



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 11/2011

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: 2011/04/08



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: **PERSONAL ASSISTANT TO THE DIRECTOR GENERAL**
(REFERENCE NR: PA TO DG)

SALARY: Level 8 – A basic salary of R174 117 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.
- Fully computer literate.
- Sound organizing, written communication and Good people skills.
- Knowledge on relevant legislation/policies/prescripts and procedures.

KEY RESPONSIBILITIES:

The following will be expected of the successful candidate:

- Maintain the diary of the Director General in consultation with the Office Manager and ensure appointments are co-ordinated effectively.
- Compile realistic programmes of appointments and journeys in consultation with the Office Manager.
- Ensure the effective flow of information and documents to and from the office of the Director General.
- Ensure the safekeeping of all documentation in the office of the Director General in line with relevant legislation and policies
- Assist the Office manager on the compilation of documents, reports etc.
- Compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders.
- Monitor compliance to various decisions / instructions of the Director General and sensitize the Director General on the status of implementation of such decisions.

- Make arrangements for the placement of items on the agenda of meetings attended to by the Director General and undertake the circulation of accompanying memoranda.
- Make arrangement for the attendance of the Director General at meetings and other relevant gatherings in liaison with the Office Manager.
- Stay updated with information from various media and brings such information to the attention of the Director General.
- Sensitize the Office Manager on budget related challenges and assist with the compilation and management of the budget of the Office of the Director General
- Supervise, manage and co-ordinate the activities of the Secretary, Registry Clerk, Messenger and Driver in the Office of the Director General.
- Ensure that all equipment and systems in the Office of the Director General are functioning effectively and efficiently

ENQUIRIES: Ms. A. Hattingh, telephone 051 4055803

NATIONAL SKILLS FUND – CONTRACT POSITIONS

POST: PROGRAMME MANAGER: NATIONAL SKILLS FUND (5 year contract)
(REFERENCE PM:NSF)

SALARY: An all-inclusive remuneration 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.

CENTRE: Bloemfontein

MINIMUM REQUIREMENTS:

- A three year degree
- Experience in the management of resources in a similar environment.
- Extensive experience with regard to the co-ordination of the implementation of substantial programmes/projects.
- Special knowledge of relevant LEGISLATIVE AND POLICY frameworks applicable to Major Government Programmes that must be implemented.
- (Special knowledge on the co-ordination and implementation of substantial programmes/projects).
- Strategic thinking, project management, financial management and organizing skills.

KEY RESPONSIBILITIES:

- Provide strategic direction and ensure the implementation of:
 - The recruitment, selection and appointment of learners.
 - Making recommendations regarding the appointment of service providers.
 - Arranging for the placement of learners in the workplace for the practical part of the learner ship.
 - Administering of financial transactions and budgetary processes.
 - Sourcing of funds
 - Liason with the NSF, the relevant SETAS and employer bodies
 - Participation in the Provincial Skills Development Forum
 - Administering of payment of training fees to service providers.
 - Administering of payment of stipends to learners.
 - Carry out inspections at project implementation sites to monitor the quality of service rendering by the appointed service providers.
 - Compilation of monthly, quarterly and final monitoring reports.
 - Render secretariat services to the steering committee.
- Ensure that the following are achieved:
 - Contract training providers and orientate to the requirements of the project.
 - Finalize programme curricula and confirm teaching and learning materials.
 - Recruit and register learners.
- Commence training programmes.

ENQUIRIES: Dr MMA Maharaswa, Telephone number: 051 4054468

POST: DISTRICT PROJECT CO-ORDINATOR: NATIONAL SKILLS FUND (5 POSTS) (5 year contract)
(REFERENCE DPC: NSF)

SALARY: Level 11 – An all inclusive salary package of R406 839 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.

CENTRES: Fezile Dabi, Thabo Mofutsanyane, Lejweleputswa, Motheo, Xhariep

REQUIREMENTS:

- Three year degree or Matric with extensive experience
- Experience in the management of resources in a similar environment.
- Extensive experience with regard to the co-ordination of the implementation of substantial programmes/projects.
- Special knowledge of relevant frameworks applicable to Major Government programmes that must be implemented.
- Knowledge on the co-ordination and implementation of substantial programmes/projects.
- High level strategic thinking, project management, financial management and negotiation skills.

KEY RESPONSIBILITIES:

- Provide the following services:
 - Recruit, select and appoint learners.
 - Making recommendations regarding the appointment of service providers.
 - Place learners in the workplace for the practical part of the learnership.
 - Administer the financial transactions and budgetary processes.
 - Administer payments of training fees to service providers.
 - Administer payments of stipends to learners.
 - Carry out inspections at project implementation sites to monitor the quality of service rendering by the appointed service providers.
 - Compile monthly, quarterly and final monitoring reports.
 - Render secretariat service to the steering committee.
- Undertake the following:
 - Contract training providers and orientate to the requirements of the projects.
 - Finalise programme curricula and confirm teaching and learning materials.
 - Recruit and register learners.
- Commence training programmes

ENQUIRIES: Dr MMA Maharaswa, Telephone number: 051 4054468

POST: DISTRICT ADMINISTRATIVE OFFICER (5 POSTS) (5 year contract)
(REFERENCE DAO:NSF)

SALARY: Level 8 – A basic salary of R174 117 per annum.

CENTRES: Fezile Dabi, Thabo Mofutsanyane, Lejweleputswa, Xhariep, Motheo

MINIMUM REQUIREMENTS:

- Diploma OR Matric with relevant experience
- Experience in managerial support functions.
- Experience in financial management
- Working knowledge of MS Word, Excel and PowerPoint.
- Working knowledge on the setting up and maintenance of a record system.

KEY RESPONSIBILITIES:

- Manage engagements of the District Project Coordinator.
- Implement administrative measures to ensure the efficient functioning of the office.
- Assist District Project Coordinator with regard to meetings attended so as to enable the District Project Coordinator to efficiently execute his/her duties/responsibilities.
- Provide effective and efficient financial and administrative support service.

ENQUIRIES: Dr MMA Maharaswa, Telephone number: 051 4054468

POST: FINANCIAL MANAGER (5 year contract)
(REFERENCE FM:NSF)

SALARY: Level 11 – An all inclusive salary package of R406 839 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

MINIMUM REQUIREMENTS:

- Three year degree or matric with extensive relevant experience
- Experience in the management of resources in a similar environment.
- Extensive experience with regard to the co-ordination of the implementation of substantial programmes/projects.
- Special knowledge of relevant frameworks applicable to Major Government programmes that must be implemented.
- Knowledge on the co-ordination and implementation of substantial programmes/projects.
- High level strategic thinking, project management, financial management and negotiation skills

KEY RESPONSIBILITIES:

- Collect data, cost and compile budget estimates for the Project Management Unit.
- Compile financial reports on a monthly basis for programme monitoring in terms of financial projections, actual progress and deviations and submit to the Project Steering Committee.
- Provide advice to the Project Steering Committee on statistical analysis of trends in the budget and expenditure of the Project.
- The overall management of staff and other resources.

ENQUIRIES: Dr MMA Maharaswa, Telephone number: 051 4054468

POST: FINANCIAL OFFICER (3 POSTS) (5 year contract)
(REFERENCE FO:NSF)

SALARY: Level 9 – A basic salary R206 982 per annum.

CENTRE: Bloemfontein

MINIMUM REQUIREMENTS:

- Three year diploma or extensive experience in the financial field
- Experience in financial management
- Working knowledge of MS Word, Excel and PowerPoint.

KEY RESPONSIBILITIES:

- Provide an effective and efficient financial support service to the Project Management Unit.
- Administer the financial transactions and budgeting processes.
- Administer the payment of training fees to service providers.
- Administer the payment of stipends to learners.
- Compile monthly financial reports for submission to the Steering Committee.

ENQUIRIES: Dr MMA Maharaswa, Telephone number: 051 4054468

POST: PERSONAL ASSISTANT (5 year contract)
(REFERENCE: PA:NSF)

SALARY: Level 7 – A basic salary of R140 208 per annum.

CENTRE: Bloemfontein

REQUIREMENTS:

- A relevant diploma or extensive experience
- Experience in managerial support functions.
- Working knowledge of MS Word, Excel and PowerPoint.
- Working knowledge on the setting up and maintenance of a record system.

KEY RESPONSIBILITIES:

- Manage engagements of the Project Manager; National Skills Funds to improve service delivery.
- Implement administrative measures to ensure the efficient functioning of the office of the Project Manager: National skills Funds.
- Assist with regard to meetings attended by him/her so as to enable the Project Manager: National Skills Funds to efficiently execute his/her duties/responsibilities.
- Ensure the safe-keeping of all documentation in the Office of the Project Manager: National Skills Funds to be in line with the Archive Legislation.

ENQUIRIES: Dr MMA Maharaswa, Telephone number: 051 4054468

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: 29 April 2011