State Youth Commission Act no 4 of 1996, as amended by Act no 1 of 2001; experience in Policy formulation and Programmes management are essential for this position. The candidate must be computer literate and possess a valid driver's license; the ability to work under pressure is also essential.

Responsibilities

- The candidate will be responsible to manage the Policy and Programmes Business Unit. Implement process related to youth policy formulation and programs development. Forge links with potential partners and any stakeholders in policy development. Conceptualise programme documents and proposals. Be responsible for Programme Planning, Programme Development, Networking and implementation. Be responsible for compilation and dissemination of information on youth policies. Be responsible for policy development and monitoring of policy implementation. Conduct evaluation of youth policies from time to time. Be required to assist in the implementation of the policies and programmes of the commission upon request.

Application letter indicating the name of the post; detailed CV, certified copies of qualifications, driver's license, identity document should be submitted to Ms. Sarah Moticoe & Mr. Nzimeni Novasi by hand, post or fax at the following contact details:

Physical Address: Free State Youth Commission, 3rd floor Atrium building, No 8 Elizabeth Street, Bloemfontein

Postal Address: Free State Youth Commission, P.O. BOX 1204, Bloemfontein, 9300

Telephone number: 051 400 8301 **Fax Number:** 051 400 8302

Closing date: **11 July 2007**

If you have not heard from us within a month of the closing date, please accept that your application has been unsuccessful