



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: 00 November 2012 at 16:00

OFFICE OF THE HEAD OF DEPARTMENT

CHIEF DIRECTOR: INTEGRATED ECONOMIC PLANNING, RESEARCH AND DEVELOPMENT

REFERENCE NO: FS 10/12

SALARY: Level 14 – An all-inclusive package of R872 214 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 bachelor's degree/diploma in Commerce (B Comm or B. Economics) or equivalent qualifications. An appropriate Masters degree will be an added advantage. Relevant extensive experience in similar environment as well as experience in strategy and advice, economic development and governance. A valid driver's license.

DUTIES:

Facilitate strategic stakeholder partnership in the development of the provincial economy and promote integrated economic planning. Manage, monitor and evaluate the impact and effectiveness of economic policies and planning. Improvement of global competitiveness of industries in key sectors. Conduct research on economic issues and provide knowledge management services on Economic Management issues. Creation of an enabling business environment for Broad-Based Black Economic Enterprise (BBBEE). Promote Local Economic Development (LED) in collaboration with municipalities. Manage the resources of the Chief Directorate i.e human, asset and financial

ENQUIRIES:

Mr. I. Osman, Telephone number: 051 4004731

DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION

REFERENCE NO : DETEA 12/10/02

SALARY: An all-inclusive salary package of R 719 613 p.a (Salary level 13). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in any of the Social Sciences/Public Management or equivalent qualifications. Relevant extensive experience in similar environment as well as knowledge of prescripts regulating strategic management. Computer literacy. A valid driver's license.

DUTIES: Ensure the development of the 5 year Strategic Plan, 3 year Performance Plan in line with the priorities as set in the Free State Growth and Development Strategy and the Outcome Based Plan and report thereof • Analyze the achievements indicated in the Strategic Plan, the Annual Performance Plan and provide a report thereof • Develop and monitor the implementation of the Service Delivery improvement plan of the department • Develop, maintain and ensure the implementation of the Department's Monitoring and Evaluation policy • Management of resources of the Directorate, i.e. human, asset and financial resources.

ENQUIRIES: Mr. I. Osman, Tel. No: (051) 400 4731

DEPUTY DIRECTOR: RISK MANAGEMENT

REFERENCE NO : DETEA 12/10/03

SALARY: An all-inclusive salary package of R 464 919 p.a (Salary level 11). The total package includes 75 or 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's degree/diploma in Risk Management or equivalent qualifications • Relevant experience in the development and implementation of Risk Management System/Strategies • Computer literacy. A valid driver's license.

DUTIES: Develop, maintain and implement the following on Departmental Risk Management, namely: Risk Management Strategy, Risk Management framework, Risk Management Policy Statements, and Risk plan • Facilitate risk identification and assessments; and ensure the implementation of Risk Management processes • Promote a Risk Management culture and capacity on Risk Management in the department • Monitor and review the implementation of Risk Management processes to ensure the proactive assessment of the current state of controls • Co-ordinate with external stakeholders on broader effective and efficient risk management strategies to enhance risk management in the asset department • Manage the resource of the Sub-directorate, i.e. human, asset and financial resources.

ENQUIRIES: Ms. C. Mpanyane-Mahlaba, Tel. No: 051-400 9569

ENVIRONMENTAL AFFAIRS BRANCH

DIRECTOR: BIODIVERSITY, PLANNING AND RESEARCH

REFERENCE NO : **DETEA 12/10/04**

SALARY: An all-inclusive salary package of **R 719 613 p.a (Salary level 13)**. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's degree/ diploma in Natural Sciences with majors in Botany or Zoology or equivalent qualifications. Post graduate Qualification in Botany or Zoology will be an added advantage. Extensive experience in Biodiversity planning and research. A prospective candidate must have conducted a minimum of 3 Nationally acclaimed Research and has published a minimum of 2 articles related to Biodiversity Management. A good knowledge of appropriate legislation governing Biodiversity and Protected Areas at National, Provincial and Local level. Knowledge of Project Management will be an added advantage for the candidate to be selected. Computer literacy. A valid driver's license.

DUTIES: Lead a team that Provide Scientific Support to Protected Areas managed by the department. Manage a team of Biodiversity Experts employed by the department. Represent the Department in National and International Scientific Bodies. Support the Biodiversity Permit Office. Conduct research on Priority Biodiversity Projects. Manage the resources of the Directorate, i.e. human, asset and financial resources.

ENQUIRIES: Mr. T. Liphokojoe, Tel. No: 051-400

CONTROL ENVIRONMENTAL OFFICER GRADE A-B: ENVIRONMENTAL AIR QUALITY

REFERENCE NO : **DETEA 12/10/05**

SALARY: R 311 037 – R756 018 P.A (OSD) - Appropriate salary will be determined by experience according to the regulatory framework based on OSD.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Diploma/Degree in Natural, Physical Sciences or equivalent qualification. Relevant experience in environmental air quality A good knowledge of appropriate legislation governing Air Quality activities at National, Provincial and Local level. Knowledge of Project Management will be an added advantage for the candidate to be selected. The Computer literacy. A valid driver's license.

DUTIES: Lead some projects that aim to implement the Air Quality Act Lead some Projects that aim to implement Air Quality Management Plan of the Province. Represent the Department in the National Air Quality Management Committee. Participate in the development of a Provincial Air Quality Management Standards. Assist Municipalities that don't have Capacity to implement the Air Quality Act. Participate in the implementation of the National Renewable Energy Strategy. Ensure implementation of provincial and national Air Quality management policies and strategies. Interact with municipalities, industries, mining, agriculture, health and other sectors. Promote clean air production through waste minimization and material substitution. Management of the resources of the Sub-directorate, i.e. human, asset and financial resources.

ENQUIRIES: Ms. L. Van Rensburg, Tel. No: (051)-400 9410

CONTROL ENVIRONMENTAL OFFICER GRADE A-B: WASTE MANAGEMENT AND POLLUTION

REFERENCE NO : DETEA 12/10/06

SALARY: R 311 037 –R 756 018 P.A (OSD) - Appropriate salary will be determined by experience according to the regulatory framework based on OSD.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelors Degree/Diploma in Natural, or Physical Sciences with majors in Chemistry or Biochemistry or equivalent qualifications• Relevant experience in Pollution and Waste Management related activities. A good knowledge of appropriate legislation governing Pollution activities at National, Provincial and Local level• Postgraduate qualifications will be an added advantage • Computer literacy. A valid driver's license.

DUTIES: Monitor the implementation of legislation related to all media pollution. Assist the director to enforce relevant legislation and provincial ordinance. Develop a self and regulatory environmental management tool as well as integrate environmental management instruments including policies, guidelines, strategies, sectoral procedures norms and standard. Building a data base for the province which includes data capturing, substance definition, tracking and statistical analysis and the development of waste register. Coordinate the implementation of the national waste management strategy and its activities at provincial level. Initiate campaigns and projects that will give effect to the implementation of the Polokwane declaration. Coordinate the toxic material management programmes of the province. Represent the department in relevant MINTECH working groups and other pollution related committees. Manage the resources of the Sub directorate, i.e. human, asset and financial resources.

ENQUIRIES: Ms. L. Van Rensburg, Tel. No: (051)-400 9410

NATURE CONSERVATORS: PROTECTED AREAS (X 2 POSTS)

REFERENCE NO : DETEA 12/10/08

SALARY: R 160 224 P.A (SALARY LEVEL 7)

CENTRES: GAME CAPTURE (BLOEMFONTEIN)
TUSSEN DIE REVIERE (BETHULIE)

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Nature Conservation/Wildlife Management or equivalent qualification. Relevant experience in nature conservation. Computer literacy. A valid driver's license.

DUTIES: Assist with the management of personnel, equipment and stocks to ensure maximum utilization, and with obtaining quotations for procurement. Maintenance of infrastructure and equipment to ensure high productivity level. Assist with management of the preservation of game and livestock of the reserve to ensure the continued livelihood thereof (Have to do regular patrols and weekend patrols). Help with management of the veld of the reserve to ensure the continued livelihood thereof• Manage financial and human resources in the Reserve.

ENQUIRIES: Mr. P. Crouse, Tel. No: 051-400 9510

REQUIREMENTS: An appropriate three year degree/diploma in Public Management, B. Admin or equivalent qualifications. •Knowledge of regulatory framework such as PFMA and Treasury Regulations• Good interpersonal and communication skills (both verbal and written) • Ability to work under pressure• Computer literacy• A valid driver's license.

DUTIES: Receipt and capturing of new requisitions• Timeous processing of requisitions and placement of orders with suppliers• Receipt and capturing of invoices• Adding and processing of payments• Ensure proper filling of payments and order documents.

ENQUIRIES: Mr. P. Crouse, Tel. No: 051-400 9510

CHIEF FINANCIAL OFFICER BRANCH

DIRECTOR: SUPPLY CHAIN MANAGEMENT

REFERENCE NO: DETEA 12/10/09

SALARY: An all-inclusive salary package of **R 719 613 p.a (Salary level 13)**. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate three year Bachelor's degree/diploma in Supply Chain Management/ Public Management/ Administration or equivalent qualifications• Extensive relevant experience in Supply Chain Management environment• Knowledge of PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service.

RECOMMENDATIONS: A further qualification in SCM/Procurement will be an added advantage

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 of the Department• Coordinate supplier scheduling, delivery times and supply continuity• Develop and maintain manuals on SCM policies and procedures• Source goods and services with fair, equitable, transparent, competitive and cost-effective system• Set performance standards in respect to service delivery to departmental clients. Manage the resources of the Directorate, i.e. human, asset and financial resources.

ENQUIRIES: Ms. NP Mkiva, Tel. No: (051)-400 4916

ASSISTANT DIRECTOR: PROPERTY MANAGEMENT

REFERENCE NO : DETEA 12/10/10

SALARY: R 236 532 P.A (SALARY LEVEL 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: : An appropriate Bachelor's Degree/Diploma in Supply Chain Management/ Public Management/Administration or equivalent qualifications •Relevant experience in Immovable Asset Management• Completion of the relevant Facilities Management Courses. •Sound knowledge of legislation regulating to Immovable Asset and Supply Chain Management (GIAMA), PFMA and OHS Act•Computer literacy. A valid driver's license.

DUTIES: Oversee and ensure compliance with the national and departmental prescripts, policies and procedures for the management and the administration of the Property Management• Assist with development, maintenance and implementation of departmental strategies, processes and procedures for the management and administration of Property Management• Compile management reports (state/status of the management and administration of the component)• Advise users, suppliers on national and departmental strategies, processes and procedures for the management and administration of accommodation and properties• Supervise and develop staff.

ENQUIRIES: Mr. R. Hlapane, Tel. No: 051-400 4754

DEPUTY DIRECTOR: EXPENDITURE

REFERENCE NO: DETEA 12/10/11

SALARY: An all-inclusive salary package of **R 464 919 p.a (Salary level 11)**. The total package includes 75 or 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/ Diploma in Accounting or equivalent qualifications •Relevant experience in Public Finance •Knowledge of compiling Annual Financial Statements• Computer literacy• A valid driver's license.

DUTIES: Management of departmental expenditure function •Compilation of Annual Financial Statements •Monitoring of financial systems(BAS and PERSAL) •Monitoring of compliance to the PFMA. •Development of internal procedures and control measures. •Monitoring and ensuring the safekeeping of financial transaction documents •Clearing of Asset & Liability items (Ledger accounts)• Monitoring expenditure trends in the department. Manage the resources of the Sub-directorate, i.e. human, asset and financial resources.

ENQUIRIES: Ms. P.A. Rantekane, Tel. No: (051)-400 4735

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

CLOSING DATE: 00 November 2012 at 16:00