



the premier
Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 74/2008

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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.



DEPARTMENT OF THE PREMIER

DATE: ...27/10/2008...



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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.

DEPARTMENT OF THE PREMIER
GOVERNMENT COMMUNICATION SERVICES

POST: CHIEF DIRECTOR: GOVERNMENT COMMUNICATION SERVICES

SALARY: Level 14 – An all inclusive remuneration package of R675 276 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.

This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: The candidate must be in possession of an appropriate 3 year degree preferably in the Media/Communication field and/or experience in the management of resources in a similar environment.

RECOMMENDATION: Extensive experience with regard to implementing turn-around strategies. Knowledge of corporate communication and media liaison issues in the Free State and South Africa. Strategic Thinking, analytical and problem solving skills

KEY RESPONSIBILITIES:

The candidate must have knowledge, skills, training and competencies of the following:

- Provide strategic direction with regard to transverse Government communication issues to promote an environment conducive to the positive image of the Premier and the Executive Council
- Strategically oversee the development of transverse policies/strategies with regard to corporate communication and media liaison that will contribute to the positive image of the Free State Provincial Government
- Monitor and report on the implementation of transverse corporate communication and media liaison policies/strategies in order to determine the impact of the policies/strategies and to advise on corrective action where necessary and/or improve on the policy and strategic direction
- Attend Provincial and National Forums regarding transverse corporate communication and media liaison issues for purposes of improving on policy/strategies and or reporting on progress with implementation in the Free State
- Liaise with provincial, national and international stakeholders in order to obtain information on the latest developments with regard to corporate communication and media liaison
- 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: HEAD GCS

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

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

Or

Hand delivers to:
Brain Modise
Room 22, Lebohang Building
BLOEMFONTEIN

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CLOSING DATE: 14 November 2008

FREE STATE TRAINING AND DEVELOPMENT INSTITUTE

POST: DEPUTY MANAGER: SKILLS DEVELOPMENT COORDINATION

SALARY: Level 12 - An all-inclusive package of R407 745 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

REQUIREMENTS:

- An appropriate human resource development degree/diploma or equivalent qualification plus applicable managerial experience.
- Valid drivers license
- Budgetary and Project management skills
- Communication and presentations/facilitations skills.
- Computer literacy
- Knowledge of legislation and policies pertaining to Skills Development
- Ability to work independently, under pressure and have strong interpersonal skills

KEY RESPONSIBILITIES:

The following will be expected of the successful candidate:

- Develop and monitor the implementation of the Provincial Workplace Skills Plan to ensure that the human resource development and training needs of the Free State Provincial Government are addressed.
- Initiate and facilitate learnerships and skills programmes in collaboration with provincial departments to address the human resource development and training needs of the Free State Provincial Government.
- Liaise with PSETA and other SETAs to enhance synergy of skills development activities in the implementing the National Skills Development Strategy.
- Liaise with National Public Service Trainers Forum to enhance synergy skills development activities.
- Co-ordinate Public Service Trainers Forum activities in the province.
- Ensure the effective and efficient functioning of the component by managing the resources (personnel, budget etc.) of the component.
- Manage bursaries for the Department of the Premier.
- Manage special bursary project.

REFERENCE: DM: SDC

ENQUIRIES: Mr. I.M. Garaba
Telephone number: (051) 405 4473

APPLICATIONS: Ms. P. Norval
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Human Resource Advice, Co-ordination and Management Directorate
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CLOSING DATE: 14 November 2008

RISK MANAGEMENT

POST : RISK MANAGER

SALARY: Level 11 - An all-inclusive package of R344 052 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:

- Three year degree with Risk Management/Auditing/Internal Auditing as major subject
- Driver's Licence
- Experience in the development and implementation of Risk Management Systems/Strategies.
- Practical experience in risk management services
- Knowledge of relevant legislation applicable to risk management.
- Knowledge of Risk management processes and techniques.
- Proven liaison skills at different levels of management.
- Advanced computer literacy skills.
- Good communication skills.

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

- Develop, maintain and implement the following on departmental risk management, namely:
 - Risk management strategy
 - Risk management framework
 - Risk management policy statements
 - Risk plan, and
 - Risk policy
- Develop and ensure the implementation of risk management processes to ensure compliance to the risk management plan.
- Manage education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management in the department.
- Review the implementation of risk management processes to ensure compliance in the department.
- Co-ordinate with external stakeholders on broader effective and efficient risk management strategies to enhance risk management.
- Manage resources to render an effective and efficient risk management service.

REFERENCE NO: RM

ENQUIRIES: Mr. M.J. Ndhove
Tel: (051) 405 4061

APPLICATIONS: Ms. P. Norval
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CLOSING DATE: 14 November 2008

INTERNAL AUDIT

POST: ASSISTANT INTERNAL AUDITOR (2 posts)

SALARY: Level 9 - A basic salary of R174 243 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- An appropriate B-degree and/or practical demonstration of knowledge and skills.
- Proven experience of internal audit related activities.
- Knowledge of policy analysis and development, internal audit mechanisms, systems and processes.

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

- Conduct audits and report thereon according to the Standards for the Professional Practice of Internal Auditing and departmental procedure.
- Examine and evaluate the Department's financial and other systems as well as procedures and internal controls to ensure that accounting records and management information are accurate and controls are adequate to protect against fraud and waste.
- Assist with the preparation, in consultation with and for approval by, the Audit Committee responsible for the Department of the Premier –
 - a rolling three-year strategic internal audit plan based on its assessment of key areas of risk for the institution, having regard to its current operations, those proposed in its strategic plan and its risk management strategy.
 - an annual internal audit plan for the first year of the rolling plan,
 - plans indicating the proposed scope of each audit in the annual internal audit plan,
 - a modus operandi, with management inputs, to guide the audit relationship, and
- Assist with the development, implementation and maintenance of anti-corruption strategies in the Department of the Premier.
- Assist with the development of audit procedures and policies.
- Develop an effective and professional relationship with the Auditing Committee, Accounting Officer, management as well as with external auditors.
- Carry out special investigations at the request of the Audit Committee and Management.
- Liaise with external auditors on issues of management and Audit Reports.
- Participate in the development of automated information systems to ensure that these systems incorporate necessary controls.
- Manage the intern to ensure that productive internal audit services are rendered in the unit.
- Act as chief user clerk for the Internal Audit unit.

REFERENCE NO: AIA

ENQUIRIES: Mr. S. Tsunke
Tel: (051) 405 4753

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CLOSING DATE: 14 November 2008

FINANCIAL AND SUPPLY CHAIN MANAGEMENT

POST: STATE ACCOUNTANT: BUDGET ADMINISTRATION

SALARY: Level 7 - A basic salary of R117 501 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- Bachelors Degree or National Diploma in Finance or Management Accounting and/or relevant experience in a financial environment.
- Knowledge of BAS, LOGIS and PERSAL.

KEY RESPONSIBILITIES:

- Responsible for the compilation of budget inputs for the Directorate.
- Responsible for capturing the budget on the Basic Accounting System in terms of the various allocations on an annual basis.
- Responsible for the monthly compilation of the Compliance Certificate Checklist, sent to Treasury.
- Check new requests for funds availability and executes the shifting of funds.
- Compile monthly fund requisitions and monitor the availability of funds for expenditure.
- Corrects wrong expenditure allocations using Journal entries.
- Requests expenditure reports from BAS on a daily basis.
- Assists the Senior State Accountant to compile the In Year Monitoring Report on a monthly basis.
- The management of human and other resources of the unit to ensure optimum functioning.

REFERENCE NO: SA BA

ENQUIRIES: Mr. S. Sephiri
Tel: (051) 405 4992

APPLICATIONS: Ms. P. Norval
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CLOSING DATE: 14 November 2008

POST: ASSET PRACTITIONER (2 posts)

SALARY: Level 7 – A basic salary of R117 501 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- Bachelors Degree or National Diploma in Finance or Management Accounting and/or relevant experience in a supply chain management environment.
- Knowledge of relevant legislation applicable to supply chain management.
- Good computer skills

KEY RESPONSIBILITIES:

- Cost-effective disposal of material/items for the Department of the Premier including the development of a database for capturing information on items to be disposed of.
- Execute stock taking exercises in collaboration with sub-inventory controllers for the Department of the Premier to ensure the correct capturing of information on assets and report on the findings.
- Development and maintenance of an Asset Management Register for the Department of the Premier.
- Identify risk areas in the Department of the Premier and develop strategies/procedures to ensure that losses are limited to the minimum.
- Do investigations and assess losses against the prescribed procedures in order to recommend appropriate action.
- Advise Programme Managers on how to minimize risk in order to safeguard the assets of the Department of the Premier.

REFERENCE NO: ASSETP

ENQUIRIES: Mr. A.I. Tlhasedi
Tel: (051) 405 5691

APPLICATIONS: Ms. P. Norval
Department of the Premier
Human Resources Advice, Co-ordination and Management Directorate
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