



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 02/2011

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:2011/01/19.....

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 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: DISTRICT DIRECTOR: FEZILE DABI
REFERENCE NO: COGTA 1/2011

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: Sasolburg (Fezile Dabi District)

REQUIREMENTS:

An appropriate Bachelor's degree or equivalent qualification and extensive managerial experience in a similar environment

COMPETENCY:

This post requires a person with a proven record of managerial and leadership capabilities, planning - and analytical skills coupled with excellent interpersonal relationship skills. An in-depth knowledge of and extensive experience in a similar environment is a pre-requisite.

DUTIES:

It will be expected of the successful candidate to ensure the effective and efficient delivery of various housing and local government services on district level by performing the following functions:



1. Plan, manage and co-ordinate the rendering of the following services within the specific district in line with the strategies and programmes as developed by Head Office and report regularly on such matters:
 - (a) Housing Services:
 - Project Management and Technical Services
 - People Housing Processes
 - Housing Subsidies
 - Waiting Lists
 - Social Housing and Rental
 - (b) Local Government Services:
 - Disaster Management Services
 - Infrastructure services
 - Municipal finances
 - Municipal performance monitoring
 - IDPs / LED
 - Spatial planning services
2. Participate in the development of the Department's 5-year Strategic Plan, 3-Year Performance Plan and Annual Business Plan in line with the priorities as set out in the Free State Growth and Development Strategy and plan, manage and co-ordinate all resources within the specific district towards achieving said strategic objectives, including sensitizing the Chief Director District Services timeously on problem areas and implementing remedial steps where and when necessary towards improving service delivery on district level.
3. Represent the Department and participate in various committees / fora on matters related to the above.
4. Manage, plan and co-ordinate all resources in the specific district in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles, accommodation, etc.

ENQUIRIES:

Ms. A. Buthelezi, Telephone number (051) 4129303

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

Quoting the reference number, the application 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: 7 FEBRUARY 2011



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POST: DIRECTOR ANTI CORRUPTION AND SECURITY MANAGEMENT
REFERENCE NO: COGTA 2/2011

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 Relevant Degree/Diploma.
- Extensive experience in Management

DUTIES:

To plan, manage and co-ordinate security management and anti-corruption in the Department of Cooperative Governance and Traditional Affairs as well as the Department of Human Settlements by performing the following functions:

1. Specifically focus on and analyse corruption risk required in terms of the PFMA and liaise with the Internal Auditor thereon as part of risk assessment
2. Implement fraud plans required in terms of the PFMA, which fraud plans must specifically address the corruption risk
3. Ensure that the previous employment, qualifications, citizenship and criminal record of all persons are verified before they are employed
4. Develop and maintain a system(s) to encourage and allow employees and citizens to report corruption, providing for confidentiality of reporting, the recording of allegations of corruption received through the system or systems and a formal institutional arrangement for acting on such allegations
5. Investigate allegations, institute and complete disciplinary action for cases of corruption in consultation with the labour relations unit of the Department, detect corruption and refer allegations of corruption to a relevant law enforcement agency or other appropriate agencies / bodies in terms of a formal arrangement
6. Establish an information system to record all allegations, track the progress with the management of each allegation, reveal systemic weaknesses and recurring risks, and inform managers and employees of systemic weaknesses/risks, provide feedback to employees on the management of corruption allegations and provide minimum information to designated national departments
7. Establish a programme or programmes that inform employees on an ongoing basis on what constitutes corruption, promote the departmental and national policies that must be adhered to, including the values and

principles of public administration as contained in the Constitution and standards of professional conduct, inform employees of corruption risks, encourage employees to report corruption, inform employees on the nature and working of protected disclosures and witness protection, and informs employees of obligations and rights in terms of the Access to Information and Promotion of Administrative Justice Acts.

8. Ensure that the employees of the department have positive security clearances and disclose financial interests to the accounting officer on an annual basis.

ENQUIRIES:

Mr. T.S. Mokoena Telephone number: 051 403 3643

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TO BE SUBMITTED TO:**

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POST: DIRECTOR LEGAL SERVICES
REFERENCE NO: COGTA 3/2011

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 legal Degree/Diploma.
- Extensive experience in Management

DUTIES:

1. To render advice to the Executing Authority, the Heads of Departments (both the Department of Cooperative Governance and Traditional Affairs as well as the Department Human Settlements), senior managers and other officials in the Departments on legal related matters affecting the department as a whole and interpret various public service regulations on request (e.g. the Public Service Act, the Public Service Regulations, the Labour relations Act, the Skills Development Act, etc.)
2. Conduct investigations and render advice on legal matters.
3. Develop, draft and/or interpret legislation, agreements, contracts and other legal documents and liaise with the state law advisors in the Department of the Premier on all matters related to contracts, service level agreements, litigation, etc.
4. Co-ordinate legal related matters in the Departments.
5. Render advice on management decisions with possible legal implications.
6. Conduct research on matters related to the above.

ENQUIRIES:

Mr. T.S. Mokoena Telephone number: 051 403 3643

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