

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 26/2010

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

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DATE:10/08/2010.....

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

www.fs.gov.za



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

DEPARTMENT OF THE PREMIER

Directions to applicants: A comprehensive CV should be submitted as application. The following information should also be included in the CV: Completed qualifications, Race, Gender, Disability-if applicable, Citizenship, driver's license and indication of criminal offences. (Separate application for every vacancy). Applications without a reference number will not be considered. Only short listed candidates will be requested to submit a Z83-form, certified copies of qualifications, driver's license and identity document on the day of interviews. 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, employee reference checks, criminal record check as well as vetting where necessary. 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. Applications from people with disabilities are welcomed.

POST: **MANAGER: SPECIAL PROGRAMMES**
REFERENCE NO: M:SP

SALARY: Level 13 – An all inclusive salary package of R652 572 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 qualification and/or extensive experience in the management of resources in a similar environment and in developing & implementing turn-around strategies.
- Experience in Budgeting and Financial Management.
- Experience in Project Management.
- Knowledge of Legislation & Policies applicable to Special Programmes.
- Knowledge off coordination, monitoring and evaluation mechanisms, systems and processes.
- Strategic Thinking, Decision making, analytical and Problem solving skills.

DUTIES:

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

- Develop and monitor various transverse policies/strategies with regard to special programmes.
- Manage special projects with regard to special programmes as identified by the Premier.
- Implement Special Programmes in the Department of the Premier.
- The management of resources to ensure the effective and efficient attainment of objectives.

ENQUIRIES: Mr. Alec Moemi Telephone number: (051) 4033903

POST: DISTRICT CO-ORDINATOR: XHARIEP NATIONAL SKILLS FUND LEARNERSHIPS
Fixed 1 Year, 6 month contract appointment.
REFERENCE NO: DPC: NSF

SALARY: Level 11 – An all inclusive salary package of R378 456 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 : TROMPSBURG

REQUIREMENTS:

The candidate must be in possession of an appropriate 3 year degree or diploma and/or extensive working experience in the skills development field and the administration of learnerships.

DUTIES:

- To assume total responsibility of the roll out of the learnerships in the Xhariep district.
- Administer matters related to the budget, procurement and personnel administration of the District office staff and render advice thereon to the Provincial Manager.
- To develop and maintain effective networks with relevant Training Providers and Host Employers within the Xhariep District.
- To contribute to the strategic objectives and vision of the NSF Unit / Component of the Department of the Premier.
- Supervise, plan and co-ordinate the activities of sub-ordinates.
- Conduct Monitoring and Evaluation of the programme.
- Liaise with the relevant SETA's

ENQUIRIES: Mr. A.P. Kgaile, Telephone number: 051 409 6907

POST : ASSISTANT MANAGER: EMPLOYEE HEALTH AND WELLNESS
(REFERENCE NUMBER: AM: EAP)

SALARY: Level 9 - A basic salary of R192 540 per annum.

CENTRE: Bloemfontein

REQUIREMENTS:

- A relevant tertiary qualification in the Social Welfare field and relevant knowledge and experience in the Employee Wellness, Hygiene and Occupational Health and Safety field.
- Knowledge of policy development and analysis
- Knowledge of Government priorities and Public Service Legislation.
- Highly evolved verbal and writing skills.

KEY RESPONSIBILITIES:

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

- The provision of operational direction and leadership to the unit.
- Spearhead the development and implementation of policies and guidelines, revolving around Occupation Health and Safety, Employee Wellness and Hygiene.
- Facilitate the building of networks and relationships with service providers.
- Responsible for the supervision of personnel, staff development, strategic and operational planning, implementation of operational plans and the coordination of activities.
- The application of sound management principles and the coordination of the Units budget allocation, logistics and human resources to ensure effective, efficient and economical environment and operations.

ENQUIRIES: Ms. N. Mosoeu-Kopa, Telephone number: (051) 4054020

POST: PRACTITIONER: HEALTH MANAGEMENT
(REFERENCE NUMBER: P:HM)

SALARY: Level 7 - A basic salary of R130 425 per annum

CENTRE: Bloemfontein

REQUIREMENTS:

- A relevant tertiary qualification in the Social Welfare field and relevant knowledge and experience in the HIV and AIDS Management field.
- Knowledge of policy development and analysis
- Knowledge of Government priorities and Public Service Legislation.
- Highly evolved verbal and writing skills.

KEY RESPONSIBILITIES:

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

- To undertake subject specific policy implementation;
 - To increase compliance with health guidelines.

- To deal with subject specific issues affecting employees of the Department of Premier with regards to the following:
 - Focus on HIV and AIDS treatment.
 - This post will promulgate the approach of government towards HIV/AIDS.
 - This post will manage indirect HIV/AIDS related opportunistic infections and diseases such as Tuberculosis, the Common Cold and Sexually Transmitted Diseases.

- To address issues outside the realm of HIV and AIDS as well such as General Health Management:
 - Responsible for taking health care to a higher level by helping to improve and maintain the health and wellness of the total population of the department with a comprehensive suite of health and wellness, disease management, and lifestyle management solutions.
 - Address mental health issues such as anxiety, post traumatic stress and psychological problems.
 - Promote the use of activities leading to high levels of wellness, including nutritional knowledge, exercise, and appropriate use of the medical system are encouraged.
 - Seek ways to enhance relationships through better communication and encouraging a healthy living environment by educating staff on how to live in harmony with conflict.
 - To educate staff to effectively cope with stress.
 - To discourage and educate staff on detrimental activities, including but not limited to the consumption of drugs and excessive alcohol.
 - These solutions will range from prevention through wellness to advanced care management for which this post will provide information and guidance on chronic conditions as well as healthy lifestyles to increase members' awareness and motivation and help reduce costs for everyone.
 - Perform personalized health coaching to result in healthier and happier people, less missed work, decreased absenteeism and fewer hospital stays.
 - Work on a one on one basis with a client or employee in order to extend health care beyond treating single incidents of illness or injury and their symptoms.
 - Partner with organizations to provide an integrated wellness approach.

- The post will further extend this function by providing counseling and support during bereavement for inter-denominational staff, bearing in mind the sensitivity of the diversity of religious and spiritual practices inherent.
 - This post will also provide basic counseling and referral services for staff to service providers.

ENQUIRIES: Ms. N. Mosoeu-Kopa, Telephone number: (051) 4054020

POST: PRACTITIONER: OCCUPATIONAL HYGIENE, HEALTH AND WELLNESS MANAGEMENT
(REFERENCE NUMBER: P:OHHWM)

SALARY: Level 7 - A basic salary of R130 425 per annum

CENTRE: Bloemfontein

REQUIREMENTS:

- A relevant tertiary qualification in Occupational Health and Safety Management and relevant knowledge and experience in the Occupational Health and Safety, Employee Wellness and Hygiene Management field.
- Knowledge of policy development and analysis
- Knowledge of Government priorities and Public Service Legislation.
- Highly evolved verbal and writing skills.

KEY RESPONSIBILITIES:

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

- To undertake subject specific policy implementation:

- To promote health measures that will improve the quality of employees work life
 - To engage in implementing laws and with agencies to safeguard the physical environment for staff to work in.
 - Provide input towards a health and safety program designed to prevent accidents and occupational diseases.
- This post will be functional and deal with subject specific issues affecting employees of the Department of Premier in respect of the following:
 - To focus on the impact of the environmental component or aspect of wellness and health management.
 - To deal with Occupational Hygiene as the discipline of anticipating, recognising, evaluating and controlling health hazards in the working environment with the objective of protecting worker health and well-being and safeguarding the community at large.
 - To deal with the anticipation, recognition, evaluation, prevention, and control of those environmental factors or stresses arising in or from the workplace which may cause sickness, impaired health and well being, or significant discomfort among workers or even to a small degree among citizens of the community (who may have occasion to visit the building on business).
 - Involved with the assessment and control of chemical, physical or biological hazards in the workplace that could cause disease or discomfort.
 - To communicate and educate staff effectively regarding hazards, risks, and appropriate protective procedures; to evaluate and inform ventilation design decisions; and to manage people and programs for the preservation of health and well-being of those who enter the workplace.
 - Link ergonomics and human factors that are often used interchangeably in workplaces.
 - Serve as a central focus of management's commitment to protect the safety and health of employees.
 - Communicate the department basic health and safety philosophy and educate on who is accountable for occupational health and safety programs and define what the general responsibilities of all employees are towards the maintenance and upkeep thereof.
 - Link up with security on issues such as Occupational Injuries, Investigation reports and accident records.
 - Be the custodian of Fire precautions and evacuation procedures, First aid, basic Safety inspections, Training programs and ensuring legal requirements are met.
 - Serve as the focal point of operations in Occupational Health and Safety which is the joint responsibility of management and workers.

ENQUIRIES: Ms. N. Mosoeu-Kopa, Telephone number: (051) 4054020

POST: **RESIDENTIAL MANAGER**
Fixed 5 Year contract appointment.
REFERENCE NO: RM

SALARY: Level 11 – An all inclusive salary package of R378 456 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 tertiary qualification.
- Experience in the management of protocol and media liaison services.
- Relevant experience in a political office.
- Knowledge of Financial Control, Stock Control and Diplomacy and Diplomatic Procedures.
- Organizing, coordination and Interpersonal relations skills.

DUTIES:

- Comprehensive management of the official residence of the Premier. This entails inter alia the following:
 - The management of the daily functions of Free State House to co-ordinate all housekeeping and cleaning programmes.
 - The performance of periodic inspections of the House and to develop corrective action plans to address problems and shortcomings.
 - The planning and co-ordinating of special functions and activities to ensure that the Premier successfully hosts official functions.
 - Remain up to date with regard to the applicable prescripts/policies and procedures that apply to her work terrain.
 - Remain abreast with the procedures and processes applicable to the office of the Premier.

- To provide intergovernmental, protocol and sectoral relations. This entails inter alia the following
 - Coordinate the hosting of functions relating to the activities of the Department/s and Premier.
 - Arrange the entertaining foreign visitors, including the presentation of appropriate gifts to such visitors.
 - Coordinate the hosting an official function in honour of a delegate/event/occasion.
 - Arrange the entertaining colleagues, Government officials and others at farewell functions for Members.
 - Conduct briefing sessions of members of staff who will be assisting VIP delegation on issues of protocol.
 - Provide advice/assistance in respect of ceremonial duties e.g. flag hoisting, State Banquets
 - Provide accommodation and transport for foreign visitors and VIP's.
 - Remain up to date with regard to the applicable prescripts/policies and procedures that apply to her work terrain.
 - Remain abreast with the procedures and processes applicable to the office of the Premier

- The management of resources at the official residence of the Premier. This entails inter alia the following:
 - Supervise downline staff, including the quality control of the work delivered by downline staff.
 - Develop job descriptions for downline staff.
 - Evaluate the performance of staff
 - Facilitate training interventions.
 - Give guidance and advice to staff.
 - Supervise the performance of contractors engaged to maintain the official residence of the Premier, both on the interior and exterior.
 - Remain up to date with regard to the applicable prescripts/policies and procedures that apply to her work terrain.
 - Render Chief User Clerk functions
 - Render asset Management functions in the official residence
 - Remain abreast with the procedures and processes applicable to the office of the Premier.

ENQUIRIES: Ms. J. Kay, Telephone number: 051 405 5496

APPLICATIONS FOR THE DEPARTMENT OF THE PREMIER:

Posted to: Ms. P. Norval, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or e-mail to: modiseb@premier.fs.gov.za or
Hand delivers to: Brian Modise, Room 22, Ground floor, Lebohang Building, Bloemfontein

CLOSING DATE : 23 AUGUST 2010