



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 05/2011

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM & ENVIRONMENTAL 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: 2011/02/04



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 ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL 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.

CLOSING DATE: 18 FEBRUARY 2010

POST : DIRECTOR: SUPPLY CHAIN MANAGEMENT

REFERENCE NO : 11/02/01

CENTRE : BLOEMFONTEIN

SALARY : An all-inclusive salary package of R685 200 p.a (salary level 13). The total package includes 60% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of security clearance, annual performance agreement, SMS Contract and Financial Disclosure vetting.

REQUIREMENTS : An appropriate three year degree/diploma in Public Management, B. Admin or equivalent qualifications. Relevant extensive managerial experience in Supply Chain Management environment. Valid driver's license.

DUTIES : Manage and coordinate the sourcing and purchasing decision of all goods and services in the Department.

Maintain, monitor and manage relationships between acquisition management and suppliers.

Evaluate that spending of goods and services is according to the Demand Management Plan.

Coordinate supplier scheduling, delivery time frames and supplier continuity.

Develop and maintain manuals on SCM policies and procedures.

Source goods and services within a fair, equitable, transparent, competitive, and cost-effective system.

Set performance standards with respect to service delivery to departmental clients.

ENQUIRIES: Mr. T. L. Ramaema, Tel. No: 051 400 4731

FREE STATE DEVELOPMENT CORPORATION (FDC)

FREE STATE DEVELOPMENT CORPORATION (FDC), the provincial development and investment agency that has a primary role of the promotion and development of small, medium and micro enterprises to assist the Free State based small, medium and micro enterprises with funding by advancing loans, to assist Free State based small, medium and micro enterprises in financial distress.

POST : CHIEF EXECUTIVE OFFICER

REFERENCE NO : 11/02/02

CENTRE : BLOEMFONTEIN

SALARY : NEGOTIABLE

REQUIREMENTS : A post- graduate degree in Business Administration or equivalent. Valid driver's license. Computer literacy.

RECOMMENDATIONS : A minimum of ten (10) years executive management experience in the commercial/financial or development field. Business development, analytical, financial, interpersonal, communication as well as negotiation skills are required.

DUTIES : Establish FDC as the development and investment agency of choice.

Deliver shareholder's value.

Provide leadership.

Strategic management of stakeholders.

Provide financial and business support service to SMME's and Corporatives.

Facilitate and promote investment and exports in the Free State Province.

Ensure financial viability.

Aligning FDC strategy with FDPGDS

Determine and drive company strategy

Align strategy with strategic Provincial Plan

Establishing FDC as an employer of choice

ENQUIRIES:

Ms. FH Nhlapo, Tel. No: 051 400 4707

APPLICATIONS

: Quoting the reference number, applications must be forwarded to the Head of the Department, Department of Economic Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand to Ms. K Molusi or C. Machaea in Room 105, Agriculture Building, 98 Zastron Street, Bloemfontein.