




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 74/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF TOURISM, ENVIRONMENTAL AND 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: 06/08/2007

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

DEPARTMENT OF TOURISM, ENVIRONMENTAL AND ECONOMIC AFFAIRS

**ECONOMIC DEVELOPMENT CHIEF DIRECTORATE
DIRECTORATE: SMME POLICY DEVELOPMENT**

Post : **Director: SMME Policy Development**
(Ref.No.: DTEEA 07/08/24)

An all inclusive SMS salary package of R 502 725 p.a. (Salary level 13). Salary must be structured according to the individual's needs.

Requirements: :An appropriate Bachelor's degree or equivalent qualifications in relevant fields with emphasis on SMME development and LED background•Relevant experience in management position• Knowledge in development studies including research and analysis skills• Computer literacy & valid driver's license.

Duties: : Facilitate the development of provincial legislation; policies and procedures for small business development in line with the national prescripts• Determine SMME enterprise development opportunities through conducting research including data-base• Co-ordinate and ensure integration of service delivery through monitoring and evaluation of developmental agencies operating in the Province• Co-ordinate implementation of LED strategies and IDP programmes including identification of opportunities for co- operatives• Manage human and capital resources of the directorate /component.

Enquiries: : Mr. C.Chauke: Tel. No: (051) 400-9623

SUB-DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & SUPPORT

Post : **Deputy Director: Local Economic Development**
(Ref No: DTEEA.07/08/25)

An all inclusive MMS salary package of R 311 358 per annum.(Salary Level 11)
Salary must be structured according to the individual's personal needs.

Requirements : An appropriate Bachelor's degree/ diploma or equivalent qualifications• Understanding of government policies relating to Economic Development• Good knowledge of the SMME sector and strategic management• Computer literacy and valid driver's license.

Duties : Develop policies and strategies on SMME development with particular emphasis on Micro Enterprises and Cooperatives• Coordinate LED programmes with regard to business development and capacity building• Liaise with different stakeholders within and outside the public service with a view to SMME promotion (Micro enterprises and Cooperatives)•

Monitor the implementation of LED strategies by all municipalities and ensure participation of stakeholders in Integrated Development Plan view processes● Give direction and guidance to staff as well as manage all resources in the sub-directorate.

Enquiries: : Mr. C.Chauke: Tel. No: (051) 400-9623

Post :**Assistant Director: Local Economic Development: Co-operatives**
(Ref No: DTEEA.07/08/26)

Salary: R 157 686 p.a.(Salary level 9)

Requirements : An appropriate Bachelor's degree/ diploma or equivalent qualifications● Understanding of government policies relating to Economic Development● Good knowledge of the SMME sector and project management● Relevant experience with computer literacy & valid driver's license.

Duties : Plan and conduct research on Cooperatives in the province with the view to develop a database for decision making● Ensure registration of Cooperatives, conduct workshops and seminars to solicit inputs for policy formulation and to raise awareness to the public (aspirant cooperatives.)● Render advice (including referrals); facilitate training and other capacity building programmes for Cooperatives to ensure that their businesses become sustainable● Mobilize banks and other financial institutions to grant loans to Cooperatives and monitor them to ensure that they become sustainable entities● Ensure that Cooperatives participate in provincial, national and international pavilions to promote their products.

Enquiries : Mr. Malinda Mafela:Tel.No: (051) 400-4923

Post : **Assistant Director: Institutional Development**

Salary: R 157 686 p.a.(Salary level 9)
(Ref No: DTEEA.07/08/27)

Requirements : An appropriate Bachelor's degree/ diploma or equivalent qualifications● Understanding of government policies relating to Economic Development● Good knowledge of the SMME sector and project management●. Relevant experience with computer literacy & valid driver's license.

Duties : Monitor the performance of development of institutions in the province● Organize workshops and other awareness campaigns to educate SME's on good business practice● Develop and maintain a database of all SME's in the province

in order to render the necessary support● Constantly advise the HOD and the MEC on appropriate strategic interventions in the implementation of policies● Assist with the development of a Service Level Agreement with development agencies for work prioritized by the provincial government● Facilitate linkages between small and big business in order to ensure survival of small businesses and ensure participation of SME's in the mainstream of the Free State economy.

Enquiries

: Mr. Malinda Mafela: Tel.No: (051) 400-4923

Post

: **Assistant Director: Micro-Enterprise**
(Ref No: DTEEA.07/08/28)

Salary

: R 157 686 p.a.(Salary level 9)

Requirements

: An appropriate Bachelor's degree/ diploma or equivalent qualifications● Understanding of government policies relating to Economic Development● Good knowledge of the SMME sector and project management● Relevant experience with computer literacy & valid driver's license.

Duties

: Plan and conduct research on micro enterprise in the province with the view to develop a database for decision making● Conduct workshops and seminars to solicit inputs for policy formulation● Render advise (including referrals); facilitate training and other capacity building programmes for micro enterprises to ensure that their businesses become sustainable● Provide support and assistance to micro enterprises, especially the targeted sectors in accordance with national prescripts● .This includes the disabled, women (especially in rural areas) and youth● Ensure that micro enterprises participate in provincial, national and international pavilions so as to promote their products.

Enquiries

: Mr. Malinda Mafela: Tel.No: (051) 400-4923

Post

: **Researchers: Sector Research and Policy Development: 3 posts**
(Ref No: DTEEA.07/08/29)

Salary:

R 157 686 p.a.(Salary level 9)

Requirements

: An appropriate Bachelor's degree/ diploma or equivalent qualifications● At least three year research experience in an economic development environment● Reasonable practical experience in a project management environment and broad knowledge of the Free State economic sectors● Ability to work in a team● . Good writing and verbal communication skills● Computer literacy and valid driver's license.

Duties	: Conduct and commission sectoral research in the various economic sectors such as mining, agro- processing, bio-fuel, and manufacturing● Disseminate research outputs to key stakeholders● Ensure the availability of updated information about the various service offerings available from DTI and other national departments, which would benefit the businesses in the Free State● Liaise with key stakeholders such as other government departments, public entities, parastatals, non-governmental organizations, industry associations and research institutions on research related issues● Compile reports for management purposes.
Enquiries	: Mr. Malinda Mafela: Tel.No: (051) 400-4923

CHIEF DIRECTORATE: CORPORATE SERVICES

Post	: Director: Organizational and Human Resource Development. (Ref. No: DTEEA 07/02/30)
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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	: An appropriate Bachelor's degree/diploma or an equivalent qualifications● Applicants should also possess experience in the field of Human Resource Management and Organization 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, Communications (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 achieve 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 in the Department through the development of policies and programme focusing on fundamental issues such as HIV/AIDS, gender and disability. ● Ensure improvement skills development of the department

workplace● Foster the implementation of sound performance management processes.

Enquiries : Mr. M.S. Sani, Tel. No: (051) 400 4931

SUB-DIRECTORATE: DEPARTMENTAL EFFECIENCY STUDIES

Post : **Assistant Director: Job Evaluation**
(Ref No: DTEEA.07/08/31)

Salary : R 157 686 p.a.(Salary level 9)

Requirements : An appropriate Bachelor's degree or an equivalent qualifications coupled with relevant experience in job evaluation● Applicants should be certified Job Analysts in the Equate Job Evaluation System● Computer literacy● Good verbal and written communication skills● Trained as a Job Analyst on the Equate Job Evaluation System● Good management skills (Presentation & interviewing skills).

Duties :Supervise subordinates in the Job Evaluation Division● Serve as Panel Advisor to the Departmental Job Evaluation Quality Assurance Committee● Liaise closely with the Free State Department of the Premier and the Department of Public Service and Administration (DPSA) on Job Evaluation matters● Conduct job evaluation and make presentations to the Provincial Quality Assurance Committee to ensure proper grading of posts● Prepare reports after the Provincial Job Evaluation Panel has finalized its recommendations.

Enquiries Ms. N.Nyokong: Tel.No: 051-400 4925

Post : **Job Analysts:2 posts**
(Ref No: DTEEA.07/08/32)

Salary : R 106 335 p.a.(Salary level 7)

Requirements : An appropriate Bachelor's degree/diploma or equivalent qualifications● Computer literacy, good verbal and written communication skills (Presentation & interviewing skills)● Good interpersonal skills.

Duties : Conduct Job Evaluation to determine the proper grading of posts● Present posts to the Free State Provincial Job Evaluation Quality Assurance to ensure proper grading● Prepare reports after the Free State Provincial Job Evaluation Panel has finalized its recommendation● Ensure proper record keeping of all job evaluation documents.

Enquiries :Ms. N.Nyokong: Tel.No: 051-400 4925

CHIEF DIRECTORATE: STRATEGIC FINANCIAL ADMINISTRATION & SUPPLY CHAIN MANAGEMENT

DIRECTORATE: MANAGEMENT ACCOUNTING

Post : Admin. Officers : Strategic Planning Sub-Directorate: 2 posts

(Ref No: DTEEA.07/08/33)

Salary : R 138 054 p.a.(Salary level 8)

Requirements : An appropriate National diploma or Bachelor's degree in Strategic Management / Public Administration / Public Management• Excellent report writing skills• Good communication & inter-personal relations skills• Computer literacy.

Duties : Monitoring and evaluation of Departmental Strategic Plans and Annual Performance Plans• Perform strategic planning functions• Perform office administration functions which, *inter alia*, include procurements of goods and services within this sub-directorate• Facilitate compilation of departmental reports e.g. quarterly performance report• Organize logistical arrangements with regard to strategic and quarterly performance reviews meetings• Perform other strategic planning functions as delegated from time to time.

Enquiries : Mr. Gordon Letlhogile, Tel. No. (051) 400 4737

TOURISM CHIEF DIRECTORATE

DIRECTORATE: ECO-TOURISM & CONSERVATION

Post : Deputy Director: Conservation Outside Protected Areas
(Ref No: DTEEA.07/08/34)

An all inclusive MMS salary package of R 311 358 per annum.(Salary Level 11)
Salary must be structured according to the individual's personal needs.

Requirements : An appropriate Bachelor's degree/diploma in Conservation or equivalent qualification in the conservation field• Extensive experience (7) in conservation• Computer literacy and valid driver's license.

Duties : Manage the budget and human resources in the sub-directorate• Draft and implement legislation and policies in respect of professional hunting and conservation• Train aspirant private black farmers in order to promote black economic development• Issue licenses and permits for professional hunters• Assist with the evaluation and establishment of private nature reserves• Conduct regular inspection and ensure that farmers comply with legislation• Establish community based nature reserve progress.

Enquiries : Mr. J.M.Selemela: Tel.No: 051-400 4930

Post : **Deputy Director: Eco-Tourism**
(Ref No: DTEEA.07/08/35)

An all inclusive MMS salary package of R 311 358 per annum.(Salary Level 11)
Salary must be structured according to the individual's personal needs.

Requirements : An appropriate Bachelor's degree/diploma in Conservation or equivalent qualification in the conservation field● Extensive experience (7) in conservation● Computer literacy and valid driver's license.

Duties : Manage all the resorts in the directorate. This includes:
● Human resources, financial resources, assets (land & building), equipment and other stores● Ensure effective marketing of all provincial resorts in order to attract provincial, national and international tourists● Ascertain that all resorts are graded in order to improve and maintain their standards● Do infrastructural and refurbishment planning for all resorts and identifying new resorts to be established● Oversee effective and efficient management of all projects: This will include: Fencing of all resorts, management of fire breaks, and construction and maintenance of all resorts● Prepare an annual revenue budget for the Chief Financial Officer and ensure maximization of revenue● Play a critical role in the determination of tariffs in the resorts● Develop and implement a database of visitor statistics and keep track of the tourism trends in the industry so as to determine the needs of the industry.

Enquiries : Mr. J.M.Selemela: Tel.No: 051-400 4930

Post : **Farm Aid: 3 posts**
(Ref No: DTEEA.07/08/36)

Salary : R 43 245 p.a.(Salary level 2)
Centre:2 posts: Karee Nursery:Bloemfontein and
1post: Sandveld: Bloemhof.

Requirements : Abet level● Physical fitness to perform duties like:● Working with spade, picks and other cultivating tools● Positive work ethics

Duties :Cultivation of indigenous plants include: Prepare soil mix using spade● Replant seeds and larger plants● Plant maintenance in the green-house● Harvest seed.
Maintenance of Nursery Terrain: Cultivating plant beds● Preparing plant areas with picks, fork and rakes● Hoeing and raking of open areas● Pruning of all types of plants● General basic maintenance on infrastructure.

Enquiries : Mr. F. Crouse: Tel.No: 051-400 9510

**COMMUNICATION AND INFORMATION TECHNOLOGY CHIEF
DIRECTORATE
DIRECTORATE: COMMUNICATION**

Post : **Deputy Director: Communication**
(Ref No: DTEEA.07/08/37)

An all inclusive MMS salary package of R 311 358 per annum.(Salary Level 11)
Salary must be structured according to the individual's personal needs.

Requirements : An appropriate Bachelor's degree/diploma in Communication, Public Relations or Journalism. • Relevant extensive experience. • Good knowledge and understanding of how communication functions within the Public Sector • Good knowledge of South African media • Computer literacy and valid driver's license • Policy analysis..

Duties : Disseminating accurate and updated information about operations and activities of the department. • Develop and maintain effective media relations. • Conceptualize and manage corporate events. • Write effective and relevant speeches.

Enquiries : Mr. K. Tau: Tel.No: (051) 400-9540

Post : **Assistant Director: Communication**
(Ref. No.: DTEEA 07/08/38)

Salary R 157 686 p.a. (Salary level 9).

Requirements : An appropriate Bachelor's degree/diploma in Communication or equivalent qualification. • Relevant experience. • Policy analysis. • Computer literacy. • Knowledge of Communication Principles • Computer literacy and valid driver's license • Good knowledge of South African media.

Duties :Collect select process and arrange publicity material with a view to report and commenting on subjects, conditions and events through one or another medium of communication. • Evaluate public attitudes for the purpose of influencing implementation of policies and procedure with such attitudes as far as possible. • Plan and execute action to win and maintain the understanding and support of the public.

Enquiries : Mr. K. Tau: Tel.No: (051) 400-9540

Post : **Communication Officer**
(Ref No: DTEEA.07/08/39)

Salary : R 106 335 p.a.(Salary level 7)

Requirements	: An appropriate Bachelor's degree/diploma or equivalent qualifications• Computer literacy and good communication skills• Valid Driver's license• Knowledge of South African Media.
Duties	: Gather relevant information for preparation of the MEC and the HOD's speeches. • Assist with ensuring effective and reliable media and liaison service for the department. • Write articles for internal and external publications that promote a positive image for the department. • Handle all logistical arrangements for departmental events and ensure effective promotion of such events. • Draft proposed press and other media releases on request from the Assistant Director.
Enquiries	: Mr. K. Tau: Tel.No: (051) 400-9540
Post	: IT Technician (Ref No: DTEEA.07/08/40)
Salary	: R 106 335 p.a (Salary Level 7)
Requirements	: An appropriate Bachelor's degree/diploma or equivalent qualification A+ N+.MCP.
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.No: 051-400 9540

OFFICE OF THE HEAD OF DEPARTMENT

Post	: Personal Assistant :Office of the Head of Department (Ref No: DTEEA 07/08/41)
Salary	: R 132 054 p.a (Salary Level 8)
Requirements	: An appropriate Bachelor's degree/diploma or equivalent qualifications• Experience in managerial support functions• Computer literacy and good communication skills• Working knowledge on the setting up and maintenance of a record system.
Duties	: Liaise with and/or sensitize the HOD regarding engagements• Prioritize appointments• Ensure that appointments are made• Ensure an efficient flow of information and documents• Compile and distribute confidential documents• Deal with enquiries received• Keep record of documents• Arrange for

the placements of items on the agenda of meetings chaired by the HOD● Arrange for the attendance of meetings and other relevant gatherings● Do certain research for the HOD● Render a secretarial function for committees chaired by the HOD● Compile all necessary documents for the HOD in terms of the meetings to be attended● Prioritize documentation, correspondence, etc● Prepare and co-ordinate, as directed by the HOD, submissions, documents, briefing notes, etc● Attend meetings with the HOD with the purpose of minuting resolutions● Ensure the safe-keeping of all documentation in the Office of the HOD to be in line with the Archive Legislation● Ensure the security of the office and documentation● Handle travel arrangements for the HOD and assist her/him with personal matters to enable him/her, to attend her/his duties● Accompany the HOD on some major visits to assist with administrative and logistic arrangements.

Enquiries :Ms L.Van Rensburg.: Tel.No: 051-400 4912

❖ Unless otherwise indicated, the centre for all the posts is in Bloemfontein

Closing Date: 24 August 2007.