

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 36/2010

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL 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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.



DEPARTMENT OF THE PREMIER

DATE:17/09/2010.....

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



DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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POST: DIRECTOR: PROVINCIAL MUNICIPAL INFRASTRUCTURE PROGRAMME
REFERENCE NO: COGTA 6/2010

SALARY: Level 13 – An all-inclusive 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.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- A Degree/Diploma.
- Extensive experience in Management
-
- **DUTIES:**
- Develop and ensure the successful implementation of a Provincial MIG Management Business Plan
- Support and facilitate the establishment of Municipal Project Management Units
- Ensure that municipalities have the necessary capacity to ensure the development of the following
 - A sustainable operational and maintenance programme for the three years and beyond
 - An operational and maintenance programme of existing infrastructure for water, sanitation, electricity and other infrastructure as well as associated budget
- Ensure the development and maintenance of a GIS System to support the development of efficient and sustainable municipal infrastructure
- Establish mechanisms, processes and procedures in terms of Section 155 (6) of the Constitution to
 - Monitor the performance of municipalities in the FS Province on matters related to the MIG
 - Monitor the development of local government capacity in the Province on matters related to the MIG

P.O Box 211, Bloemfontein, 9300

Lebohang Building, 7th Floor, cnr St Andrews and Markgraaf Streets, Bloemfontein, 9300



- Assess the support needed by municipalities to strengthen their capacity to deal with MIG
- Render advice and assistance to non-performing municipalities with regard to MIC conditions, project scope, mismanagement and/or misappropriation of funds, improper procurement procedures, reporting requirements, etc (15%)
- Oversee the implementation of MIG
- Participate in the development of the 5-year Strategic Plan and the Annual Business Plan and plan, guide, manage and co-ordinate resources towards the successful implementation thereof, thereby enhancing the overall performance of the Department and maximizing the spending of allocated funds
- Participate in various national, provincial, departmental and municipal committees and fora on matter related to local governance in the Free State Province and report monthly, quarterly and annually on matters related to local governance
- Render advice to stakeholders in local governance towards improved service delivery

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ENQUIRIES:

Ms. LM. Molibeli Telephone number: 079 8740 122

APPLICATION FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO:

Quoting the reference number, must be forwarded to The HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by Hand in the box provided in the entrance at Lebohang Building Bloemfontein

CLOSING DATE 4 October 2010

P.O Box 211, Bloemfontein, 9300

Lebohang Building, 7th Floor, cnr St Andrews and Markgraaf Streets, Bloemfontein, 9300



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

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POST: DIRECTOR: SPATIAL PLANNING
REFERENCE NO: COGTA 7/2010

SALARY: Level 13 – An all-inclusive 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.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- A Degree/Diploma relevant to Sustainable Development, Urban Design and Planning.
- Extensive experience in Management
- Extensive knowledge of legislation and policies governing Spatial Development issues in South Africa and the Province
- **DUTIES:**
 1. Oversee the development, co-ordination and implementation of Integrated Spatial planning and Land Development Management Framework.
 2. Manage evaluation and advice on land development applications and provide advice to the Townships Board and the Department.
 3. Co-ordinate Research regarding spatial planning and land development management
 4. Oversee the implementation and support to municipalities with regard to spatial development and land development management
 5. Manage the administration of land development applications and provide advice.
 6. Provide secretariat services to the Townships Board
 7. Manage Provincial and Regional Development by means of spatial development framework
 8. Develop and maintain relevant spatial information.
 9. Monitor the effectiveness implementation of government programmes and projects within the approved spatial framework

10. Participate in the development of the 5-year Strategic Plan and the Annual Business Plan and plan, guide, manage and co-ordinate resources towards the successful implementation thereof, thereby enhancing the overall performance of the Department and maximizing the spending of allocated funds
11. Participate in various national, provincial, departmental and municipal committees and fora on matters related to local governance in the Free State Province and report monthly, quarterly and annually on matters related to local governance
12. Render advice to stakeholders in local governance towards improved service delivery

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ENQUIRIES:

Mr. TM Ngesi

Telephone number: 082 3300 541

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POST: DIRECTOR: MUNICIPAL POLICY DEVELOPMENT AND ADVICE
REFERENCE NO: COGTA 8/2010

SALARY: Level 13 – An all-inclusive 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.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- A Degree/Diploma.
- Extensive experience in Management
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DUTIES:

1. Develop and ensure the successful implementation of local government policy framework and regulations
2. Monitor compliance with municipal policy frameworks and regulations submit monthly, quarterly and annual reports thereon
3. Render legal administrative service on local government matters
4. Provide ongoing advice to municipalities and partners on the implementation of local government policy and regulations;
5. Provide advice on local government intervention measures
6. Co-ordinate activities related to local government establishment matters (demarcation, assessment of capacity for performing powers and functions, elections)
7. Manage the resources of the unit
8. Participate in the development of the 5-year Strategic Plan and the Annual Business Plan and plan, guide, manage and co-ordinate resources towards the successful implementation thereof, thereby enhancing the overall performance of the Department and maximizing the spending of allocated funds
9. Participate in various national, provincial, departmental and municipal committees and fora on matter related to local governance in the Free State Province and report monthly, quarterly and annually on matters related to local governance
10. Render advice to stakeholders in local governance towards improved service delivery

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ENQUIRIES:

Mr. LL Khiba

Telephone number: 079 5177 028

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POST: STATE ACCOUNTING CLERK (6 POSTS)

(3 Posts: Salaries and Tax)

(1 Post: Debt)

(2 Posts: Banking Services)

REFERENCE NO: COGTA 9/2010

SALARY: Salary level 5 – A basic salary of R87 978 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- Grade 12 / NQF equivalent

SKILLS AND COMPETENCIES:

- Computer literacy skills
- Numeracy skills.
- Literacy skills.
-

• **DUTIES:**

1. Assist with the implementation and administering of financial accounting practices (LOGIS/ BAS Transactions) concerning financial processes in the Department to contribute to the rendering of a professional financial administration service, e.g..
 - o Salaries (payments, deductions etc.)
 - o Tax (payment to SARS, calculation of tax payable etc.)
 - o Debt
 - o Bookkeeping (clear ledger accounts, capture BAS payments, journals and reports)
 - o Banking
 - o Revenue (cashier)
 - o Budget (capture budgets, virements, adjustment budgets on BAS etc.)
2. Handle enquires related to financial administration matters to ensure the correct implementation of financial administration practices.

ENQUIRIES:

Salaries and Tax:	Ms. E Neethling,	Tel. 051 405 4702
Debt:	Ms. V de Swardt,	Tel. 051 405 5432
Banking Services:	Mr. F Labuschagne,	Tel. 051 403 3935

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POST: **STATE ACCOUNTANT (6 POSTS)**
(2 Posts: Financial Control)
(1 Post: Banking Services)
(1 Post: Salaries and Tax)
(1 Post: Debt)
(1 Post: Project Monitoring and Advice)

REFERENCE NO: COGTA 10/2010

SALARY: Salary level 7 – A basic salary of R130 425 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- Appropriate Degree or equivalent qualification
- LOGIS / BAS Certificate
- Appropriate experience in a financial administration environment

SKILLS AND COMPETENCIES:

- Computer literacy skills
- Numeracy skills
- Literacy skills
- Interpersonal relationship skills
- Problem solving / analytical skills
- A proper knowledge of LOGIS/BAS, PERSAL is a pre-requisite

DUTIES:

1. Successfully implement and maintain financial management practices concerning financial administration processes in the Department to contribute to the rendering of a professional financial management service, e.g.:
 - Salaries (payments, deductions etc.)
 - Tax (payment to SARS, calculation of tax payable etc.)
 - Debt

- Bookkeeping (clear ledger accounts, capture BAS payments, journals and reports)
 - Banking
 - Revenue (cashier)
 - Budget (capture budgets, virements, adjustment budgets on BAS etc.)
2. Address financial management enquiries to ensure the correct implementation of financial management practises.
 3. Inform, guide and advise the Department / personnel on financial management matters to enhance the correct implementation of financial management practises and policies.
 4. Approve transactions on LOGIS / BAS/ PERSAL according to delegations.
 5. Supervise the activities of State Accounting Clerks and develop their skills to contribute to the rendering of a financial administration service

ENQUIRIES:

Financial Control:	Ms. C Germishuys,	Tel.: 051 405 4936
Banking Services:	Mr. F Labuschagne,	Tel.: 051 403 3935
Salaries and Tax:	Ms. E Neethling,	Tel.: 051 405 4702
Debt:	Ms.V de Swardt,	Tel.: 051 405 5432
Project Monitoring:	Ms. M Ridgard,	Tel.: 051 403 3565

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POST: SUPPLY CHAIN CLERK: ORDERS, PAYMENTS AND LOGIS

REFERENCE NO: COGTA 11/2010

SALARY: Salary level 5 – A basic salary of R87 978 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Grade 12 / NQF equivalent

SKILLS AND COMPETENCIES:

- Computer literacy skills
- Numeracy skills.
- Literacy skills.

Knowledge of LOGIS/BAS will serve as a strong recommendation.

DUTIES:

1. Assist with the implementation and administration of supply chain management practices (including LOGIS Transactions) concerning logistics and stores and the maintenance of supply chain management processes in the Department to contribute to the rendering of a professional supply chain management service, e.g.:
 - Logistics (ordering, payments, transit in, transit out, warehouse, quotations, etc.)
 - Asset management (including disposals)
 - Demands
 - Acquisitions
2. Handle enquiries related to supply chain management towards ensuring the correct implementation of supply chain management practices within the Department.

ENQUIRIES:

Ms. Pretorius

Telephone nr. 051 403 3654

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POST: **SUPPLY CHAIN PRACTITIONER (3 POSTS)**
(1 Post: Transit and Warehouse)
(2 Posts: Transport Management)

REFERENCE NO: COGTA 12/2010

SALARY: Salary level 7 – A basic salary of R130 425 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- Appropriate Degree or equivalent qualification
- LOGIS / BAS Certificate
- Appropriate experience in a supply chain management environment

SKILLS AND COMPETENCIES:

- Computer literacy skills
- Numeracy skills
- Literacy skills
- Interpersonal relationship skills
- Problem solving / analytical skills
- A proper knowledge of LOGIS/BAS and supply chain management-related policies and practices in the public service is a pre-requisite

DUTIES:

- Successfully implement and maintain supply chain management practices (including LOGIS Transactions) concerning logistics and stores and the maintenance of supply chain management processes in the Department to contribute to the rendering of a professional supply chain management service, e.g.:
 - Logistics (ordering, payments, transit in, transit out, warehouse, quotations, etc.)
 - Asset management (including disposals)
 - Demands
 - Acquisitions

2. Address supply chain management enquiries to ensure the correct implementation of supply chain management practises.
3. Inform, guide and advice Department/personnel on supply chain management matters to enhance the correct implementation of supply chain management practises and policies.
4. Approve transactions on LOGIS / BAS according to delegations.
5. Supervise the activities of supply chain clerks and develop their skills

ENQUIRIES:

Transit and Warehouse: Mr. K. Motloutng, Tel. 051 403 3745
Transport Management: Mr. J.F. Nel, Tel. 051 403 3356

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POST: **SENIOR SUPPLY CHAIN PRACTITIONER (5 POSTS)**
(3 Posts: Asset Maintenance and Disposals)
(1 Post: Contract Management)
(1 Post: Bid Administration)

REFERENCE NO: COGTA 13/2010

SALARY: Salary level 8 – A basic salary of R161 970 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- Appropriate Degree or equivalent qualification
- LOGIS / BAS Certificate
- Appropriate experience in a supply chain management environment

SKILLS AND COMPETENCIES:

- Computer literacy skills
- Numeracy skills
- Literacy skills
- Interpersonal relationship skills
- Problem solving / analytical skills
- Presentation skills
- Supervisory skills
- A proper knowledge of LOGIS/BAS, supply chain management-related policies and practices as well as accounting principles and practices in the public service is a pre-requisite

DUTIES:

1. Ensure the successful implementation and maintenance of supply chain management practices (including LOGIS Transactions) concerning logistics and stores and the maintenance of supply chain management processes in the Department to contribute to the rendering of a professional supply chain management service, e.g.:

- Logistics (ordering, payments, transit in, transit out, warehouse, quotations, e.g.)
 - Asset management (including disposals)
 - Demands
 - Acquisitions
2. Render a supply chain management advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and prescripts and other supply chain related issues to promote an effective supply chain environment.
 3. Promote effective supply chain management by researching, analysing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of supply chain practices.
 4. Monitor, evaluate and/or review/update supply chain management policies, procedures and practises.
 5. Provide supply chain information and knowledge management services to the Department, for example:
 - Maintain databases and draw relevant reports in relation to implementation of supply chain management policies, procedures and practises.
 - Manage the selection, generation and presentation of supply chain management information taking into account the strategic and operational management information requirements
 6. Approve and verify all documents and transactions on LOGIS / BAS according to delegations.
 7. Prepare reports on supply chain management issues and statistics.
 8. Compile monthly reconciliation's and finalization of outstanding payments / submissions / recommendations.
 9. Supervise the activities of the supply chain clerks and/or supply chain practitioners and develop their skills towards contribute to the rendering of a professional supply chain management service to the Department

ENQUIRIES:

Asset Maintenance and Disposals: Ms. N. Hoakoane, Tel 051 405 5716
Contract Management and Mr. K. Motloung Tel 051 403 3745
Bid Administration:

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POST: **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (3 POSTS)**
(1 Post: Supply Performance Management)
(1 Post: Asset Maintenance and Disposals)
(1 Post: Contract Management)

REFERENCE NO: COGTA 14/2010

SALARY: Salary level 9 – A basic salary of R192 540 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- Appropriate Degree or equivalent qualification
- LOGIS / BAS Certificate
- Appropriate experience in a supply chain management environment

SKILLS AND COMPETENCIES:

- Computer literacy skills
- Numeracy skills
- Literacy skills
- Interpersonal relationship skills
- Problem solving / analytical skills
- Presentation skills
- Supervisory skills
- Knowledge of LOGIS/BAS and supply chain management-related policies and practices in the public service is a pre-requisite

DUTIES:

1. Manage, co-ordinate and integrate the implementation and maintenance of supply chain management practices (including LOGIS Transactions) concerning logistics and stores and the maintenance of supply

chain management processes in the Department to contribute to the rendering of a professional supply chain management service, e.g.:

- Logistics (ordering, payments, transit in, transit out, warehouse, quotations, etc.)
 - Asset management (including disposals)
 - Demands
 - Acquisitions
2. Address supply chain management enquiries to ensure the correct implementation of supply chain management practices and policies.
 3. Ensure the successful implementation of departmental/ public service policies as well as development of policies on matters related to supply chain management to adhere to the relevant prescripts/ legislation.
 4. Prepare and consolidate reports on supply chain management issues.
 5. Inform, guide and advice Department/ personnel on supply chain management matters to enhance the correct implementation of supply chain management practices/policies.
 6. Authorise transactions on LOGIS / BAS according to delegations.
 7. Prepare in-depth complex reports on supply chain management issues and statistics.
 8. Plan, co-ordinate and manage all resources attached to the unit and develop the skills of sub-ordinate human resources

ENQUIRIES:

Asset Maintenance and Disposals:
Supply Performance Management
and Contract Management:

Ms. N. Hokoane,
Mr. K Motloung

Tel 051 405 5716
Tel 051 403 3745

**APPLICATION FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
TO BE SUBMITTED TO:**

Quoting the reference number, must be forwarded to The HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by Hand in the box provided in the entrance at Lebohang Building Bloemfontein

CLOSING DATE: 4 October 2010



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 COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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 (a transcript of results must be attached), 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. 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. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

POST: SENIOR STATE ACCOUNTANT: BUDGET ADMINISTRATION

REFERENCE NO: COGTA 15/2010

SALARY: Salary level 8 – A basic salary of R161 970 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- Appropriate Degree or equivalent qualification
- LOGIS / BAS Certificate
- Appropriate experience in a financial administration environment
-

SKILLS AND COMPETENCIES:

- Computer literacy skills
- Numeracy skills
- Literacy skills
- Interpersonal relationship skills
- Problem solving / analytical skills
- Presentation skills
- Supervisory skills

Knowledge of LOGIS/BAS, PERSAL and financial-related policies and practices in the public service is a pre-requisite

DUTIES:

1. Ensure and oversee the successful implementation and maintenance of financial management practices (LOGIS/ BAS/ PERSAL transactions) concerning financial management processes in the Department to contribute to the rendering of a professional financial management service and handle more complex matters related thereto, e.g.:
 - Salaries (payments, deductions etc.)

- Tax (payment to SARS, calculation of tax payable etc.)
 - Debt
 - Bookkeeping (clear ledger accounts, capture BAS payments, journals and compile reports)
 - Banking
 - Revenue (cashier)
 - Budget (capture budgets, virements, adjustment budgets on BAS etc.)
2. Render a financial management advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and prescripts and other financial administration related issues to promote an effective financial management environment.
 4. Promote effective financial management by researching, analysing, developing, monitoring and reviewing departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of financial management practices.
 5. Monitor and evaluate financial management policies, procedures and practises.
 6. Provide financial information and knowledge management services to the Department, for example:
 - Maintain databases and draw relevant reports in relation to the implementation of financial management policies, procedures and practises.
 - Manage the selection, generation and presentation of financial management information taking into account the strategic and operational management information requirements
 7. Authorise and verify all documents and transactions on LOGIS / BAS/PERSAL according to delegations.
 8. Prepare reports on financial management issues and statistics.
 9. Compile monthly reconciliation's iro PERSAL/BAS/PMG accounts and finalize outstanding payments / submissions / recommendations
 10. Supervise the activities of State Accounting Clerks and/or State Accountants and develop their skills to contribute to the rendering of a professional financial management service

ENQUIRIES:

Ms. M.M. Leeuw, Tel. 051 403 3223

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POST: SECRETARY (OFFICE OF THE HOD)

REFERENCE NO: COGTA 16/2010

SALARY: Salary level 5 – A basic salary of R 87 978 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Senior (or equivalent) certificate with proven ability to apply knowledge and skills

RECOMMENDATIONS : Computer Literacy

DUTIES:

- ❖ Serve as an entry point for all internal and external Stakeholders who visit the office of the Head of Department Staff and ensure that appointments are co-ordinated to ensure effective diary management (in consultation with the Office Manager and the Personal Assistant).
- ❖ Render an office support service to the HOD, including typing of documents, sending faxes, making photocopies, processing S&T claims for the HOD, making reservations and bookings for the HOD, etc. to ensure the smooth functioning of the Office of the HOD.
- ❖ Attend to the reception area of the HOD.
- ❖ Provide refreshments to meetings chaired by the HOD as well as visitors of the Chief of Staff.
- ❖ Receive visitors to the Office of the HOD professionally and deal with all calls to and from the Office of the HOD.

ENQUIRIES:

Mr. M Mofokeng

Telephone number: 051 405 4397

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