



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 applications were unsuccessful.

**CLOSING DATE: 16 FEBRUARY 2015 at 16:00**

### ECONOMIC DEVELOPMENT BRANCH

**POST: DIRECTOR: ENTERPRISE DEVELOPMENT**

**REFERENCE NO: DESTEA 02/01/15**

**SALARY:** An all-inclusive salary package of **R 819 126 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 in Economics or equivalent qualifications. Relevant experience in economics development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy. A valid driver's license.

**DUTIES:** Assist business enterprises to access financial and non-financial support. Establish and maintain database of both business enterprise and co-operatives. Establishment and maintenance of adjudication and evaluation of business plans. Develop, establish and maintain an after-care business support programme. Ensure the implementation of BBBEE in terms of supplier and skills development. Management of resources of the Directorate.

**ENQUIRIES: Ms. G Brown, Tel. No: 051-400 4923**

**POST: DIRECTOR: SERVICE CENTRES AND LOCAL ECONOMIC DEVELOPMENT (LED)**

**REFERENCE NO: DESTEA 03/01/15**

**SALARY:** An all-inclusive salary package of R 819 126 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 in Economics or equivalent qualifications. Relevant experience in economics development. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy. A valid driver's license.

**DUTIES:** Manage the operations of Service Centres. Manage the process for identification of viable business proposals. Facilitate and coordinate capacity building workshops. Coordinate departmental inputs into LED processes at local level. Ensure creation and maintenance of service desk by other business development agencies. Collection, handling and preparation of business development support information. Management of information system. Management of resources of the Directorate.

**ENQUIRIES: Ms. G Brown, Tel. No: 051-400 4923**

**POST: DEPUTY DIRECTOR: LEJWELEPUTSWA SERVICE CENTRE**

**REFERENCE NO: DETEA 04/01/15**

**SALARY:** An all-inclusive salary package of R 630 822 p.a (Salary level 12). 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 in Economics or Grade 12 with extensive experience in economic development environment or equivalent qualifications. Relevant experience in economics development. Knowledge of prescripts and legal framework in the Public Service. Computer literacy. A valid driver's license.

**DUTIES:** Provide support to all small enterprise with regard to linking them with markets, financial institutions and Business Development Service providers (BDS's) for capacity building. Identify areas that require intervention from the department that can be utilized. Compile reports on businesses that were linked with markets, financial institutions and business development service providers and advice thereon. Ensure that the projects initiated by the Department are aligned with the Integrated Development Programmes of the municipality and capacitate the cooperatives. Facilitate the funding for informal traders. Development and amendment as well as implementation of policies that relate to Enterprise Development, LED and Cooperatives. Report on the objectives indicated in the Strategic Plan of the Department and Annual Performance Plan. Management of resources of the Sub-directorate.

**ENQUIRIES: Ms. G Brown, Tel. No: 051-400 4923**

**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/ Ms. K Molusi in Room 105, 1<sup>st</sup> floor North Wing, Agriculture Building, 98 Zastron Street, Bloemfontein.

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