



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 17/2011

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: 2011/05/20



the premier

Department of  
the Premier  
FREE STATE PROVINCE

Free State Department of the Premier is an equal opportunity affirmative action employer.

It is our intention to promote representativity (race, gender and disability) in the Department 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: FREE STATE TRAINING AND DEVELOPMENT INSTITUTE**  
**REFERENCE NO: M: FSTD/**

**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 13<sup>th</sup> 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:**

Appropriate 3 year tertiary qualification and/or relevant experience in the human resource development and training field. Working knowledge of co-ordinating, monitoring and evaluation mechanisms. Working knowledge of policy analysis and development. Working knowledge of the setting up and management of service level agreements. Knowledge of the legal framework for Human Resource Development and Training in the Public Service.

#### **DUTIES:**

It will be expected of the successful candidate to perform the following duties:

- Co-ordinate and manage the provisioning of generic/transverse training to all provincial departments of Free State Provincial Government to ensure that generic/transverse training needs are effectively and efficiently provided.
- Set up and manage service level agreements with the respective heads of provincial departments on the provisioning of generic/transversal training needs to ensure that the needs of departments are met regarding generic/transverse training.
- Manage the generic/transverse training provided by the Private Sector to ensure the quality and quantity as agreed upon.
- Set up and manage the necessary systems to ensure payment of courses for generic/ transverse training, proper record keeping of training records, correspondence etc.
- Develop and implement policies on generic/transverse training in Free State Provincial Government to ensure the effective and efficient provisioning of this training.
- Chair the Provincial Training and Development Committee on generic/transverse training for Free State Provincial Government to ensure proper co-ordination and consultations with all major stakeholders.
- Establish formal links with all applicable outside stakeholders for example the applicable SETA,s, the South African Qualifications Framework Association etc. to ensure the co-herece with national policy/strategies on human resource development and training including accreditation of all courses.
- Identify strategic training and development role-players for purposes of establishing training partnerships that will contribute to the further development and professional image of the Free State Training and Development Institute.
- Ensure that the resources (budget, human resources etc) of the Free State Training and Development Institute are managed in an effective and efficient manner in order to provide a quality service to all stakeholders.

**ENQUIRIES:** Mr. I.M. Garaba, Telephone number: (051) 405 5774

**POST:** **CLUSTER MANAGER: PUBLIC SAFETY CLUSTER**  
**REFERENCE NO: CM**

**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 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE :** BLOEMFONTEIN

**REQUIREMENTS:**

- The candidate must be in possession of an appropriate three year degree and/or experience in the management of resources in a similar environment.
- Special knowledge of relevant legislation, policies, policy analysis research and analytic skills and policy development.
- Stakeholder management and networking skills.

**DUTIES:**

- Plan, monitor, report and advice on the implementation of projects emanating from the Free State Provincial Growth and Development Strategy.
- Attend meetings of the relevant Political Cluster and the relevant FOHOD Cluster for the purposes of reporting on the status of projects and to advice thereof.
- Render technical assistance to Departmental Project Managers with regard to the implementation of projects per individual cluster and to liaise with Departments in this regard.
- Plan, monitor, report and advice on the roll out of the Cluster System to Local Government per district.
- Co-ordinate the Cluster initiatives with the Cluster Managers in the Presidency.
- Analyze and develop Cluster reports.

**ENQUIRIES:** Mr. C.H. Oelofse, Tel: (051) 403 3880

**POST:** **RESEARCHER (2 posts)**  
**REFERENCE NO: RES**

**SALARY:** Level 09 – A basic salary of R 206 982 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

- Higher Degree preferable in a research field.
- Experience with regard to the developing of research methodologies and instruments.
- Experience in the execution of research.
- Knowledge in research and have planning, organizing, analytical, problem solving, influencing and computer skills especially MS Word, Excel and Power Point
- Broader legislative framework of the Public Service.
- Research Skills.
- Ability to communicate ideas and issues to a variety of audiences in a tactful, influential manner, verbally and in writing, informally and formally
- Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity
- Computer skills

**DUTIES:**

- Assist to acquire, adapt, design and/or develop specialized, scientifically validated institutional research methodologies and instruments to use with the execution of research in the Free State Province.
- Assist with the drafting of the terms of reference of research topics in consultation with the various clusters..
- Execute research on areas as identified to analyze, determine impact and advice on the strategies of the Free State development strategies, policies and plans.
- Prepare comprehensive reports on the outcome of the research and make recommendations on further actions.
- Analyze, review and integrate research outcomes into decision making processes.
- Coordinate and facilitate research initiatives in the province.
- Promote research collaboration with research institutions.

**ENQUIRIES:** Mr. Albie van Rensburg, tel; 051 4054004

**POST:** PLANNER  
**REFERENCE NO:** PL

**SALARY:** Level 09 – A basic salary of R 206 982 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

- An appropriate Degree/ (preferably in Strategic Planning)
- Experience in policy analysis and development.
- Experience in the coordination, monitoring and evaluation mechanism, systems and processes.
- Facilitation of development of strategic plans.
- Knowledge in strategic planning processes, Report writing, marketing, transformation and development policies
- Have organizing, planning of resources, effective communication, team work, negotiation, analytical, facilitation and training skills.

**DUTIES:**

- Facilitate the development and annual review of the Free State Development Plan (FSDP) to keep in line with the developmental needs of the province.
- Facilitate the review and implementation of the FSDP through ensuring alignment of departmental and municipal plans with the FSDP to enhance synergy of plans.
- Evaluate departmental and municipalities strategic plans in terms of the FSDP to measure their impact on the development of the province.
- Market the FSDP on all relevant levels to gain support from all stakeholders.
- Train all strategic planners of all departments and municipalities on strategic issues to capacitate strategic planners of departments and municipalities.

**ENQUIRIES:** Mr. Albie van Rensburg, Tel: 051 4054004

**POST:** PROTOCOL OFFICER  
**REFERENCE NO:** PO

**SALARY:** Level 09 – A basic salary of R 206 982 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

- An appropriate Degree
- Relevant experience in protocol services.
- Good Interpersonal Relations
- Knowledge of conflict resolution, negotiation, problem solving, organizing, facilitating and communication skills
- High levels of discipline
- Ability to work under pressure.
- Willingness to travel extensively
- Ability to work in a political environment
- Willingness to work abnormal and odd hours.
- Security Clearance

**DUTIES:**

- Provide Protocol Services for the Premier and Executive Council
- Render advice and assistance to departments, municipalities and public entities on protocol issues.
- Administer the provincial state gift bank.
- Develop and administer the protocol database.
- Coordinate and Administer Ceremonial duties and State banquets.
- Administer the provincial state Flag bank and VIP lounge.

**ENQUIRIES:** Ms. R. Thomas, tel: 051 -4055541

**POST:** DEPUTY MANAGER: BUDGET MANAGEMENT  
**REFERENCE NO:** DM: BM

**SALARY:** Level 11 – An all-inclusive package of R 406 839.00 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:**

- An appropriate recognized Bachelor's degree or Diploma in Accounting or Finance.
- Experience in the development of policies/implementation strategies and financial environment.
- Relevant experience in the management of resources.
- Knowledge of relevant legislations applicable to financial management and further knowledge on the issues pertaining to financial budget management..
- The incumbent must have problem-solving, numeracy and financial management skills. Computer skills –MS word & Excel is also essential.
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**DUTIES:**

- Administration and management of the budget in the Department of the Premier, which entails:
  - Administer the budget of the Department of the Premier;
  - Consolidate and prioritize the inputs from different directorates;
  - Preparation of presentations and reports on statistical analyses on budget expenditure;
  - Propose prioritized budget to executive management
  - Submit budget to Provincial Treasury
- Compilation and monitoring of the budget in the Department of the Premier, which implies :
  - Compiling the monthly and quarterly expenditure report to management and the quarterly report to provincial legislature;
  - Monitoring of the budget to advice management on fund shifts and virement;
  - Submit the in year reports to provincial treasury on a monthly basis;
  - Compile the remaining months financial forecast.
- Management of resources to ensure the effective and efficient attainment of objectives, which implies:
  - Facilitate the changes of Job Descriptions within the component;
  - Ensure the effective and efficient functioning of the component;
  - Manage & monitor the performance of personnel within the unit.

**ENQUIRIES:** Mr.M.J.Ndhove, Tel: 051-405 4061

**POST:** ASSISTANT MANAGER: BUDGET ADMINISTRATION  
**REFERENCE NO:** AS:BA

**SALARY:** Level 09 - A basic salary of R206 982.00 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

- An appropriate recognized B.Com degree or National Diploma in Accounting
- Two (2) years experience in a financial environment
- Knowledge of financial legislations such as Public Financial Management Act, Treasury Regulations and Division of Revenue Act.
- Also knowledge in government budget processes and guidelines and appropriate knowledge in financial systems would be advantageous.
- The incumbent must have report writing, communication, numerical and analytical skills.
- Organising, planning and management skill would also be essential.

**DUTIES:**

- Administration of the budget in the Department of the Premier, which entails:
  - Compile budget analysis and proposals for inclusion of departmental budget MTEF submission to Provincial Treasury;
  - Review departmental databases, adjustments to the budget;

- Review and provide inputs on adjustments to shifting/virements and compile requests to obtain virement approval;
- Compile reports on actual, projected revenue and expenditure to the Premier and CFO.
- Management of resources to ensure the effective and efficient attainment of objectives, which implies:
  - Manage and ensure the smooth running of the component;
  - Compile and maintain job descriptions within the components;
  - Manage and monitor the performance of personnel within the unit;
  - Supervision of personnel within the unit.

**ENQUIRIES:** Mr.M.J.Ndhove, telephone 051 4054061

**POST:** ACCOUNTING CLERK: BOOKKEEPING  
**REFERENCE NO:** AC: B

**SALARY:** Level 05- A basic salary of R94 575.00 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

- Senior Certificate or equivalent qualification (preferably Diploma in financial management).
- Experience in clerical/administration environment.
- Knowledge of Public Financial Management Act, Treasury Regulations and appropriate financial systems.
- The incumbent must have communication, writing, and computer skills.

**DUTIES:**

- Maintain effective and efficient bookkeeping services in the Department , which entails:
  - Compiling, capturing and processing of general journals and sundry payments on the appropriate financial system;
  - Arrange compilation and capturing of hand cheques;
  - Filing and safekeeping of all general journals and sundry payments ;
- Maintain the telephone and cell phone accounts of the Department. which implies :
  - Compile and submit a debt deduction list of all accounts not paid by receipt to the Salary Office for deduction;
  - Capture all private calls identified on the Private Call Data Base;
  - Handle all queries relating to the cell phone account;
  - Compile and capture a journal for the allocation of expenditure relating to the cell phone account on monthly basis.
- Maintaining the motor vehicle registration of the old subsidized scheme. which implies:
  - Maintain registration of all registration documents on the old subsidized scheme;
  - Provide vehicle registration documentation and the relevant form ,MVR1A, to officials on the old subsidized scheme;

**ENQUIRIES:** Ms.Hartman, telephone 051 4054073

**POST :** MESSENGER  
**(REFERENCE: MES:FIN)**

**SALARY :** Level 2 – A basic salary of R55 830 per annum

**CENTRE :** Bloemfontein

**REQUIREMENT:**

Basic numeracy, interpersonal relations and literacy skills

**KEY RESPONSIBILITIES:**

It will be expected of the successful candidate to perform messenger service of a routine nature to ensure and effective flow of information. This includes:

- Collection and delivering of mail/documents
- Handle the post register for all collected and delivered documents/mail.
- Distribute circulars within the Department / Component

- Assist with filing of official documents when requested.

**ENQUIRIES:** Ms. K. Mokgokeng, Telephone number 051 405 4992

**POST:** RISK MANAGEMENT PRACTITIONER  
REFERENCE NO: RMP

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

**CENTRE :** BLOEMFONTEIN

**REQUIREMENTS:**

- A three-year degree with Risk Management / Internal Auditing as major subjects or relevant qualification.
- Driver's licence: Code EB
- Experience in the development and implementation of Risk Management Systems.
- Practical experience in a risk management service.
- Knowledge of relevant legislation applicable to risk management.
- Knowledge of Risk management processes and techniques.
- Good human relation , project management, presentation and computer literacy skills.

**DUTIES:**

- Assist with the development, maintenance and implementation of the following on departmental risk management, namely
  - Risk management strategy,
  - Risk management framework,
  - Risk management policy statements,
  - Risk plan, and
  - Risk policy.
- Assist with the development of risk management processes to ensure compliance to the risk management plan
- Implement risk management processes, for example, facilitate the process of identification of risks, risks assessments.
- Maintain and update risk registers to determine the effectiveness of progress concerning risk management in the department.
- Conduct education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management in the department.
- Review the implementation of risk management processes to ensure compliance in the department.

**ENQUIRIES:** Mr. M. Mothiba, Telephone number: 051 4054640

**POST:** SPEECHWRITER  
REFERENCE NO: SW

**SALARY:** Level 08 – A basic salary of R 174 177 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

- Relevant tertiary qualification in the Communication, Journalism and Linguistics field
- Approximately 3 years applicable experience and relevant applicable experience as a Speechwriter or Journalist.
- Sound understanding of Government Policies and Government Political environment.
- The incumbent should have knowledge of Public Service & Government priorities.
- Have negotiation, research, excellent interpersonal, problem solving, planning and organization skills.
- Be able to work under pressure and work in a team.

**DUTIES:**

- Liaise with other Government Departments, Agencies and Sources for the purposes of sourcing relevant information for speech writing and the drafting of documents for events. Build a data base of the content of speeches.

- Responsible to interpret information obtained from the researcher and conduct independent research and then draft speeches and other documentation in consultation with internal stakeholders.
- The development and maintenance of a database on the content of speeches, new research, new literature and recommendations.
- Participate in the building of research networks and a database of relevant contact people.
- Develop, review and provide inputs towards policy related to research and speech content as well as the implementation thereof.
- Consult with internal and external stakeholders.
- Liaise with and create a network with stakeholders such as Government Communications and Information Services (GCIS), Departmental Heads of Communication and Media Communicators.
- Liaise with and create a network with internal and external stakeholders.
- Participate in Government programmes and projects.
- Ensuring that all relevant communications aspects are aligned within the framework of the Government Communications and Information Services (GCIS), specifically the ComTask report and Government Communications Handbook.

**ENQUIRIES:** Ms. L. Jabane, Tel: 051 4055316

**POST:** **DEPUTY DIRECTOR: THUSONG SERVICE CENTRES**  
**REFERENCE NO: DD:TSC**

**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 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE :** BLOEMFONTEIN

**REQUIREMENTS:**

- Tertiary Degree / Diploma or equivalent qualification.
- 5 – 6 years experience in the Public Relations environment and Public Sector.
- Knowledge of Financial Management and Human Resource Matters.
- Interpersonal Relations, Writing and Problem Solving Skills.

**DUTIES:**

- Plan, initiate, execute and research development programmes to remain on course with community needs and government vision of Thusong Service Centres.
- Manage the conceptualization of Thusong Service Centres.
- Develop and implement policies and procedures that position the work of Thusong Service Centres in the Free State.
- Represent the FSPG on National Forum of Thusong Service Centres and serve as a member of the Provincial Intersectoral Steering Committee (PISSC) and the Executive Committee at provincial level.
- Compile budget for the Thusong Service Centres and manage the finance.

**ENQUIRIES:** Mr. D. Maritz, Telephone number: 051 4054748

**POST :** **ADMINISTRATIVE OFFICER: CENTRE MANAGER**  
**(REFERENCE: CM: NAM)**

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

**CENTRE :** THUSONG SERVICE CENTRE - NAMAHAZI

**REQUIREMENT:**

- Senior or equivalent Certificate.
- Written and verbal communication skills.
- Ability to organize, co-ordinate and manage service delivery, supervise projects at the Thusong Service Centre.
- Work in a team and have good interpersonal relations.

**KEY RESPONSIBILITIES:**

It will be expected of the successful candidate to perform the following duties:

- Manage, administer and oversee the infra-structural facilities and appropriate technology used in the Thusong Service Centre.
- Manage, facilitate, promote and liaise in respect of service delivery according to the needs of the communities.



- Write monthly reports on the services delivered and other activities at the Thusong Service Centre in terms of its efficiency and/or effectiveness.
- Prepare written articles, programmes, info-flyers, and news letters to market and update communities and stakeholders.
- Explain and convey government policy to communities and ensure good relationships.
- Co-ordinate and supervise the Thusong Service Centre's personnel.
- Execute any other functions as assigned.

**ENQUIRIES:** Mr. D. Maritz, Telephone number 051 405 4748

**POST :** ADMINISTRATION CLERK  
(REFERENCE: AC:ZASTRON)

**SALARY :** Level 3 – A basic salary of R66 750 per annum

**CENTRE :** Mohokare Thusong Service Centre, Zastron

**REQUIREMENT:**

Grade 10 qualification, good interpersonal and communication skills (written and verbal), organizational skills.

**KEY RESPONSIBILITIES:**

It will be expected of the successful candidate to perform the following duties:

- Take care of information desk, assist, and advice. Provide information electronically by means of printed method.
- Perform a variety of clerical tasks in support of the Thusong Service Centre and Centre Manager.
- Render an effective and efficient support service with regard to service delivery at the Thusong Service Centre.
- Assist in preparing/writing/distributing reports, programmes, articles, news letters, info-flyers and posters for publicity and publication purposes.
- Explain and convey government policy to the community.

**ENQUIRIES:** Mr. D. Maritz, Telephone number 051 405 4748

**POST:** PERSONAL ASSISTANT TO THE HEAD: CORPORATE REFORM  
REFERENCE NO: PA:HCR

**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 Head: Corporate Reform. 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/advises 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 Head: Corporate Reform.
  - Ensure the safekeeping of all documentation in the office of the Head: Corporate Reform 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 Head: Corporate Reform.
  - Collects, analyzes and collates information requested by the Head: Corporate Reform.
  - Ensures that travel arrangements are well coordinated.
- Provides support to the Head: Corporate Reform 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 Head: Corporate Reform to inform him on the contents.
    - Records minutes/decisions and communicates to relevant roleplayers.
    - Prepare briefing notes for the Head: Corporate Reform as required.
  - Supports the Head: Corporate Reform 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. IM Garaba, Telephone number: 051 4055774

**POST:** **DEPUTY DIRECTOR: OFFICE ON THE RIGHTS OF THE CHILD**  
**REFERENCE NO: DD:ORC**

**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 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE :** BLOEMFONTEIN

**REQUIREMENTS:**

- Appropriate Degree preferable in the Public Management or Social Science and/or relevant experience in the development of policies/implementation strategies in the Rights of Children and Youth Management field.
- Knowledge of relevant legislation applicable to special programmes..
- Knowledge on issues pertaining to Status of children in the South African environment.

**DUTIES:**

- Initiate and co-ordinate the development of provincial policy/strategies on Rights of Children to ensure execution of and alignment with the national frameworks.
- Co-ordinate the alignment of action plans on Rights of Children and Youth Management in Free State Provincial Government to ensure effective and efficient execution of plans.
- Monitor and facilitate the establishment of Rights of Children and Youth Fora and desks in the districts that will oversee implementation of these special programmes.
- Attend Rights of Children and Youth Committees to keep abreast of the latest developments regarding special programmes and to provide inputs from a provincial perspective.
- Provide advice on Rights of Children and Youth issues to all relevant stakeholders to enhance and enrich the process of implementation.
- Monitor/Evaluate/Analyze the implementation of Rights of Children and Youth Management policies/strategies in Free State Provincial Government in order to report on progress and to make recommendation on possible changes.
- Overall management of the resources of the Sub-directorate to ensure the smooth running of the component.

**ENQUIRIES:** Ms. ACB Mokobe, Telephone number: 051 405 4132

**POST:** **DEPUTY DIRECTOR: HIV / AIDS**  
**REFERENCE NO: DD:HIV**

**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 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE :** BLOEMFONTEIN

**REQUIREMENTS:**

- Appropriate Degree preferable in the Public Management or Social Science and/or relevant experience in the development of policies/implementation strategies in the HIV and AIDS Management field.
- Knowledge of relevant legislation applicable to special programmes..
- Knowledge on issues pertaining to HIV and AIDS in the South African environment.

**DUTIES:**

- Initiate and co-ordinate the development of provincial policy/strategies on HIV and AIDS Management to ensure execution of and alignment with the national frameworks.
- Co-ordinate the alignment of action plans on HIV and AIDS Management in Free State Provincial Government to ensure effective and efficient execution of plans.
- Monitor and facilitate the establishment of HIV and AIDS Fora and desks in the districts that will oversee implementation of these special programmes.
- Attend HIV and AIDS Committees to keep abreast of the latest developments regarding special programmes and to provide inputs from a provincial perspective.
- Provide advice on HIV and AIDS issues to all relevant stakeholders to enhance and enrich the process of implementation.
- Monitor/Evaluate/Analyze the implementation of HIV and AIDS Management policies/strategies in Free State Provincial Government in order to report on progress and to make recommendation on possible changes.
- Overall management of the resources of the Sub-directorate to ensure the smooth running of the component.

**ENQUIRIES:** Ms. ACB Mokobe, Telephone number: 051 405 4132

**POST:** **ASSISTANT MANAGER: PROGRAMME DEVELOPMENT AND CAPACITY BUILDING – OFFICE ON THE STATUS OF WOMEN**  
**REFERENCE NO: AM:OSW**

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

**CENTRE :** BLOEMFONTEIN

**REQUIREMENTS:**

- An appropriate degree or equivalent qualification ;
- Experience in the field of:
  - Policy analysis and development
  - Coordination, monitoring and evaluation mechanisms, systems and processes
  - Strategic planning
  - Effective communication
  - Knowledge of relevant protocols / instruments.

**DUTIES:**

- To provide support and advice to the departments in ensuring that issues affecting women are addressed within the core and transversal functions of each department.
- Co-ordinate, facilitate and monitor women's programmes in all provincial departments through the Provincial Programme of Action.
- Secure and maintain corporative and visible partnerships with stakeholders to create an awareness of legislation with regard to the Office of Status of Women.

- Act as liaison between Government, NGO's, CBO's and International Agencies to ensure a working relationship and comprehensive trust in the facets of the Office on the Status of Women in the Free State Provincial Government and ensure an improvement in the quality of life of women in the province.
- Monitor and advice on the implementation of relevant legislation pertaining to the Office on the Status of Women to ensure adherence to the relevant legislation.
- Create awareness on the Office on the Status of Women to civil society with regard to policies and protocols.

**ENQUIRIES:** Ms. ACB Mokobe, Telephone number: 051 405 4132

**POST :** **ASSISTANT MANAGER: EMPLOYEE HEALTH AND WELLNESS**  
**(REFERENCE NUMBER: AM: EAP)**

**SALARY:** Level 9 - A basic salary of R206 982 per annum.

**CENTRE:** Bloemfontein

**REQUIREMENTS:**

- A relevant tertiary qualification in the Social Welfare field and relevant knowledge and experience in the Employee Wellness, Hygiene and Occupational Health and Safety field.
- Knowledge of policy development and analysis
- Knowledge of Government priorities and Public Service Legislation.
- Highly evolved verbal and writing skills.

**KEY RESPONSIBILITIES:**

It will be expected of the successful candidate to perform the following duties:

- The provision of operational direction and leadership to the unit.
- Spearhead the development and implementation of policies and guidelines, revolving around Occupation Health and Safety, Employee Wellness and Hygiene.
- Facilitate the building of networks and relationships with service providers.
- Responsible for the supervision of personnel, staff development, strategic and operational planning, implementation of operational plans and the coordination of activities.
- The application of sound management principles and the coordination of the Units budget allocation, logistics and human resources to ensure effective, efficient and economical environment and operations.

**ENQUIRIES:** Ms. N. Mosoeu-Kopa, Telephone number: (051) 4054020

**POST:** **PRACTITIONER: HEALTH MANAGEMENT**  
**(REFERENCE NUMBER: P:HM)**

**SALARY:** Level 7 - A basic salary of R140 208 per annum

**CENTRE:** Bloemfontein

**REQUIREMENTS:**

- A relevant tertiary qualification in the Social Welfare field and relevant knowledge and experience in the HIV and AIDS Management field.
- Knowledge of policy development and analysis
- Knowledge of Government priorities and Public Service Legislation.
- Highly evolved verbal and writing skills.

**KEY RESPONSIBILITIES:**

It will be expected of the successful candidate to perform the following duties:

- To undertake subject specific policy implementation;
  - To increase compliance with health guidelines.
- To deal with subject specific issues affecting employees of the Department of Premier with regards to the following:
  - Focus on HIV and AIDS treatment.
  - This post will promulgate the approach of government towards HIV/AIDS.
  - This post will manage indirect HIV/AIDS related opportunistic infections and diseases such as Tuberculosis, the Common Cold and Sexually Transmitted Diseases.
- To address issues outside the realm of HIV and AIDS as well such as General Health Management:

- Responsible for taking health care to a higher level by helping to improve and maintain the health and wellness of the total population of the department with a comprehensive suite of health and wellness, disease management, and lifestyle management solutions.
  - Address mental health issues such as anxiety, post traumatic stress and psychological problems.
  - Promote the use of activities leading to high levels of wellness, including nutritional knowledge, exercise, and appropriate use of the medical system are encouraged.
  - Seek ways to enhance relationships through better communication and encouraging a healthy living environment by educating staff on how to live in harmony with conflict.
  - To educate staff to effectively cope with stress.
  - To discourage and educate staff on detrimental activities, including but not limited to the consumption of drugs and excessive alcohol.
  - These solutions will range from prevention through wellness to advanced care management for which this post will provide information and guidance on chronic conditions as well as healthy lifestyles to increase members' awareness and motivation and help reduce costs for everyone.
  - Perform personalized health coaching to result in healthier and happier people, less missed work, decreased absenteeism and fewer hospital stays.
  - Work on a one on one basis with a client or employee in order to extend health care beyond treating single incidents of illness or injury and their symptoms.
  - Partner with organizations to provide an integrated wellness approach.
- The post will further extend this function by providing counseling and support during bereavement for inter-denominational staff, bearing in mind the sensitivity of the diversity of religious and spiritual practices inherent.
    - This post will also provide basic counseling and referral services for staff to service providers.

**ENQUIRIES:** Ms. N. Mosoeu-Kopa, Telephone number: (051) 4054020

**POST:** **HUMAN RESOURCE OFFICER**  
**REFERENCE NO: HRO**

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

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

- Senior Certificate and relevant experience in HR Practices.
- Knowledge of relevant legislation and HR Policies.
- Computer literacy, Planning, Organising and Communication skills.

**DUTIES:**

It will be expected of the successful candidate to perform the following duties:

- Assist with the recruitment process within the Department of the Premier that includes:
  - Compilation of advertisements.
  - Obtain approval for the advertisement of vacancies.
  - Compile long lists of applications received.
  - Assist with Administrative arrangements for short listing / interviews.
  - Provide secretariat / support services to selection panels.
  - Assist with the implementation of the outcome of the interviews.
- Assist with the implementation of the outcome of the interviews on the PERSAL system.

**ENQUIRIES:** Ms. P. Norval, Tel: (051) 405 4757

**POST :** **NETWORK CONTROLLER (2 POSTS)**  
**(REFERENCE: NC)**

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

**CENTRE :** BLOEMFONTEIN

**QUALIFICATIONS :**

- Matric Senior Certificate or equivalent qualification.

- IT Tertiary Diploma/Degree or equivalent qualification
- A+ and/or N+ (*preferable*)
- ITIL Foundation (*preferable*)
- MCSE advantageous

**EXPERIENCE REQUIRED:**

- Desktop support e.g. Hardware, Windows applications, Anti-Virus
- Networking principles, designs and support e.g. TCP/IP, LAN, Switches
- IT processes and procedures e.g. service desk support
- Minimum 6 months IT support experience

**KEY RESPONSIBILITIES :**

- Interact with internal and external customers.
- Provide hardware, software and server support to the Department of the Premier and other relevant Departments on request to ensure effective and efficient service delivery.
- Provide networking support to ensure maximum connectivity to the LAN and Government systems.
- Assist with the provision of voice communication support to ensure effective and efficient Telecommunication services.
- Liaise and update the service desk on logged incidents and provide resolutions.
- Adhere to customer Service Level Agreements
- Travel to various customers within the Province when required.
- Continuous improve on ICT resources utilized by the Department.
- Develop and/or update ICT documentation e.g. infrastructure, system configuration

**ENQUIRIES :** Mr. T.S Motiki, Tel: (051) 405 5064

**POST :** **SECRETARY (3 POSTS)**  
**(REFERENCE: SEC)**

**SALARY :** Level 5 – A basic salary of R94 575 per annum

**CENTRE :** BLOEMFONTEIN (Security Advisory / IT / Corporate Communication)

**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.

- Provides a secretarial/receptionist support service to the Manager. 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.
  - Type documents for the Manager.
- Provides a clerical support service to the Manager. This will entail, inter alia, the following:
  - Liaise with travel agencies to make travel arrangements.
  - Arranges meetings and events for the Manager and the staff in the Unit.
  - Record basic minutes of the meetings of the Manager 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.

**ENQUIRIES:** Ms. P. Norval, Telephone number 051 4054757

**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: 3 JUNE 2011**