



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 03/2011

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:2011/02/04.....

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.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: MEDIA STRATEGY AND LIAISON**
REFERENCE NO: M: MS&L

SALARY: Level 13 – An all inclusive salary package of R685 200 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 a relevant tertiary qualification in the Communication field and/or relevant experience in the key responsibilities attached to the post.

RECOMMENDATION:

- Ability to communicate in a tactful, influential manner, verbally and in writing, informally and formally.
- Writing skills.
- Knowledge of policy development and analysis.
- Knowledge of the South African Media and Strategic Communication Principles.

KEY RESPONSIBILITIES:

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

- Render a professional and enabling strategic support service to the Department of the Premier.
- The promotion of an environment conducive to upholding the positive image of the Premier, Executive Council and Senior Management and the rendering of advice in relation thereto.
- The provision of strategic direction and leadership with regard to the research, development, implementation and monitoring of an appropriate Communication Strategy for Media in the Province.
- The research, development and implementation of all other Policies and Strategies, such as the Editorial Policy, Media Liaison Strategy etc.
- The alignment, compliance and enforcement of all Policies and Strategies across the spectrum of all Departments in the Province.

- The provision of final quality assurance for speeches and documents drafted for the Premier, Executive Council and Senior Management.
- The publicizing and propagation of the provincial government through all forms of media by activating and nurturing sound relations between provincial government and the media by maintaining the media on a constant government information diet conveyed through press releases and media statements and announcements.
- The roll-out of media liaison involving the organization of press briefings, press conferences and accreditation at government events and the distribution of press information kits.
- The facilitation of the interaction of organizational stakeholders with the media.
- Ensuring and managing media monitoring, analysis, evaluation and interpretation.
- Liaise with and create a network with stakeholders such as Government Communications and Information Services (GCIS), Departmental Heads of Communication and Media Communicators.
- To manage all resources of the component.

ENQUIRIES: Mr. W. Ngobeni
Telephone number: (051) 405 4917

POST: **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: GOVERNMENT COMMUNICATION SERVICES**
REFERENCE NO: PA:CDGCS

SALARY: Level 7 – A basic salary of R140 208.00 per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS:

- An appropriate Secretarial Diploma or equivalent qualification and/or relevant experience in rendering support service to Senior Management.
- Language skills and the ability to communicate well with people at different levels and from different backgrounds.
- Good telephone etiquette.
- Fully computer literate.
- Sound organizing, written communication and Good people skills.
- Knowledge on relevant legislation/policies/prescripts and procedures.
- Basic knowledge on financial administration.

DUTIES:

The following will be expected of the successful candidate:

- Provides a Secretarial/receptionist support service to the Chief Director: Government Communication Services. This entails, inter alia, the following:
 - Performs advanced typing work.
 - Records the engagements of the senior manager.
 - Utilizes discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter.
 - Coordinates with and sensitizes/advices the manager regarding engagements.
- Renders an administrative support services. This entails, inter alia, the following:
 - Ensure the effective flow of information and documents to and from the office of the Chief Director: Government Communication Services.
 - Ensure the safekeeping of all documentation in the office of the Chief Director: Government Communication Services in line with relevant legislation and policies.
 - Obtain inputs, collates and compiles reports, eg: Progress reports, Monthly reports and Management reports.
 - Scrutinizes routine submissions/reports and make notes and/or recommendations for the Chief Director: Government Communication Services.
 - Collects, analyzes and collates information requested by the Chief Director: Government Communication Services.
 - Ensures that travel arrangements are well coordinated.
- Provides support to the Chief Director: Government Communication Services regarding meetings. This entails, inter alia, the following:
 - Scrutinizes documents to determine actions/information/other documents required for meetings.

- Collects and compiles all necessary documents for the Chief Director: Government Communication Services to inform him on the contents.
 - Records minutes/decisions and communicates to relevant roleplayers.
 - Prepare briefing notes for the Chief Director: Government Communication Services as required.
- Supports the Chief Director: Government Communication Services with the administration of his budget.
 - Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES: Mr. W. Ngobeni, Telephone number: 051 4054917

POST: **SECRETARY TO THE MANAGER: MEDIA STRATEGY & LIAISON**
REFERENCE NO: SEC: MMSL

SALARY: Level 5 – A basic salary of R94 575.00 per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS:

Grade 12 plus applicable experience.

In addition, applicants must be fully computer literate with a working knowledge/understanding of MS Word, MS Excel and MS PowerPoint.

Good interpersonal, organizational, communication and typing skills are required.

Good telephone etiquette

KEY RESPONSIBILITIES:

It will be expected of the successful candidate to perform the following duties for the Manager: Media Strategy & Liaison.

- Provides a secretarial/receptionist support service to the Manager: Media Strategy & Liaison. This will, inter alia, entail the following:
 - Receive telephone calls and refers the calls to correct role players.
 - Records appointments and events in diary of the Manager: Media Strategy & Liaison.
 - Types documents for the Manager: Media Strategy & Liaison.
- Provides a clerical support service to the Manager: Media Strategy & Liaison. This will entail, inter alia, the following:
 - Liaise with travel agencies to make travel arrangements.
 - Arranges meetings and events for the Manager: Media Strategy & Liaison and the staff in the Unit.
 - Record basic minutes of the meetings of the Manager: Media Strategy & Liaison where required.
 - Drafts routine correspondence and reports.
 - Receives records and distributes all incoming and outgoing documents.
- Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Manager: Media Strategy & Liaison.

ENQUIRIES: Mr. W. Ngobeni, Telephone number: 051 4054917

APPLICATIONS FOR THE DEPARTMENT OF THE PREMIER:

Posted to: Mr. B. Modise, 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: 18 FEBRUARY