



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, ENVIRONMENTAL AFFAIRS AND SMALL BUSINESS DEVELOPMENT

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. Please note that CVs submitted will be destroyed after 4 months period. The Department reserves the right not to appoint.

CLOSING DATE: 12 SEPTEMBER 2014 at 16:00

CHIEF FINANCIAL OFFICER'S CHIEF DIRECTORATE

POST: CHIEF FINANCIAL OFFICER

REFERENCE NO: DETEA 01/08/14

SALARY: An all-inclusive salary package of **R 988 152 p.a (Salary level 14)**. 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. This appointment is subject to the signing of an annual performance agreement and financial disclosure vetting. The successful candidate will be required to disclose his/her financial interest in accordance with the prescribed regulations.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate three year Bachelor's degree/diploma in Commerce or Financial Management (Bcom/Bcompt) or equivalent qualifications. Extensive experience in the financial environment. Knowledge of the financial prescript in the Public Service. Computer literacy. A valid driver's license.

RECOMMENDATIONS: An appropriate post graduate qualification or registration as a CA (SA)

DUTIES: Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behavior) and policies to ensure effective and efficient management resources. Support the Head of Department and other Senior Managers in the execution of their functions in terms of the PFMA and the Treasury Regulations. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and Financial statements. Formulate creative

solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Facilitate the implementation of national norms and standards where applicable. Advise the HOD pertaining the matters that have strategic and financial implications. Liaise with the relevant role-players in the financial environment regarding transverse financial matters. Ensure effective and efficient asset and financial management, procurement/SCM by collaborating in the development of training programmes or by providing direct training to officials of the Department. Management of resources of the Chief Directorate, i.e, human, asset and financial resources.

ENQUIRIES: Mr M Seleke, Tel. No: (051) 400 4914

POST: STATE ACCOUNTANT: TAX AND PENSIONS

REFERENCE NO: DETEA 02/08/14

SALARY: R 183 438 (Salary level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's degree/diploma with Accounting in accounting/Public Finance/Economics/Management Accounting or equivalent qualifications. Experience and knowledge of BAS, PERSAL and Excel. Knowledge of relevant legislations and frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES: Ensure the finalization of service termination files, including updating the IRP'5 certificates and IRP'3 (requested from SARS) for payment of voluntary severance packages. Ensure the clearing of financial reports in respect of salary deductions (pension, employees' contribution on pension & medical, employers' contribution medical, rent recoverable, tax debt, income tax and reversal accounts). Compile the monthly tax reconciliation (EMP 201). Compile the annual & bi-annual tax reconciliation according to Act 62 of 1968. Ensure the finalization of salary part of pension files (notches, salary overpayment & debt advices). Ensure pension/salary payments and deductions (recovery of debts from pensions, partial reversals, preparing journals).

ENQUIRIES: Ms P Rantekane, Tel. No: (051) 400 4753

POST: DEPUTY DIRECTOR: LOGISTICS

REFERENCE NO: DETEA 03/08/14

SALARY: An all-inclusive salary package of **R 532 278 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 three year Bachelor's degree/diploma in Supply Chain Management/ Logistics/ Public Management/ Administration or equivalent qualifications. Relevant experience in Supply Chain Management environment. Knowledge of the PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service. Computer literacy. A valid driver's license.

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

DUTIES: Receipt and capturing of new requisitions. Timenous processing of requisitions and placement of orders with suppliers. Receipt, capturing of invoices, adding and processing of payments. Capture and authorize petty cash requests on the system. Keeping of commitments (do follow-up with chief users and suppliers). Receive deliveries for Departmental and also dispatch goods to chief users. General maintenance and control of warehouse and also do inspections on inventory at Reserves and Resorts. Manage financial and human resources in the sub-directorate.

ENQUIRIES: Mr TA Ramabulana, Tel. No: (051) 400 4743

POST: LOGISTICS PRACTITIONER

REFERENCE NO: DETEA 04/08/14

SALARY: R 183 438 p.a (Salary level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's degree/diploma in Public Management, B. Administration or equivalent qualifications. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES: Maintain the preferential procurement data-base for the department in order to ensure that quotations and bids obtained comply with the PPP Act. Request quotations from suppliers for goods and services and ensure compliance with the departmental procurement processes. Compile bid documentation for goods that are required over the value of R200 000 and invite bids from suitably qualified bids (Advertisement) Tender Bulletin. Manage help-desk for complaints and receive applications. Render secretarial services to the bid adjudication committee.

ENQUIRIES: Mr TA Ramabulana, Tel. No: (051) 400 4743

ENVIRONMENTAL AFFAIRS BRANCH

POST: RESERVE MANAGER

CENTRE: SOETDORING NATURE RESERVE

REFERENCE No: DETEA 05/08/14

SALARY : R356 103 – R407 106 p.a (OSD) - Appropriate salary will be determined by experience according to the regulatory framework based on OSD.

REQUIREMENTS : An appropriate three year degree/diploma in Conservation. Relevant experience in Conservation Management. Computer literacy and a valid driver's license.

DUTIES: Manage the infrastructure to ensure the functional utilization, maintenance and development of the Protected Area. Preserve the biodiversity of the Reserve to ensure the continued livelihood thereof. Manage risks and security aspects on the Reserve. Manage internal and external relationship with all interested and affected stakeholders to the Reserve. Perform and manage administrative and related functions. Manage human and financial resources of the Reserve.

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

POST: CHIEF NATURE CONSERVATOR: COMMUNITY BASED PROJECTS AND CAPACITY BUILDING

REFERENCE No: 06/08/14

SALARY: R227 802 p.a (Salary level 8)

CENTRE: BLOEMFONTEIN

REQUIREMENTS : An appropriate diploma/degree in Nature Conservation or equivalent qualifications. Knowledge of relevant government regulations, biodiversity management. Computer literacy. A valid driver's license.

DUTIES : Ensure the establishment of conservancies and environmental forums in the Free State. Train, manage and monitor urban / rural areas of urban conservancies. Encourage people to clean their environment while earning an income through recycling and other projects. Manage the cleanest town competition project.

ENQUIRIES: Mr EL Hugo, Tel. No: (051)-400 4829

CORPORATE SERVICES CHIEFF DIRECTORATE

POST: ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT

REFERENCE NO: DETEA 07/08/14

SALARY: R270 804 p.a (Salary level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's degree/diploma in Human Resource Management/Development or equivalent qualifications. Relevant experience in the field of capacity development/training. Good facilitation skills. Computer literacy and a valid driver's license.

DUTIES: Identify training and development needs in the Department. Facilitate the design and development of skills and capacity development programmes. Implement in-house training programmes, organize and facilitate training workshops for employees. Identify accredited training services providers and maintain a service provider database. Use best practice methods to evaluate the impact of training. Report on the evaluation of training programs and make necessary recommendations to improve training. Liaise with other organizations/institutions involved in capacity development programmes on new developments and trends pertaining to capacity development. Compile monthly and quarterly reports. Supervision of officials within the division.

ENQUIRIES: Mr. M.J Segopa, Tel: (051) 400 9543

POST: ASSISTANT DIRECTOR: LABOUR RELATIONS

REFERENCE NO: DETEA 08/08/14

SALARY: R270 804 p.a (Salary level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's degree/diploma in Labour Law /Labour Relations or equivalent qualifications. Relevant experience in Labour Relations. Thorough knowledge of the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act etc. Good verbal and written communication skills. Computer literacy and a valid driver's license.

DUTIES: Attend to all misconduct and grievance cases. Formulate policies on Labour Relations. Conduct investigations into misconduct and grievance cases. Represent the Department in bilateral discussions with organized Labour Unions. Render advice on labour relations to management and employees. Represent the Department in conciliation and arbitration. Supervision of officials within the division.

ENQUIRIES: Mr. J.J Malinga, Tel No. (051) 400 9569

POST: ASSISTANT DIRECTOR: HIV & AIDS

REFERENCE NO: DETEA 09/08/14

SALARY: R270 804 p.a (Salary level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate diploma/degree in Social Science/Industrial Psychology or equivalent qualifications. Relevant experience. Computer literacy and a valid driver's license.

DUTIES: Plan, manage and monitor workplace HIV/AIDS and TB according to policies and strategies by conducting survey on knowledge, practice, behavior and attitude, train Peer Educators and monitor their performance, conducting VCT/HCT campaigns and manage disease management programme. Promote human rights and access to justice. Ensure treatment care and support to employees. Develop policy on HIV/AIDS and TB management that address HIV/AIDS and non-discrimination of employees in the department. Conduct research. Ensure mainstreaming of HIV with other departmental activities. Ensure confidential counseling support. Represent the department at provincial level. Ensure health promotion. Ensure condom distribution. Promote work life balance for employees. Ensure adherence to universal precautions notices. Supervision of officials within the division.

Enquiries: Ms B Molefe, Tel No: 051 400 9566

POST: ASSISTANT DIRECTOR: WORK-STUDY

REFERENCE NO: DETEA 10/08/14

SALARY: R270 804 p.a (Salary level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS : An appropriate Bachelor's degree/diploma in Organizational Development Management/Work-Study Management or an equivalent qualifications coupled with relevant experience in Job Evaluation. Applicants should be certified Job Analysts in the Equate Job Evaluation System. Computer literacy. Good management skills (Presentation & interviewing skills). A valid driver's license.

DUTIES: Advise management on matters relating to the organizational structure of the department. Conduct work study investigations and advise the Directorate on the appropriate interventions to be taken. Conduct job evaluations for vacant, redefined and newly created posts in the department so as to determine the correct salary level and present posts at the Provincial Quality Assurance Committee. Develop internal systems and procedures so as to ensure or improve service delivery in the department. Supervision of officials within the division.

ENQUIRIES: Ms. N. Nyokong, Tel. No: (051)-400 4925

POST: ORGANISATIONAL DEVELOPMENT PRACTITIONER

REFERENCE NO: DETEA 11/08/14

SALARY: R 183 438 p.a (Salary Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's degree/diploma in Organizational Development Management/Work-Study Management or an equivalent qualifications. Good management skills (Presentation & interviewing skills). Computer literacy. A valid driver's license.

DUTIES : Develop and maintain organogram in line with the strategic plan. Conduct business process re-engineering investigations. Undertake efficiency promotion. Evaluate jobs in the Department/Province. Provide and assist in the development of job descriptions. Undertake administrative functions required.

ENQUIRIES: Ms. N. Nyokong, Tel. No: (051)-400 4925

APPLICATIONS: Quoting the reference number, applications must be forwarded to the Head of Department: Economic Development, Tourism, Environmental Affairs and Small Business Development, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand to Mr. C. Machaea/ Ms. K Molusi in Room 105, 1ST floor North Wing, Agriculture Building, 98 Zastron Street, Bloemfontein.

CLOSING DATE: 12 SEPTEMBER 2014 at 16:00

