



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

HEAD OF DEPARTMENT: DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS (REFERENCE HOD : EDTEA)

SALARY: R1 485 576,00 all inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a 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.

The appointment is subject to the signing of an employment contract, not exceeding a term of five years, a security clearance and entering into 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:

- The candidate must be in possession of an appropriate recognized Bachelor's Degree (or equivalent qualification) as well as extensive managerial experience at a senior management level.
- The candidate must have:
 - knowledge, skills, training and competencies in the principles of Corporate Governance;
 - dynamic professional leadership abilities, as well as strategic, financial and people management skills;
 - the ability to initiate and support organizational trans-formation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province;
 - the highest standard of ethical and moral conduct; and
 - a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa.

RECOMMENDATION:

A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

KEY RESPONSIBILITIES:

- To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which *inter alia* include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property. To render efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed.
- To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations.
- Any other responsibility required by law.
- The successful candidate will also be responsible to:

- Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard;
- Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio;
- Provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio.
- Develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department.
- Such other responsibilities as may be directed.
- Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES: Mr J.J Malinga, Tel. 051 – 400 9570

POST: OFFICE MANAGER: OFFICE OF THE HEAD OF DEPARTMENT

REFERENCE NO: DETEA 01/07/13

SALARY: An all-inclusive salary package of **R771 306 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 Public Administration or equivalent qualifications. Relevant extensive experience in similar environment. Experience in governance. Computer literacy.

PROFICIENCY: Excellent writing and presentation skills. Project management skills. Ability to relate to diverse populations. Analytical and reporting skills. Leading, Planning and Organizing.

DUTIES: Scrutinize documents to determine actions/information/documents required. Manage general support services in the office of the Head of Department. Manage resources of the Head of Department. Collect and compile information of the Head of Department or Branches. Coordinate external strategic alliances between the office of the HOD and other stakeholders. Execute research, analyse information and compile complex documents for the HOD. Manage financial and human resources of the office of the HOD.

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

POST: DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION

REFERENCE NO: DETEA 02/07/13

SALARY: An all-inclusive salary package of **R 771 306 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.

PROFICIENCY: Excellent writing and presentation skills. Report writing. Project management skills. Leading, Planning and Organizing.

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. Manage financial and human resources in the directorate.

ENQUIRIES: Mr. T Moeti Tel. No: (051) 400 4731

POST: ASSISTANT DIRECTOR: STRATEGIC PLANNING

REFERENCE NO: DETEA 03/07/13

SALARY: R252 144 (Salary level 9)

CENTRE: BLOEMFONTEIN

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

DUTIES: Develop, maintain and or facilitate the successful implementation of the Department's strategic planning policy and/ implementation strategy (in line with national/or provincial frameworks. Facilitate strategic planning workshops in the Department towards the development and/ review of the Department's 5 year Strategic Plan, 3 year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury Regulations and/ national and/or provincial formats. Improve the capacity of the Department on matters related to strategic and operational planning. Supervision of officials within the division.

ENQUIRIES: Ms. M. Mokalobe, Tel. No: (051) 400 4909

INTERNAL AUDIT DIRECTORATE

POST: RISK MANAGEMENT PRACTITIONER

REFERENCE NO: DETEA 04/07/13

SALARY: R252 144 (Salary level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Risk Management/Internal Auditing or equivalent qualifications. Experience in Risk Management processes• A valid driver's license and computer literacy.

DUTIES: Assist with the facilitation of risk assessment, maintenance and implementation of the following on the Departmental Risk Management, namely: Risk Management Strategy, Management Policy, and Plan. Assist with the development of Risk Management processes to ensure compliance to the Risk Management Framework. Maintain and update risk registers to determine the effectiveness of progress concerning Risk Management in the department. Assist with the promotion of 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. Coordinating Risk Committee meetings and drafting quarterly Risk Committee reports. Implement Risk Management processes to ensure compliance to the Risk Management Plan.

ENQUIRIES: Ms. C. Mpanyane-Mahlaba, Tel. No: 071 657 6878/ 082 204 2743

POST: ADMINISTRATIVE OFFICER: INTERNAL AUDIT

REFERENCE NO: DETEA 05/07/13

SALARY: R 170 799 (Salary level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Office Management or Public Management or equivalent qualifications• Computer literacy.

DUTIES: Assist with co-ordination of Audit Committee meetings. Taking minutes of the Audit Committee, drafting Audit Committee reports, collecting information and packaging documents to be send to the committee members. Compiling and completing of Audit Committee member's claims. Compiling of quarterly performance report and keeping evidence reports, Budget administration. Checking

Administration document of officials within Internal Audit unit, e.g. updating of leave register and leave records.

ENQUIRIES: Ms. C. Mpanyane-Mahlaba, Tel. No: 071 657 6878/ 082 204 2743

STRATEGIC FINANCIAL MANAGEMENT CHIEF DIRECTORATE

POST: DIRECTOR: ASSET AND FLEET MANAGEMENT

REFERENCE NO: DETEA 06/07/13

SALARY: An all-inclusive salary package of **R 771 306 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. Computer literacy. A valid driver's license.

DUTIES: Manage assets and disposal in the Department. Manage all properties of the Department. Manage fleet which include subsidized and state-owned vehicles of the Department. Provide and manage auxiliary service which include central registry and messenger services. Manage losses in the Department. Manage financial and human resources in the directorate.

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

POST: DIRECTOR: SUPPLY CHAIN MANAGEMENT

REFERENCE NO: DETEA 07/07/13

SALARY: An all-inclusive salary package of **R 771 306 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: • Develop, implement and ensure effective Supply Chain Management in the Department. Develop a proper SCM internal control system. Evaluate that spending of goods and services is according to the Demand Management Plan. Coordinate supplier scheduling, delivery time frames, and supply continuity. Develop and maintain manuals on SCM policies and procedures. Source goods and services within a fair, equitable, transparent, competitive and cost-effective system. Set performance standards with respect to service delivery to departmental clients. Manage financial and human resources in the directorate.

POST: DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT

REFERENCE NO: DETEA 08/07/13

SALARY: An all-inclusive salary package of **R 495 603 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/ 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. Computer literacy. A valid driver's license.

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. Contract management functions, Maintain, monitor and manage relationships between acquisition management and suppliers. manage quotation processes, manage tenders. Coordinate supplier scheduling, delivery times and supply continuity. Source goods and services with fair, equitable, transparent, competitive and cost-effective system. Manage financial and human resources in the sub-directorate.

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

POST: DEPUTY DIRECTOR: EXPENDITURE

REFERENCE NO: DETEA 09/07/13

SALARY: An all-inclusive salary package of **R 495 603 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 financial and human resources in the sub-directorate.

ENQUIRIES: Ms. P.A. Rantekane, Tel. No: (051) 400 4735/4753

POST: SENIOR STATE ACCOUNTANT: SALARIES

REFERENCE NO: DETEA 10/07/13

SALARY: R 212 106_(Salary level 8)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma with Accounting as a fully passed subject or equivalent qualifications. Relevant experience and knowledge of BAS, PERSAL and Excel. Knowledge of relevant legislations and frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES: Control and monitor subordinates on salary related matters. Control and manage financial files in the registry. Approval of transactions on Persal (Salary and tax related). Authorization of transaction on Persal (Human Resource, Salary and Tax related). Request funds for normal and supplementary runs. Clearing of BAS accounts. Manage pay rolls and distribution of pay slips. Oversee salary related enquiries. Manage reconciliation between systems (BAS and PERSAL). Supervise officials within the division.

ENQUIRIES: Ms. P.A Rantekane, Tel. No: (051) 400 4735/4753

POST: ACQUISITION PRACTITIONER

REFERENCE NO: DETEA 11/07/13

SALARY: R 170 799 (Salary level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelors 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 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. M.J Motsetse, Tel No. (051) 400 4734

ECONOMIC DEVELOPMENT BRANCH

POST: CHIEF DIRECTOR: SPECIAL ECONOMIC ZONES

REFERENCE NO: DETEA 12/07/13

SALARY: An all-inclusive salary package of **R934 866 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 obtaining a security clearance.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Commerce (B Comm or B. Economics) or equivalent qualifications. Relevant extensive experience in similar environment as well as experience in strategy and advice, economic development and governance. Knowledge of legislation and prescripts regulating economic development. Computer literacy. A valid driver's license.

RECOMMENDATIONS: A appropriate Masters degree will be an added advantage.

DUTIES: Facilitate strategic stakeholders 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 financial and human resources in the chief directorate.

ENQUIRIES: Mr. MR Seleke, Tel No. (051) 400 4918

POST: DIRECTOR: STRATEGIC ECONOMIC PLANNING, RESEARCH AND INTER-SECTORAL LIAISON

REFERENCE NO: DETEA 13/07/13

SALARY: An all-inclusive salary package of **R 771 306 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 Economic Planning and Development majoring in Research Methodology. Relevant extensive experience in similar environment as well as knowledge of prescripts regulating economic development. Computer literacy. A valid driver's license.

DUTIES: Development and implementation of appropriate policies that could add-value to economic growth while also helping in coordinating planning for future economic activities. Undertake or facilitates economic research for informed economic decisions and interventions, focusing on provincial economic development priorities and goals. Provide data, information and intelligence on the economy required for effective decision making. Ensure effectiveness of government programme of action by continuously monitoring and giving feedback on inter-sectoral development, including liaising with industry role-players. Manage financial and human resources in the directorate.

ENQUIRIES: Mr. TJ Selemela, Tel No. (051) 400 4930

POST: DIRECTOR: BUSINESS REGULATIONS AND GOVERNANCE

REFERENCE NO: DETEA 14/07/13

SALARY: An all-inclusive salary package of **R 771 306 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: A Bachelor's Degree/Diploma in Commercial Law or equivalent qualifications. Extensive experience in a similar environment. Knowledge of relevant legislations and regulatory framework governing business regulations. Computer literacy. A valid driver's license.

Recommendations: A Masters Degree will be an added advantage.

DUTIES: Advise the community on issues relating to Consumer rights and conduct consumer education campaigns. Formulate consumer policy and legislation. Monitor compliance and evaluation of policy impact. Establish and review regulatory framework. Coordinate business regulation responsibilities. Manage financial and human resource in the directorate.

ENQUIRIES: Mr. TJ Selemela, Tel No. (051) 400 4930

POST: DIRECTOR: SECTOR DEVELOPMENT

REFERENCE NO: DETEA 15/07/13

SALARY: An all-inclusive salary package of **R 771 306 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 with Economics as a major or Business Management qualifications. Practical experience in a project management environment and broad knowledge of the Free State economic sectors. Knowledge of relevant legislation and regulatory frameworks in economic development. Computer literacy. Valid driver's license

DUTIES: Ensure and promote industrial and sectoral development through collaboration with industry stakeholders. Facilitate the development of strategies of identified sectors, primarily focusing on mining, agro-industries and manufacturing. Identify bottleneck to the development of those identifies sectors and come up with corrective measures. Develop policies and strategies to address sectoral challenges and opportunities for growth and development. Facilitate the funding of strategies and projects that improve the competitiveness of identified priority sectors to economic growth and development. Strengthen the international competitiveness of these sectors and position the sectors as key contributors as provided in the Free State provincial plans. Manage financial and human resources in the directorate.

ENQUIRIES: Mr. TJ Selemela, Tel No. (051) 400 4930

POST: OFFICE MANAGER: OFFICE OF THE DDG: ECONOMIC DEVELOPMENT

REFERENCE NO: DETEA 16/07/13

SALARY: R252 144 (Salary level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Public Administration or equivalent qualifications. Relevant experience in office administration. Computer literacy.

DUTIES: Undertake policy or line function task as required to execute research, analyze information and compile complex documents for the DDG. Provide support to the DDG by collecting and compiling information, and record minutes/resolutions and communicate/disseminate to relevant role-players. Manage general support services in the office of the DDG. Manage the resources of the office of the DDG.

ENQUIRIES: Mr. T Moeti, Tel. No: (051)-400 4731

POST: ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT (5 POSTS)

SALARY: R252 144 (Salary level 9) - Contract appointment for 12 months

CENTRE: MOTHEO DISTRICT OFFICE: BLOEMFONTEIN
REFERENCE NO: DETEA 17/07/13

CENTRE: LEJWELEPUTSWA DISTRICT OFFICE: WELKOM
REFERENCE NO: DETEA 18/07/13

CENTRE: THABO-MOFUTSANYANA DISTRICT OFFICE: PHUTHADITJHABA
REFERENCE NO: DETEA 19/07/13

CENTRE: XHARIEP DISTRICT OFFICE: TROMPSBURG
REFERENCE NO: DETEA 20/07/13

CENTRE: FEZILE DABI DISTRICT OFFICE: SASOLBURG
REFERENCE NO: DETEA 21/07/13

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Economics or equivalent qualifications. Relevant experience in economic development field, especially enterprise development. Computer literacy and valid driver's license.

DUTIES: Identify the areas that require intervention from the department and externally. Provide support to small enterprise with regard to linking them with markets, financial institutions and business development service providers (BDS's for capacity building). Contribute to the development or amendment of policies that will address the needs and concerns identified during the company visits. . Compile reports on businesses that were linked with markets, financial institutions and business development service providers and advice thereof. Supervision of officials within the division.

ENQUIRIES: Mr. TJ Selemela, Tel. No: (051)-400 4930

TOURISM POLICY AND REGULATION DEVELOPMENT DIRECTORATE

POST: REGISTRAR

REFERENCE NO: DETEA 22/07/13

SALARY: R252 144 (Salary level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Tourism or related field• Experience in tourism environment. Understanding of policy research analysis and development. Good written and verbal communication skills. Computer literacy (Excel, Ms Word). A valid driver's license.

DUTIES : Management of data base of tour guides and registration of tour guides in the Province. Dissemination of information about tour guides in the Province. Resolution of complaints lodged about tour guides and the touring of the sub-sector. Development and implementation of plans to grow the tour guiding sector. Development and implementation of programmes to profiles opportunities in the tour guiding sector. Facilitation of linkages of the tour guides with tour operators. Development and implementation of programmes in liaison with Tourism SMME training facilitation unit and capacity building to broaden skills base of tour guides in the province. Supervision of officials within the division.

ENQUIRIES: Mr. T. Motsohi, Tel No. (051) 400 9407

ENVIRONMENTAL AFFAIRS BRANCH

POST: DEPUTY DIRECTOR GENERAL: ENVIRONMENT AND CONSERVATION

REFERENCE NO: DETEA 23/07/13

SALARY: An all-inclusive salary package of **R 1 137 910 p.a (Salary level 15)**. 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 or equivalent qualifications. Extensive experience in similar environment. A good knowledge of appropriate legislation governing Biodiversity and Protected Areas at National, Provincial and Local level. Computer literacy. A valid driver's license.

RECOMMENDATIONS: A Masters degree will be an added advantage. Knowledge of Project Management will be an added advantage for the candidate to be selected.

PROFICIENCY: Excellent writing and presentation skills. Effective interpersonal relationship skills. Project management skills. Ability to resist external pressures. Analytical and reporting skills. People management. Leading, Planning and Organizing.

DUTIES: Promote equitable and sustainable use of natural resources to contribute to economic development. Ensure a healthy environment through integrated environmental management. Ensure compliance to all environmental legislation, implement and enhance programmes to interact with stakeholders and empower communities to partner with government in implementing environmental and social economic programmes. Manage financial and human resources in the branch.

ENQUIRIES: Mr. MR Seleke, Tel. No: 051 400 4918

POST: CHIEF DIRECTOR: BIODIVERSITY MANAGEMENT AND CONSERVATION

REFERENCE NO: DETEA 24/07/13

SALARY: An all-inclusive salary package of **R 934 866 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.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/ Diploma in Natural Sciences or equivalent qualifications. Extensive experience in development of strategies for protected areas expansion. A good knowledge of appropriate legislation governing Biodiversity and Protected Areas at National, Provincial and Local level. Computer literacy. A valid driver's license.

PROFICIENCY: Excellent writing and presentation skills. Effective interpersonal relationship skills, specially outreach skills. Project management skills. Ability to resist external pressures. Analytical and reporting skills. Leading, Planning and Organizing.

DUTIES: Promote equitable and sustainable resources to contribute to economic development. Implement mechanism for protection and management of ecologically viable areas. Ensure protection of species and ecosystems. Ensure sustainable use of indigenous biological and bioprospecting. Effectively mitigate the sustainable management of biodiversity and natural resources. Manage biodiversity through permitting systems. Manage problem animals in the province. Manage financial and human resources in the chief directorate.

ENQUIRIES: Ms L Janse van Rensburg, Tel. No: 051 400 9410

POST: DIRECTOR: BIODIVERSITY RESEARCH

REFERENCE NO: DETEA 25/07/13

SALARY: An all-inclusive salary package of **R 771 603 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 researcher 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. 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 financial and human resources in the directorate.

ENQUIRIES: Ms. L Janse van Rensburg, Tel. No: 051-400 9410

POST: CONTROL ENVIRONMENTAL OFFICER GRADE A: AIR QUALITY MANAGEMENT

REFERENCE No: 26/07/13

SALARY: R331 566 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 qualifications. 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 Candidate must also have a valid driver's license. Relevant experience in Air Quality Management or related is a requirement for the duties related to this post

DUTIES: Lead some projects that aim to implement the Air Quality Act. Lead some projects that aim to 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 waste management policies and strategies. Interact with municipalities, industries, mining, agriculture, health and other sectors. Promote clean air production through waste minimization and material substitution. Manage financial and human resources of the sub-directorate.

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

POST: BIODIVERSITY OFFICER GRADE A

REFERENCE NO: DETEA 27/07/13

SALARY: R 180 983 p.a (OSD) Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.

CENTRE: TUSSEN DIE REVIERE NATURE RESERVE (BETHULIE)

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Nature Conservation or Wildlife Management or equivalent qualifications. 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. Supervision of officials at the Reserve.

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

POSTS: SECRETARY: (2 POSTS)

REFERENCE NO: DETEA 28/07/13: (CHIEF DIRECTOR: BIODIVERSITY MANAGEMENT)

REFERENCE NO: DETEA 29/07/13: (DIRECTOR: CONSERVATION)

SALARY: R 115 212 (Salary level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate qualification in Office Management. Computer literacy (Excel, MS Word and Power Point).

DUTIES: Serve as an entry point for all internal and external stakeholders who visit the office of the DDG/ Chief Director and ensure that appointments are properly arranged• Render secretarial services to the DDG / Director including typing documents, sending faxes and making photocopies• Ensure that all documents in the DDG / Director's office are filed and kept safely• Ensure that guests to the office of the DDG / Director are received in such a manner that the professional image of the office is enhanced.

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

POST: ADMINISTRATIVE CLEK: OFFICE OF THE DEPUTY DIRECTOR: ECO-TOURISM

REFERENCE NO: DETEA 30/07/13

SALARY: R 96 363 p.a (Salary Level 4)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate qualification in Office Administration or equivalent qualifications. Good verbal and written communication skills. Computer literacy (MS Word, MS Power Point, MS Outlook).

DUTIES: Render a general support service to the Deputy Director: Eco-Tourism. Assist with matters related to personnel administration at the Resorts. Assist with matters related to procurement in the Resorts. Assist with matters related to financial administration in the Office of the Deputy Director: Eco-Tourism as well at the Resorts.

ENQUIRIES : **Mr. T Sibeko, Tel. No: 051-400 9497**

CORPORATE SERVICES CHIEFF DIRECTORATE

POST: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM (PMDS)

REFERENCE NO: DETEA 31/07/13

SALARY: R252 144 (Salary level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Human Resources Management / Public Management or equivalent qualifications. Relevant experience in PMDS. A valid driver's license and computer literacy.

DUTIES: Ensure proper implementation of Performance Management and Development System (PMDS) in the department. Monitor and evaluate the implementation of PMDS. Render advice and provide logistical and secretariat services to the moderation committee. Develop and capture PMDS Bi-annual and Annual Assessment outcomes. Supervision of officials within the division.

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

POST: ASSISTANT DIRECTOR: LABOUR RELATIONS

REFERENCE NO: DETEA 32/07/13

SALARY: R252 144 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 legislation governing the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act etc. Good verbal and written communication skills Good interpersonal 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: BURSARY OFFICER

REFERENCE NO: DETEA 33/07/13

SALARY: R170 799 (Salary level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Human Resource Development/ Management / Public Management or equivalent qualifications. Relevant experience in dealing with bursary administration. A valid driver's license and computer literacy.

DUTIES: Ensure administration and allocation of part-time bursaries in the department. Identify bursary allocation in the department. Prepare bursary contracts for the approval of the HOD and render secretarial services for bursary services. Create awareness on bursary allocation through workshops exhibitions. Maintain database on bursary allocation and update bursary register. Handle enquiries regarding bursaries.

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

POST: SECRETARY: OFFICE OF THE DIRECTOR: HRM

REFERENCE NO: DETEA 34/07/13

SALARY: R115 212 (Salary level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate qualification in Office Management or equivalent qualifications. Computer literacy (Excel, MS Word and Power Point).

DUTIES: Serve as an entry point for all internal and external stakeholders who visit the office of the Director and ensure that appointments are properly arranged. Render secretarial services to the Director including typing documents, sending faxes and making photocopies. Ensure that all documents in the Director's office are filed and kept safely. Ensure that guests to the office of the Director are received in such a manner that the professional image of the office is enhanced.

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

POST: REGISTRY CLERK: HRM

REFERENCE NO: DETEA 35/07/13

SALARY: R 96 363 (Salary level 4)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate qualification in Office Administration or equivalent qualifications. Basic literacy (Excel, MS Word).

DUTIES: Handle all incoming and outgoing mail. Implement an appropriate filing system. Keep a register of all the circulars distributed by components within Corporate Services Chief Directorate. Ensure that the movement of personnel files are effectively controlled.

ENQUIRIES: Ms. M.P Tlale, Tel No. (051) 400 9430

INFORMATION AND COMMUNICATION TECHNOLOGY DIRECTORATE

POST: WEBMASTER

REFERENCE NO: DETEA 36/07/13

SALARY: R252 144 (Salary level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Information Technology or equivalent qualifications. Relevant experience working within IT environment, especially with web management. A valid driver's license.

DUTIES: Develop and design websites for the Department which includes Intranet and Internet websites using Microsoft, Front-page and Visual Studio Net. Update the department's intranet and internet websites with relevant accurate information. Develop graphics and layouts for publications, departmental logos and intranet/internet websites. Manage all phases of website development, including research requirement analysis design, technical management, development, website redeployment and maintenance. Responsible for managing and coaching officials within the unit in producing deliverable software functionality for internet infrastructure and web related applications. Supervision of officials within the division.

ENQUIRIES: Mr. K. Tau, Tel: (051) 400 9567

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, 1ST floor North Wing, Agriculture Building, 98 Zastron Street, Bloemfontein.

WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY

CLOSING DATE: 08 AUGUST 2013 at 16:00