



## FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 13/2011

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

### ADVERTISEMENT OF POSTS: DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND 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: 2011/04/15



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** : 29 April 2011

**POST** : CHIEF DIRECTOR: CORPORATE SUPPORT SERVICES

**REFERENCE NO** : 05/2010

**CENTRE** : BLOEMFONTEIN

**SALARY** : Level 14- An all- inclusive package of R790 953 per annum. The remuneration package consists of 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 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**REQUIREMENTS** : A Degree in Business / Commerce/ Law, a Masters will be an added advantage, 7 – 10 years of applicable work experience in a similar

environment. Experience in strategy and advise, policy development and governance.

**DUTIES**

: Present a conceptual framework of current and future interventions necessary to support core service delivery areas, with accurate information and records of work in progress and/ or projects. Work with the Head of Department (HOD) on the strategic, vision including fostering and cultivating stakeholder relationships on local, provincial, and national levels, as well as assisting in the development and negotiation of contracts. Assess the benefits of all prospective contracts and advise the department's Executive Team on programmatic design and implementation matters. Ensure compliance to the government regulation especially on reporting, monitoring and evaluation. Manage the provision and maintenance of Strategic Corporate Support to facilitate a working arrangement. Review compliance analysis of relevant legislation and translate this into an appropriate style to communicate to the organisation effectively. Ensure implementation of a centralized administration/ support that fosters effective knowledge/ information management and business process/ systems management to maximize output and resulting in synergy with other stakeholders especially entities. Ensure leadership and realisation of organisational objectives. Investigate cost- effective employee benefit plans which the organization may offer with the goal of attracting and retaining qualified individuals, Organizational development, human capital resources and skills development. Ensure alignment of IT objectives and programs to departmental strategic objectives. Ensure consolidation of IT process across the department. Provide strategic organisational support to ensure alignment of business processes and knowledge to E government.

**PROFICIENCY:**

Leadership skills, including ability to build and motivate a team as well as willingness to deal with conflicts up front. Political and cultural sensitivity, including ability to adapt well to local cultures. Proven ability to function well in a volatile and very restricted environment. Strong liaison, education and communication skills. Ability to resist external pressures. Innovative and creative thinking. Analytical and reporting skills. People management, Leading, Planning and organising. Integrity & reliability. General Accepted business principles. Research and development.

**ENQUIRIES:**

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

**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.