




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 09/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

**ADVERTISEMENT OF POSTS: DEPARTMENT OF SPORT, ARTS AND
CULTURE**

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:.....12/02/2007.....

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

FREE STATE PROVINCE



DEPARTMENT OF SPORT, ARTS AND CULTURE

CLOSING DATE: 2 March 2007

INSTRUCTIONS ON HOW TO APPLY:

- Applications should be submitted on a Z83 form obtainable from any Public Service Department or at www.fs.gov.za and must be accompanied by an updated comprehensive and detailed Curriculum Vitae with certified copies of qualification certificates, Driver's license and a copy of Identity Document or Passport attached.
- Direct your application quoting the relevant reference number and corresponding centre of employment above on the Z83 form.
- No faxed or e-mailed applications will be considered and applications received after the closing date indicated above will not be accepted.
- If applying for more than one position, a separate application form (Z83 - with relevant attachments) must be provided for each post applied for
- Failure to comply with the above instructions will result in the application not being considered and automatically disqualified.

PLEASE NOTE:

- Candidates who are not contacted within four months for an interview may assume that they did not meet the shortlist criteria and are hereby thanked for applying for the vacant posts
- Candidates in ownership of foreign qualifications, certificates and/or courses attended must ensure that they attach proof of the level of their qualifications, issued by the South African Qualification Authority.
- Applications must be directed for the attention of **Ms M Moffat** submitted to : Department of Sport, Arts and Culture, Human Resource Advisory Division, Private Bag X20606, Bloemfontein 9300 or place applications in application box, Foyer 2nd Floor, Saambou Building, Cnr Maitland and Aliwal Streets, Bloemfontein 9300

POST : **Senior Internal Auditor (Ref S/IA 1)**

SALARY : R 146 685.00 pa

CENTRE : Bloemfontein

REQUIREMENTS • An appropriate B Degree (or equivalent three year) qualification • Proven intermediate experience in an internal audit environment • Proven supervision experience • Knowledge and proficiency in applying the Internal Audit Standards , mechanisms, systems and processes. • Good verbal and written communication skills • A Valid Drivers Licence • Computer literacy with combined with working knowledge in the application of audit software

RECOMMENDATIONS • Working experience in the Public Service working environment • Good planning and organizing skills • Ability to work independent and to adapt to change and to be part of a team when required • Ability to solve problems without assistance and to make decisions • Professional certification as a Chartered Accountant (CA) or Registered Government Auditor (RGA) or Certified Internal Auditor (CIA) • Budget Management • Knowledge of financial, supply chain management and other legislation applicable within government

KEY RESPONSIBILITIES • Supervise the work of internal auditors appointed within the division • Review monthly time sheets / internal audit plans prepared by subordinate and carrying out budget and /or cost control per individual audit project • Ensure execution of internal audit projects in accordance with the Standard for the Professional Practice of Internal Auditing • Follow up internal audit communication to ensure that Management timeously implement adequate measure to address shortcomings or to improve operations • Provide assistance with the monitoring of the divisions' budget

ENQUIRIES : Mr C Van Der Westhuizen

Tel No (051) 410 4790

POST **Assistant Manager : Community Libraries (REF AM/TM/1)**

CENTRE Thabo Mofutsanyane District Library, Bethlehem

SALARY R 146 685.00 pa

REQUIREMENTS • B Bibl Degree or equivalent 4 year tertiary qualification combined with intermediate experience in management in a library environment, preferable in a Library District Office • Computer Literacy
• Valid Drivers Licence

RECOMMENDATIONS • Experience in project management

KEY RESPONSIBILITIES • To manage the line functions performed within the district office to ensure that the Key performance areas stated in the strategic plan are implemented and that objectives are reached • Manage and co- ordinate administrative support services, financial and human resources within the district office

ENQUIRIES Mr S Jugdav Tel No (051) 407 2805

POST **Assistant Manager : Collection Management (ASM/CM/2)**

CENTRE Bloemfontein

SALARY R 146 685.00 pa

REQUIREMENTS • B Bibl Degree or equivalent tertiary qualification (BA Degree with a Diploma in Library and Information Science or National Diploma in Library and Information Science) combined with intermediate experience in Library and information services and management • Knowledge of collection management standards and norms • Computer Literacy • Basic Financial Management skills • Valid Drivers Licence

RECOMMENDATIONS • Working knowledge of an ability to apply Government regulations • Project Management skills

KEY RESPONSIBILITIES • To plan organise, co-ordinate the line functions performed within the Development Division which include i.e. to facilitate library collection development, cataloguing of library material and physical processing (preparation and distribution) of library material – to manage the library management system and computerization of libraries • Manage and co- ordinate the divisions' budget and human resources • Provide inputs to manage to ensure participative and accountable management

ENQUIRIES Ms Z Maneli Tel No (051) 407 2809

POST **Librarian: Publications [Ref. LP 007]**

SALARY R 98 916 pa

CENTRE Bloemfontein

REQUIREMENTS • Degree in Library or Information Science or an equivalent degree • A valid driver's license.
• Basic working experience in communication, marketing, editing, language revision and article writing.

RECOMMENDATIONS • A degree in Communication Science, Journalism and Marketing • Profound language skills, specifically in creative writing.

KEY RESPONSIBILITIES • Act as sub- editor of the in-house Free State Libraries journal and this includes playing a part in the planning and co-ordination of the said journal • Compile and develop posters, information pamphlets, brochures and monitor the distribution thereof • Maintain a media file on the Library and Archive Services Directorate and affiliated libraries • Serve on the Editorial board of Free State Libraries as well as the Departmental Events Task Team.

Enquiries Ms A Smuts Tel. No. 051 407 2832

POST **Principal Librarian [Ref. PL / 070]**

SALARY R98 916 pa

CENTRE Qwaqwa [FS School of Nursing]

REQUIREMENTS • B Degree in Library or Information Studies or an equivalent qualification (BA Degree with a Diploma in Library and Information Science or National Diploma in Library and Information Science)
• Intermediate working experience in the field of Library Information Service • Good communication skills • Computer literacy • Working experience in Information and Internet search techniques, research methods with reference to data collection and analyses.

RECOMMENDATIONS • Working experience in a special library service • Ability to conduct information / reference interviews • Knowledge of the subject field of the institution where the library is established.

KEY RESPONSIBILITIES • Manage and administer a specialized library and Information service to ensure provision of an effective service • Develop, organize and maintain a needs-based collection of information resources to ensure a service that will meet the needs of users • Liaise with clients of the Department in order to determine library needs and accessible customer-driven service • Administer supervision of subordinates.

Enquiries: Ms MC Maartens Tel. No. 051 407 2806

POST Librarians: Collection Development (x2 Posts) [Ref. LCD 006]

SALARY R 79 407 pa

CENTRE Bloemfontein

REQUIREMENTS • B Bibl degree or an equivalent qualification (BA Degree with a Diploma in Library and Information Science or National Diploma in Library and Information Science) • Computer Literacy
• Communications skills • Knowledge of Library and information Systems.

RECOMMENDATIONS • Knowledge of collection development standards and norms • Reading and writing knowledge of Southern Sotho • Ability to assess library material and to compile a report on findings.

KEY RESPONSIBILITIES • Evaluate and select new basic fiction and non fiction book material in subject fields or categories, formats and language • Study publishers catalogues to select material • Publicize and promote the collection through reviews, articles and book talks • Evaluate the existing stock to determine gaps and deselect old, obsolete and ugly materials.

Enquiries: Ms ASM Myburgh Tel. No. 051 407 2808

POST Demand Clerk [Ref. DCFA 005]

SALARY R 64 143 pa

CENTRE Bloemfontein

REQUIREMENTS • Senior Certification or Equivalent Qualification

RECOMMENDATIONS • Computer Literacy • Working Knowledge of PFMA, PPPFA, Supply Chain Management, Treasury and Financial delegation • Ability to work under pressure.

KEY RESPONSIBILITIES • Assist with quotations requests and issuing of bid documents • Opening and closing of bid box and handle enquiries regarding bids • Consolidate the needs of the Department that are budgeted for • Assist with certification of quotations in line with the database.

Enquiries: Ms L. Venter Tel. No. 051 4103677