



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 32/2011**

**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:** 2011/08/04

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.govan



# 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:** SUPPLY CHAIN MANAGEMENT CLERK: ORDERS, PAYMENTS AND LOGIS (2x POSTS)

**REFERENCE NO:** COGTA 12/2011

**SALARY:** Salary level 5 – A basic salary of R 94 575 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

**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: 19AUGUST 2011**



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**POST:** LAND TENURE OFFICER (DISTRICT BASED) 5 POSTS

**REFERENCE NO:** COGTA 13/2011

**SALARY:** Salary level 7 – A basic salary of R 140 208 per annum.

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

A tertiary qualification

### **RECOMMENDATIONS**

1. **DUTIES:** To assist with the collection and co-ordination of all information received and collected in terms of Act No. 81 of 1988 towards upgrading of land tenure rights. This includes the following:
  - As a member of team conduct investigations at various towns in the Free State in terms of Act 81/1988 to determine the beneficiaries who qualify.
  - Type and placement of annexure B,C and D advertisements in the Provincial gazette.
  - Type deed of transfer, plus tax clearance certificates.
  - Prepare deeds of transfer for lodging at the Deeds Office
2. To assist with the opening of township registers, e.g.:
  - Compile a list of general plans that are not included into a township register
  - Seek for township establishment files to gather a copy of the approval of the township establishment application
  - Write letters to the Municipalities to make them aware of those general plans that are not included into township register
3. To deal with various matters related to the transfer of state land, e.g.:
  - Liaise with municipalities on the identification and transfer of state land; and
  - Assist Senior Land Tenure Officers at Head Office with applications made to the Provincial State Land Committee.
4. To assist with the interface of new township establishment applications and the opening of township registers by:
  - Liaising with Senior Land Tenure Officers at Head Office on matters related to new township establishment applications;
  - Keep and maintain a register of township establishment applications; and
  - Assist with the follow up of the opening of township registers for these applications (with municipalities).

### **ENQUIRIES:**

Mr. L Ndenze

Telephone number: 051 405 4647

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**CLOSING DATE: 2011 August 19**



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**POST: SUBSIDY ADMINISTRATION OFFICER (3 POSTS – DISTRICT BASED):**

**REFERENCE NO: COGTA 14/2011**

**SALARY:** Salary level 5 – A basic salary of R 94 575 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

A grade 12 qualification

**RECOMMENDATIONS**

**DUTIES:**

- Complete individual subsidy forms and verify for correctness prior to submitting it to Head Office for approval and capturing. This includes the following:
  - Liaise with municipalities on and/or follow up on the status of all Housing Subsidy Applications
  - Handle enquiries related to housing subsidy applications
  - Keep and maintain a database of all housing subsidy applications received from municipalities
  - Disseminate information related to housing subsidies to the community, municipalities and all other stakeholders
- Handle ministerial enquiries and participate in the auditing of matters related to the above.
- Participate in various meetings on matters related to the above.
- Monitor and report on matters related to the above.

**ENQUIRIES:**

Mr. L Venter Telephone number: 051 405 5033

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**CLOSING DATE: 19 AUGUST 2011**