

FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 90/2007

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.

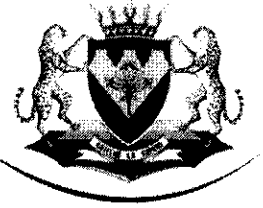
DEPARTMENT OF THE PREMIER

DATE: 2007 / 09 / 19

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

FREE STATE PROVINCE



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.

INSTITUTIONAL ENHANCEMENT DIRECTORATE

POST : **DEPUTY MANAGER: DIAGNOSTIC SURVEYS**

SALARY: Level 12 - An all-inclusive package of R369 000 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: BLOEMFONTEIN

REQUIREMENT: The candidate must be in possession of a Higher Degree preferable in the Industrial Psychology or Human Sciences fields.
Extensive experience with regard to developing diagnostic survey methodologies and instruments and the execution of diagnostic surveys

RECOMMENDATION: Qualified and registered as an Industrial Psychologist will be a strong recommendation.
Knowledge and understanding of the broader service delivery challenges in the Free State and in South Africa

KEY RESPONSIBILITIES:

- Acquire, adapt, design and/or develop specialized, scientifically validated institutional diagnostic methodologies and instruments to use with the execution of diagnostic surveys in the FSPG.
- Draft the terms of reference of institutional diagnostic surveys in consultation with provincial departments/clients and conclude a draft project plan and "project contract" with regard to each diagnostic survey that needs to be conducted.
- Execute institutional diagnostic surveys to analyze, describe and explain current service delivery situations and to identify areas for interventions/improvement
- Advise on the design and planning of appropriate Institutional improvement and development interventions based on the outcome of diagnostic surveys.
- Document and report on Institutional Diagnostic Surveys
- Overall management of the Component to ensure the effective and efficient utilization of resources including the management of the performance of the personnel falling under this component

REFERENCE NO: **DM DS**

ENQUIRIES: Mrs. I.E. Griffiths
Tel: (051) 405 5054

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: **5 October 2007**

PROVINCIAL POLICY PLANNING AND COORDINATION

POST: PERSONAL ASSISTANT TO THE HEAD: PROVINCIAL POLICY PLANNING AND COORDINATION

SALARY: Level 7 – A basic salary of R 106 335 per annum

CENTRE: Bloemfontein

REQUIREMENTS:

- An appropriate Secretarial Diploma or equivalent qualification and/or relevant experience in rendering support service to Senior Management.
- Language skills and the ability to communicate well with people at different levels and from different backgrounds.
- Good telephone etiquette.
- Fully computer literate.
- Sound organizing, written communication and Good people skills.
- Knowledge on relevant legislation/policies/prescripts and procedures.
- Basic knowledge on financial administration.

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

- Provides a Secretarial/receptionist support service to the Head: Provincial Policy Planning and Coordination. This entails, inter alia, the following:
 - Performs advanced typing work.
 - Records the engagements of the senior manager.
 - Utilizes discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter.
 - Coordinates with and sensitizes/advises the manager regarding engagements.
- Renders an administrative support services. This entails, inter alia, the following:
 - Ensure the effective flow of information and documents to and from the office of the manager.
 - Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies.
 - Obtain inputs, collates and compiles reports, eg: Progress reports, Monthly reports and Management reports.
 - Scrutinizes routine submissions/reports and make notes and/or recommendations for the manager.
 - Collects, analyzes and collates information requested by the manager.
 - Ensures that travel arrangements are well coordinated.
- Provides support to the Head: Provincial Policy Planning and Coordination regarding meetings. This entails, inter alia, the following:
 - Scrutinizes documents to determine actions/information/other documents required for meetings.
 - Collects and compiles all necessary documents for the manager to inform him on the contents.
 - Records minutes/decisions and communicates to relevant roleplayers.
 - Prepare briefing notes for the manager as required.
- Supports the Head: Provincial Policy Planning and Coordination with the administration of his budget.
- Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

REFERENCE: PA: PPP&C

ENQUIRIES: Mr. B.G. More
Telephone number: (051) 403 3947

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

or

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Brian Modise
Room 22, Groundfloor, Lebohang Building, Bloemfontein

CLOSING DATE: 5 October 2007

HUMAN RESOURCE ADVICE, COORDINATION AND MANAGEMENT

POST : **ASSISTANT MANAGER: HUMAN RESOURCE MANAGEMENT**

SALARY: Level 9 - A basic salary of R157 686 per annum.

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate three year qualification and/or relevant knowledge and experience in the Human Resource field.
Knowledge and understanding of Human Resource Management environment.
Knowledge of Human Resource policies, strategies and legislation.
Computer literacy and knowledge of PERSAL.

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

- Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service.
 - Conditions of Service and Service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, Overtime, re-allocation, Pension, Allowances, etc.)
 - HR Provisioning
- Address human resource management enquiries to ensure the correct implementation of human resource management practices.
- Ensure the successful implementation of departmental/public service policies on matters related to human resource management to adhere to the relevant prescript/legislation.
- Provide inputs on the development/amendments of Human Resource Management Policies/practices.
- Prepare and consolidate reports on personnel administration issues.
- Inform, guide and advice the Department / personnel on human resource administration matters to enhance the correct implementation of personnel administration practices / policies.
- Management of human resources which include, inter alia:
 - Training and development of officials
 - Performance Management
 - Work allocation
- Authorise transaction on Persal according to delegations.
- Act as Persal Personnel controller.

REFERENCE NO **AM HR**

ENQUIRIES: Ms. K.C. Lehasa
Telephone number: (051) 4054929

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

Or

Hand delivered to:
Brian Modise, Room 22, Ground Floor, Lebohang Building, Bloemfontein

CLOSING DATE: **5 October 2007**

POST: SECRETARY

CENTRE: BLOEMFONTEIN

SALARY: Level 5 – A basic salary of R68 955

REQUIREMENTS: Grade 12 plus applicable experience.
In addition, applicants must be fully computer literate with a working knowledge/understanding of MS Word, MS Excel and MS PowerPoint.
Good interpersonal, organizational, communication and typing skills are required.
Good telephone etiquette

KEY RESPONSIBILITIES: It will be expected of the successful candidate to perform the following duties for the Manager: Human Resource Advice, Co-ordination and Management.

- Provides a secretarial/receptionist support service to the Manager. This will, inter alia, entail the following:
 - Receive telephone calls and refers the calls to correct role players.
 - Records appointments and events in diary of the manager.
 - Types documents for the manager.
- Provides a clerical support service to the Manager. This will entail, inter alia, the following:
 - Liaise with travel agencies to make travel arrangements.
 - Arranges meetings and events for the manager and the staff in the Unit.
 - Record basic minutes of the meetings of the manager where required.
 - Drafts routine correspondence and reports.
 - Receives records and distributes all incoming and outgoing documents.
- Remains up to date with regard to prescripts/polities and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.

REFERENCE NO: SEC HRACM

ENQUIRIES: Mr. A.S. Josiah
Telephone number: (051) 4054756

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