



FREE STATE PROVINCIAL GOVERNMENT

FREE STATE PROVINCE

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, SMALL BUSINESS 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. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint.

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidate will be expected to enter into a performance agreement.

CLOSING DATE: 11 AUGUST 2017 at 16:00

POST: DEPUTY DIRECTOR GENERAL: ECONOMIC DEVELOPMENT AND TOURISM

REFERENCE NO: DETEA 22/08/17

SALARY: An all-inclusive salary package of R 1 299 501 p.a (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 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.

RECOMMENDATION: A Master's degree in Economics will be an added advantage

DUTIES: Ensure that the department has the required business intelligence, strategic plans, operational plans, programmes and strategies on economic development. Promote economic development. Promote the development of the tourism sector. Regulate business compliance and promotion of consumer rights. Manage the resources of the branch (human, asset and financial resources).

ENQUIRIES: Ms G Brown, Tel. No: (051) 400 4913

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

REFERENCE NO: DESTEA 23/08/17

SALARY: An all-inclusive salary package of **R 898 743 p.a (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 economic development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy. A valid driver's license.

RECOMMENDATION: A post-graduate qualification in Economics will be an added advantage.

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. Preparation of SMME business development and support programmes. Management of information system. Management of resources of the Directorate, i.e human, asset and financial resources.

ENQUIRIES: Dr M Nokwequ, Tel. No: 051-400 4923

POST: DEPUTY DIRECTOR: MONITORING & EVALUATION

REFERENCE NO: DESTEA 24/08/17

SALARY: An all-inclusive salary package of **R 657 558 p.a (Level 11)**. The total package includes 70% / 75% 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 Management or equivalent qualifications. Relevant experience in monitoring & evaluation. Knowledge of all relevant prescripts and legislation regulating Public Service. Computer literacy. A valid driver's license.

DUTIES: Ensure the development of the Department's Monitoring and Evaluation Policy and/ or Implementation Strategy in line with national and/ or provincial framework. Ensure that Department's Monitoring and Evaluation Reporting Format as well as the Department's Annual Report Framework are developed in line with the relevant Annual Performance Plan of the Department are communicated to all Senior Managers in the Department for future completion. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously, which includes the provision of information sessions and/ or advice to managers and senior managers, inclusive of resource/ verification documents as required by the Auditor-General. Monitor and report on the performance of Department in relation to: Outcome Based Provincial Plan, Departmental Annual Performance Plan, SOPA and/ or MEC Budget Injunctions, etc. Management of resources of the Sub-directorate, i.e human, asset and financial resources.

ENQUIRIES: Mr D Hagen, Tel. No: 051-400 4912

POST: DEPUTY DIRECTOR: RESEARCH

REFERENCE NO: DESTEA 25/08/17

SALARY: An all-inclusive salary package of **R 779 295 p.a (Level 12)**. The total package includes 70% / 75% 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 economic development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy. A valid driver's license.

DUTIES: Ensure conducting, commissioning and managing of sectoral research. Ensure dissemination of research outputs to key stakeholders. Advise the Department on Economic Development and Trade Promotion policy choices. Management of resources of the Sub-directorate, i.e human, asset and financial resources.

ENQUIRIES: Mr. M Sani, Tel. No: (051)-400 4931

POST: DEPUTY DIRECTOR: TRADE AND INVESTMENT PROMOTION

REFERENCE NO: DESTEA 26/08/17

SALARY: An all-inclusive salary package of R 657 558 p.a (Level 11). The total package includes 70% / 75% 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 economic development environment• Knowledge of all relevant prescripts and legislation regulating economic development• Computer literacy• A valid driver's license.

DUTIES: Organize the Province's participation in international exhibitions to secure export market opportunities for Free State exporters. Undertaking trade missions abroad to seek new market opportunities for Free State exporters. Conducting export awareness campaigns. Create and consolidate relationships between the exporting community and the provincial government through company visits. Evaluating the impact of trade promotion activities. Management of resources of the Sub-directorate, i.e human, asset and financial resources.

ENQUIRIES: Dr M Nokwequ, Tel. No: 051-400 4923

POST: RESEARCHERS (x2 POSTS)

REFERENCE NO: DESTEA 27/08/17

SALARY: R334 545 p.a (Level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/ Diploma in Economics/ Business Management or equivalent qualifications. Relevant experience in research and economic development environment. Reasonable practical experience in a project management environment and broad knowledge of the Free State economic sectors. Computer literacy and a valid driver's license.

DUTIES: Conduct and commission sectoral research in various economic sectors such as mining, agro-processing, bio-fuel, manufacturing, as well as other areas of research. Disseminate research outputs to key stakeholders. Ensure the availability of updated information about the various service offerings available from DTI and other national departments, which would benefit the businesses in the Free State. Liaise with key stakeholders such as other government departments, public entities, parastatals, non-governmental organizations, industry associations and research institutions on research related issues. Compile reports for management purposes.

ENQUIRIES: Mr. M Sani, Tel. No: (051)-400 4931

POST: REGISTRAR

REFERENCE NO: DESTEA 28/08/17

SALARY: R334 545 (Level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Degree/Diploma in Tourism or related field or equivalent qualification. 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: Ms M Mahlatsi-Mabuza, Tel No. (051) 400 9407

POST: TRADE OFFICER: STAKEHOLDER MANAGEMENT (x2 posts)

REFERENCE No: DESTEA 29/08/17

SALARY: R226 611 p.a. (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Degree / Diploma in Commerce / Business Administration or equivalent qualifications. Understanding of government micro policies relating to Economic Development and knowledge of business principles. Computer literacy. A valid driver's license.

DUTIES: Develop a comprehensive data base of stakeholders in the Free State. Identify areas that require stakeholder intervention from the department. Provide inputs on the development and amendment as well as implementation of policies that relate to Stakeholder Management. Assist in implementing departmental programmes arising from interactions at workshops, EXCO Resolutions, Budget Vote Injunctions, meetings with institutions such as DTI and Parastatals. Compilation of monthly/quarterly reports.

Enquiries: Mr. T Lekutle, Tel: 051 400 9618

POST: TRADE OFFICER: AGRO-INDUSTRY (x2 posts)

REFERENCE No: DESTEA 30/08/17

SALARY: R226 611 p.a. (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Degree / Diploma in Business Administration / Commerce / Economics or equivalent qualifications. Understanding of government micro policies relating to Economic Development and knowledge of business principles. Computer Literacy. A valid driver's license.

DUTIES: Provide support in coordinate and facilitate the implementation of Agro-processing development initiatives/project plans. Support appropriate environment for Agro-processing development. Provide inputs in the development of departmental Agro-processing policies. Provide support in build-upwards and down-wards-stream in Agro-processing value chains.

Enquiries: Ms M Makolabe, Tel No: 051 400 9585

POST: TRADE OFFICER: ENTERPRISE DEVELOPMENT SUPPORT

REFERENCE No: DESTEA 31/08/17

SALARY: R226 611 p.a. (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Degree / Diploma in Economics / Business Economic/ Marketing or equivalent qualifications. Understanding of government micro policies relating to Economic Development and knowledge of business principles. Computer Literacy. A valid driver's license.

DUTIES: Implement Small Business Support initiatives/project plans. Support SMMEs by providing advice on appropriate business models, facilitating retention and expansion of existing SMMEs through access to funding. Support the formulation/ development of departmental small support programme policies. Link SMMEs with relevant stakeholders according the process flow and handover to Sector and Industrial Development.

Enquiries: Mr MG Sehularo, Tel No: 051 400 9620

POST: TRADE OFFICERS: FEZILE DABI SC (X3 POSTS)

REFERENCE NO: DESTEA 32/08/17

SALARY: R 226 611 p.a (Level 7)

CENTRE: PARYS

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Business Administration / Commerce or equivalent qualifications• Computer literacy• A valid driver's license.

RECOMMENDATIONS: Good understanding of government micro policies relating to Economic development and knowledge of SMMEs /Cooperatives sector. Knowledge of business principles. •

DUTIES: Identify the areas that require intervention from the department and externally. Provide support to small businesses with regard to linking them with markets, financial institutions and business development service providers. Contribute to the development or amendment of policies that will address the needs and concerns identified during the company visits. Compile reports on business that were linked with markets, financial institutions and business development service providers and advice thereof.

ENQUIRIES: Ms. N Lentsa, Tel. No: 082 443 5513

POST: STRATEGIC PLANNING PRACTITIONER

REFERENCE No: DESTEA 33/08/17

SALARY: R226 611 p.a. (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Degree / Diploma in Public Management or equivalent qualifications. Computer Literacy. A valid driver's license.

DUTIES: Assist with the development, maintenance and successful implementation of the Department's strategic planning policy and/or implementation strategy. Co-facilitate and render assistance during strategic planning workshops in the Department towards the development and/or review of the Department's 5-Year Strategic Plan, 3-Years Annual Performance Plan and Annual Operation Plans in line with the provisions of Treasury Regulations and/or national and/ or provincial formats. Assist on

matters related to the improvement of the capacity of the Department on matters related to strategic – and operational planning.

Enquiries: Mr D Hagen, Tel: 051 400 4912

POST: MONITORING AND EVALUATION PRACTITIONER

REFERENCE No: DESTEA 34/08/17

SALARY: R226 611 p.a. (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Degree / Diploma in Public Management or equivalent qualifications. Computer Literacy. A valid driver's license.

DUTIES: Assist with the development of the Department's Monitoring and Evaluation Policy and/ or Implementation Strategy; which include; participate in research projects towards ensuring that the Department's policy and/ or strategy remains abreast with national and provincial guidelines and/ or frameworks, consolidate inputs from managers and senior managers. Assist with the development of the Department's Monitoring & Evaluation Reporting Format in line with the Department's Annual Performance Plan as well as the Annual Report of the Department. Arrange, in liaison with the Departmental Skills Development Facilitator, capacity building programmes on matters related to monitoring and evaluation is improved continuously. Collate and consolidate information pertaining to the performance of the Department in relation to the following: Outcome Based Provincial Plan, Departmental Annual Performance Plan, SOPA and/ or MEC budget Injunctions and Government Programmes of Actions (national and provincial)

Enquiries: Mr D Hagen, Tel: 051 400 4912

POST: SERVICE DELIVERY IMPROVEMENT PRACTITIONER

REFERENCE No: DESTEA 35/08/17

SALARY: R226 611 p.a. (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Degree / Diploma in Public Management or equivalent qualifications. Computer Literacy. A valid driver's license.

DUTIES: Assist with the development and successful implementation of departmental service delivery planning policy and/or strategy; Customer Care and Complaints Management Strategy and Processes; Citizen Participation Strategy and Processes. Assist with the development /review and successful implementation of the 3-Year Departmental Service Delivery Plan; the Departmental Service Delivery Improvement Plan; the departmental Service Delivery Charter with service delivery standards, including citizen participation and customer care and complaints.

Enquiries: Mr D Hagen, Tel: 051 400 4912

POST: PERSONAL ASSISTANT: CHIEF DIRECTOR: STRATEGIC PLANNING & RESEARCH

REFERENCE NO: DESTEA 36/08/17

SALARY: R226 611 p.a (Salary level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENT: An appropriate three year Bachelor's degree/diploma in Office Administration or equivalent qualifications. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good management office skills. Financial management skills.

DUTIES: Set up and maintain systems in the office of the Chief Director that will contribute towards improving efficiency, e.g. filing, office protocol, etc. Ensure safekeeping of all documentation in the office of the Chief Director. Render secretarial services to meetings of the Chief Director. Accompany the Chief Director on some major visits to assist with administrative and logistical arrangements.

ENQUIRIES: Mr M Sani, Tel No: 051- 400 4931

POSTS: **SECRETARY: (X4 POSTS)**

REFERENCE NO: DESTEA 37/08/17 (DIRECTOR: SECTOR DEVELOPMENT)

REFERENCE NO: DESTEA 38/08/17 (DIRECTOR INDUSTRIAL DEVELOPMENT)

REFERENCE NO: DESTEA 39/08/17 (DIRECTOR: CONSUMER AFFAIRS)

REFERENCE NO: DESTEA 40/08/17 (DIRECTOR: SERVICE CENTRES & LED)

SALARY: R 152 862 p.a (Salary level 5)

CENTRE: **BLOEMFONTEIN**

REQUIREMENTS: A Senior certificate or an appropriate Degree/ Diploma in Office Management and Technology or equivalent qualification. Computer literacy (Excel, MS Word and Power Point Presentation).

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: Ms. M Mokalobe, Tel No: 051 400 9636

Ms K Ntsala, Tel No: 051 400 4906

Mr. T Radikeledi, Tel No: 051 400 4854

Ms. P Ngqeza, Tel. No: 051-400 9619

POST: **PERSONAL ASSISTANT: OFFICE OF THE HOD**

REFERENCE NO: DESTEA 41/08/17

SALARY: R281 418 p.a (Level 8)

CENTRE: **BLOEMFONTEIN**

REQUIREMENTS: An appropriate Degree/Diploma in Office Management & Technology or equivalent qualifications. Relevant experience in similar environment. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good office management skills and financial management skills. A valid driver's license

DUTIES: Set up and maintain systems in the office of the Head of Department that will contribute towards improving efficiency, e.g. filing, office protocol, etc. Ensure safekeeping of all documentation in the office of the HoD. Render secretarial services to meetings of the HoD. Accompany the HoD on some major visits to assist with administrative and logistical arrangements.

NB: The successful candidate will be expected to work long hours.

ENQUIRIES: Mr M Nndanduleni, Tel No: 051 400 4913/14

POST: RISK MANAGEMENT PRACTITIONER

REFERENCE NO: DESTEA 42/08/17

SALARY: R334 545 p.a (Level 9)

CENTRE: BLOEMFONTEIN

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

DUTIES: Assist with the development and implementation of the following on the departmental risk management: 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 in the department. Assist with the review of the implementation of Risk Management processes to ensure compliance in the department. Coordinate Risk Committee meetings and drafting quarterly Risk Committee reports. Implement Risk Management processes to ensure compliance to the Risk Management Plan.

ENQUIRIES: Ms M Motsemme, Tel No: 051 400 9412

POST: INTERNAL AUDITOR (x2 posts)

REFERENCE No: DESTEA 43/08/17

SALARY: R226 611 p.a. (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Degree / Diploma in Internal Audit or equivalent qualifications. Computer Literacy. A valid driver's license.

RECOMMENDATION: Registration as an Internal Audit Technician (IAT) **will serve as added advantage.**

DUTIES: Contribute to the development of strategic internal audit plans. Assist the Accounting Officer to maintain efficient and effective control and achieving the objectives of the department by evaluating the department's control/objectives, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Collect information and participate in the compilation of reports to the Accounting Officer and Audit Committee. Keep up-to date with new development in the internal audit environment

Enquiries: Ms M Mokone, Tel: 051 400 4723

POST: CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT

REFERENCE NO: DESTEA 44/08/17

SALARY: An all-inclusive salary package of **R1 068 564 p.a (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 Degree/ Diploma in Public Management / Human Resources Management or equivalent qualifications. Extensive experience in human resource management environment. Knowledge of the relevant prescripts and legal frameworks in the Public Service. Computer literacy. A valid driver's license.

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

DUTIES: Ensure appropriate and timely recruitment processes, administering of condition of services and monitoring adherence to relevant HR prescripts. Ensure the development, optimal performance and wellbeing of all employees. Ensure labour peace in the organisation. Ensure a supportive work environment that will improve wellness in the workplace. Management of resources of the Chief directorate, i.e, human, asset and financial resources.

ENQUIRIES: Adv TJ Phahlo, Tel. No: 051-400 9402/03

POST: DIRECTOR: HUMAN RESOURCE ADMINISTRATION

REFERENCE NO: DESTEA 45/08/17

SALARY: An all-inclusive salary package of **R898 743 p.a (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 Human Resource management/ Public Management or equivalent qualifications. Extensive experience in Human Resource Management. Good communication and interpersonal skills, good planning, organizing and coordinating skills. Knowledge of relevant legislations and regulations. Computer literacy and a valid driver's license.

DUTIES: Manage the human resource provisioning in the Department (Recruitment and Selection). Administer conditions of service in the department. Ensure proper monitoring and compliance with the Human Resource policies. Do establishment control. Provide support services, including HR Registry and Messenger service in the department. Promote advocacy to designated groups (Youth, Children, Elderly and the Disabled) in order to ensure the Department is implementing programmes on equality and equity. Facilitate and report on the rights of elderly people and persons with disabilities programmes. Ensure and report on the development and implementation of an integrated youth development plan. Manage labour relations for the department. Management of resources of the chief directorate, i.e, human, asset and financial resources.

ENQUIRIES: Adv T Phahlo, Tel no. 051 400 9402/03

POST: DEPUTY DIRECTOR: LABOUR RELATIONS

REFERENCE NO: DESTEA 46/08/17

SALARY: An all-inclusive salary package of **R657 558 p.a (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 Labour Relations/Law or equivalent qualifications. Relevant experience in Labour Relations. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. A valid driver's license.

DUTIES: Manage misconduct in the department. Resolve grievance and dispute cases. Manage collective bargaining processes and represent the department at bargaining council or forum. Train employees on Labour Relations issues. Management of resources of the sub-directorate, i.e, human, asset and financial resources.

ENQUIRIES: Ms C Sefo, Tel no. 051 400 4725

POST: DEPUTY DIRECTOR: EMPLOYEES HEALTH AND WELLNESS PROGRAMME

REFERENCE NO: DESTEA 47/08/17

SALARY: An all-inclusive salary package of **R657 558 p.a (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 Social Science/ Psychology or equivalent qualifications. Relevant experience in EHW. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. A valid driver's license.

RECOMMENDATION: Registration with Health Professions Council of South Africa or South African Council for Social Science Professions.

DUTIES: Ensure compliance with the departmental policy and guidelines in accordance with the requirement of Act 85 of 1993 and its regulation. Provide reports to top management with regard to OHS programmes. Develop, implement and maintenance of occupational health and safety policies. Provision of occupational health and safety training and awareness. Conduct occupational health and safety investigations. Ensure the development, optimal performance and wellbeing of all employees which also includes sporting activities in the department. Management of resources of the Sub-directorate, i.e, human, asset and financial resources.

ENQUIRIES: Mr M Segopa, Tel. No: 051 400 9543

POST: ASSISTANT DIRECTOR: RECRUITMENT & SELECTION

REFERENCE NO: DESTEA 48/08/17

SALARY: R334 545 p.a (Level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Human Resource Management/ Public Management or equivalent qualifications. Relevant experience in Human Resource Management. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. A valid driver's license.

DUTIES: Facilitate the recruitment and selection process within the Department and to contribute to a professional human resource management services. Promote effective and efficient human resource by researching, analyzing, developing and reviewing more complex departmental policies relating to recruitment and selection. Undertake research on best human resource practices in order to advice line functionaries and SMS members on best practices/ interventions to follow on human resource issues relating to recruitment and selection. Facilitate the implementation of Employment Equity Plan for the Department and ensure alignment with the Employment Equity Act, Labour Relation Act and other legislation that governs human resource management. Monitor the correctness of staff appointments to ensure adherence with legal and other legislative frameworks. Compile HR Plan and implementation report. Supervision of officials and other resources within the division.

ENQUIRIES: Ms MP Tlale, Tel. No: 051 400 9430

POST: PERSONAL ASSISTANT: CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT

REFERENCE NO: DESTEA 49/08/17

SALARY: R226 611 p.a (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENT: An appropriate Degree/Diploma in Office Administration or equivalent qualifications. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good management office skills. Financial management skills.

DUTIES: Set up and maintain systems in the office of the Chief Director that will contribute towards improving efficiency, e.g. filing, office protocol, etc. Ensure safekeeping of all documentation in the office of the Chief Director. Render secretarial services to meetings of the Chief Director. Accompany the Chief Director on some major visits to assist with administrative and logistical arrangements.

ENQUIRIES: Ms MP Tlale, Tel No: 051- 400 9430

POST: **PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT**

REFERENCE NO: DESTEA 50/08/17

SALARY: R152 862 p.a (Salary level 5)

CENTRE: **BLOEMFONTEIN**

REQUIREMENT: A Grade 12 certificate or an appropriate Degree/Diploma in Human Resource Management/ Public Management or equivalent qualifications. Knowledge of PERSAL. Knowledge of the relevant prescripts and legal framework in the Public Service (Public Service Act, Labour Relations Act, Basic Conditions of Employment Act, etc). Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good management office skills.

DUTIES: Implement and administer human resource administration practices (including Persal transactions) concerning conditions of service and service benefits and/or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Condition of Services (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, Overtime, Relocation, Pension, Allowances or etc). HR Provisioning (Performance Management, Appointments, Transfers, absorptions, probation periods). Address human resource administration enquiries to ensure the correct implementation of human resource management practices.

ENQUIRIES: Ms J Booyesen, Tel No: 051- 400 9579

POST: **COMMUNICATION OFFICER**

REFERENCE No: DESTEA 51/08/17

SALARY: R226 611 p.a. (Level 7)

CENTRE: **BLOEMFONTEIN**

REQUIREMENTS: An appropriate Degree / Diploma in Corporate Communication or equivalent qualifications. Computer Literacy. A valid driver's license.

DUTIES: Provide technical support to the Assistant Director: Communication. Assist with conducting research and drafting of speeches for the MEC. Arrange for media coverage for government programmes through advertisements, media innovations, media releases and media conferences. • Scan daily and weekend newspapers for issues raised relating to the FSPG/Government in order to compile a media monitoring report for the MEC, EXCO and senior management of the Department. Plan, coordinate and give feedback on specific media programme/events. • Write articles and take photos during events for the Departmental Staff Newsletter. Gather information and develop promotional materials for different departmental events. Liaise with media and handle media enquiries.

ENQUIRIES: Ms. F. Nyamathe, Tel: 051 400 9548

POST: IT TECHNICIAN (x2 posts)

REFERENCE NO: DESTEA 52/08/17

SALARY: R226 611 p.a (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Degree/ Diploma in Information Technology or equivalent qualifications. Experience in IT environment. Good Technical Report writing skills.

DUTIES: Perform new software and hardware rollouts. Provide user support on existing hardware and software. Provide support to network equipment and related services. Provide first line Helpdesk support. Enforce and monitor strict adherence to ICT policies.

ENQUIRIES: Ms M Mphatlhane, Tel No: 400 9473

POST: SECURITY SUPERVISOR (x4 POSTS)

REFERENCE No: DESTEA 53/08/17

SALARY: R152 862 p.a. (Level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 10 and basic Security Officer's Course or equivalent qualification. Relevant experience within security environment. PSIRA registration. Ability to read and write.

DUTIES: Supervise and perform access control functions which include: determine whether visitors have appointments, contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point, ensure that the admission control is completed and issue admission cards as require, ensure unauthorized persons and dangerous objects do not enter the building/premises. Supervise and ensure safety in the building and the premises; which include; undertake building/premises patrols to identify and check that doors are locked or unlocked as required, provide information regarding incidents to investigating officers. Supervise and ensure that equipment, documents and stores do not leave or enter the building/premises unauthorized. Provide inputs into the drafting of policies. Supervision of human resources/staff i.e allocate and ensure quality of work, personnel development, assess staff performance, leave management and discipline of staff.

Enquiries: Ms. F. Nhlapo, Tel: 051 400 4713

POST: SECURITY GUARDS (x9 POSTS)

REFERENCE No: DESTEA 54/08/17

SALARY: R93 444 p.a. (Level 3)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Literacy ABET Level 3/Grade 8. PSIRA registration. Ability to read and write.

DUTIES: Perform access control functions by determining whether the visitors have appointments/or the service that the visitor require, contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery, escort visitors to relevant employees/venues where required. Ensure safety in the building and the premises by undertaking building/premises patrols to identify and check that the doors are locked or unlocked as required, water leaks and that taps are closed, fire hazards, exposed electrical contacts and other fire, ensure that no equipment, stores and assets of the department leave the building/premises unauthorized. Ensure that all incidents are recorded in the occurrence book/registers.

Enquiries: Ms. F. Nhlapo, Tel: 051 400 4713

POST: ASSISTANT DIRECTOR: ASSET MANAGEMENT

REFERENCE NO: DESTEA 55/08/17

SALARY: R334 545 p.a (Level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate 3-year tertiary qualification or equivalent, with minimum of 3 years' working experience in asset management. Sound knowledge and understanding of the Public Finance Management Act, Asset Management Framework, Asset Management policies and guidelines. Working experience on BAS and LOGIS. Computer literacy and a valid driver's license. Computer literacy in Microsoft Office packages, especially Word, PowerPoint and Excel. Good communication skills (verbal and written). Conflict resolution skills. Good analytical skills.

DUTIES: Implement an effective system of asset management. Compile monthly key performance indicator reports. Compile monthly asset reconciliation between BAS and LOGIS. Compile and submit disclosure note for Interim and Annual Financial Statements. Update the asset register with all movement of assets. Maintain the asset register. Facilitate and coordinate movement of assets. Facilitate and coordinate timeous bar-coding of assets. Conduct quarterly spot checks and annual asset verification. Administration of theft and losses. Supervision of officials within the division.

ENQUIRIES: Ms B Difoloko, Tel no. 051 400 9660.

POST: ASSISTANT DIRECTOR: BUDGET MANAGEMENT

REFERENCE NO: DESTEA 56/08/17

SALARY: R334 545 p.a (Level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Degree / Diploma in Management Accounting/ Accounting / Economic / Public Finance or equivalent qualifications. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES: Compile monthly In-year and Management Expenditure reports as prescribed. Prepare medium Term Expenditure Framework (MTEF) Budget information as prescribed and requested by the Provincial Treasury. Draft memorandum and reports in respect of budget matters to the provincial Treasury. Maintain update and balancing budget information on BAS and in compliance to Standard Chart Accounts. Train staff and responsibility managers on budgeting matters. Supervision of officials and other resources within the division.

ENQUIRIES: Mr M Moleko Tel no. 051 400 4737.

POST: PROCUREMENT OFFICERS: ACQUISITION MANAGMENT (X4 posts)

REFERENCE NO: DESTEA 57/08/17

SALARY: R226 611 p.a (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Degree / Diploma in Supply Chain Management/ Logistics/Public Management/Administration or equivalent qualifications. Computer Literacy. Knowledge of LOGIS. Knowledge of relevant legislations.

DUTIES: Ensure that bid/quotation process is effectively executed in accordance with departmental policies and procedures and complaint with applicable legislative framework, and include the

compilation of bid/quotation and advertisements, opening and processing bids/quotations, evaluation of bids/quotations, compilation of recommendations, adjudication of bids/quotations and conclusion of contracts. Administer contracts effectively, in accordance with departmental policies and procedures and complaint with applicable legislative requirements, in respect of compilation, adjustments, variations, amendments, cancellations and transfer, and remedial actions. Provide secretariat services to bid committees.

ENQUIRIES: Mr M Machela, Tel No. (051) 400 4743

POST: ACCOUNTING CLERK: BUDGET MANAGEMENT

REFERENCE NO: DESTEA 58/08/17

SALARY: R152 886 p.a (Level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 12 or an appropriate Degree / Diploma in Management Accounting/ Accounting / Economic / Public Finance or equivalent qualifications. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES: Maintain transactions concerning financial processes in the department to contribute to the rendering of a professional Financial Administration Services. Provide support to line function by contributing to the consistent and effective application of financial management practices. Assist in managing departmental cash flow.

ENQUIRIES: Mr M Moleko, Tel No. (051) 400 4737

POSTS: SECRETARY: DIRECTOR: SUPPLY CHAIN & ASSET MANAGEMENT

REFERENCE NO: DESTEA 59/08/17

SALARY: R152 862 p.a (Level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A Senior certificate or an appropriate Degree/ Diploma in Office Management and Technology or equivalent qualifications. Computer literacy (Excel, MS Word and Power Point Presentation).

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: Ms B Difokolo, Tel No. 051 400 9660

POST: CLEANING SUPERVISORS (X2 POSTS)

REFERENCE NO: DESTEA 60/08/17

SALARY: R127 851 p.a. (Level 4)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Minimum Grade 12 with a minimum 2 years' experience as a cleaner or Grade 10 with a minimum 3 years' experience as a cleaner. Good verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Handle repetitive work.

DUTIES: Supervision of cleaning and housekeeping services of offices, corridors, general kitchens, restrooms, elevators and boardrooms. Manage and ensure the maintenance and replacement of cleaning materials. Render Administration task in section i.e. plan and monitor leaves and monitor attendance register. Daily inspection in entire head office buildings for cleanliness and housekeeping services.

ENQUIRIES: Ms B Difoloko, Tel no. 051 400 9660

POST: CHIEF DIRECTOR: BIODIVERSITY MANAGEMENT AND CONSERVATION

REFERENCE NO: DETEA 61/08/17

SALARY: An all-inclusive salary package of **R1 068 564 p.a (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 Environmental Management/ Natural Sciences/ Conservation 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. Project management skills. Analytical and reporting skills. Leading, Planning and Organizing skills.

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, i.e, human, asset and financial resources.

ENQUIRIES: Ms G Brown, Tel. No: 051 400 9410

POST: BIODIVERSITY OFFICER CONTROL GRADE B: ENVIRONMENTAL EDUCATION & EMPOWERMENT

REFERENCE No: DESTEA 62/08/17

SALARY: R759 219 – R782 175 p.a (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate three year Degree/Diploma in Environmental Management or equivalent qualifications. Relevant experience in similar environment. Knowledge of relevant government regulations and biodiversity management. Computer literacy and a valid driver's license.

DUTIES: Develop policies, guidelines, norms and standards which would include: Identify needs for Provincial, Departmental and Local Authorities policies, guidelines, norms and standards; Develop norms and standards for Education and Awareness; Monitor the effectiveness of the implementation of policies, guidelines etc. Manage the promotion and facilitation of integrated environmental management. Coordinate and facilitate the promotion of environmental rights and awareness. Manage the promotion of natural and community based sustainable resource use to promote sustainable development. Manage human and financial resources of the Sub-directorate.

ENQUIRIES: Ms N Nkoe, Tel. No: (051) 400 9417

POST: BIODIVERSITY OFFICER CONTROL GRADE B: LAW ENFORCEMENT

REFERENCE No: DESTEA 63/08/17

SALARY: R759 219 – R782 175 p.a (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate three year Degree/Diploma in Environmental Management / Natural Science / Law Enforcement or equivalent qualifications. Relevant experience in similar environment. Knowledge of relevant government regulations and biodiversity management. Computer literacy and a valid driver's license.

DUTIES: Manage the development of Compliance Monitoring and Enforcement policies, legislation, protocols, regulations, strategies and guidelines, by facilitate the development of policies, legislation, regulations and guidelines, nationally, provincially and locally, disseminate legislative, technical and policy changes to relevant stakeholders (internal and external), develop a compliance and enforcement information management system and reporting system, etc. Plan, coordinate and render Compliance Monitoring by plan for inspections and audit, ensure the implementation of monitoring activities and verification of reports, determine further actions that need to be taken/decision making. Manage Compliance and Enforcement operations to undertake investigation of complaints/transgressions and determine further actions to be taken regarding administrative/criminal prosecution, advocate cooperative governance in dealing with enforcement issues (SAPS, NPA, DWA, DEA, Municipalities, etc.) Oversee law enforcement operations subject to EMI designation. Manage compliance promotion / awareness to plan and promote environmental rights and justice program, facilitate training of EMI's, SAP, SANDF and BOCC members. Perform all administrative and related functions. Manage human and financial resources of the Sub-directorate; i.e, human, asset and financial resources.

ENQUIRIES: Mr. C Erasmus, Tel. No: (051) 400 4781

POST: ENVIRONMENTAL OFFICER CONTROL GRADE A: ENVIRONMENTAL EDUCATION

REFERENCE NO: DESTEA 64/08/17

SALARY: R439 917 – R502 992 (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Natural/Physical Sciences/ Environmental Management or equivalent qualifications. Knowledge of relevant government regulations. Computer literacy. A valid driver's license.

DUTIES: Coordinate and facilitate the implementation of environmental education programs to create and promote environmental awareness at school. Assist in the implementation of environmental awareness programs through the planning and organizing of celebrations, awareness campaigns and activities for the following National and International Environmental Days and Weeks. Monitor the implementation of Environmental Education Programmes to assist with the integration of Environmental Education into formal and informal structures. Represent the Department at the Environmental Education Forum. Monitor and provide necessary inputs to the budget. Perform all administrative and related functions.

ENQUIRIES: Ms N Nkoe, Tel No: (051) 400 4917

POST: ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C: AIR QUALITY

REFERENCE NO: DESTEA 65/08/17

SALARY: R240 015 – R390 516 p.a (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Natural/Physical Science/Environmental Management or equivalent qualifications. Good communication and report writing skills are essential. Computer literacy. A valid driver's license.

DUTIES: Monitor, evaluate and report on the implementation of Air Quality policy instrumentations in the Municipalities and industries. Contribute towards the development and implementation of specific projects e.g. Air Quality Management Planning, information management and capacity building with Municipalities and industries. Provide support with regards to compliance monitoring and enforcement with respect to statutory obligation which include the following: Monitoring of Air stations around the province. Attend forums with municipalities that are experiencing Air Quality problems• Investigate, analyse, interpret and evaluate Air Quality reports.

ENQUIRIES: Ms N Nkoe, Tel No: (051) 400 4917

POST: ENVIRONMENTAL OFFICER PRODUCTION GRADE A: IMPACT ASSESSMENT

REFERENCE NO: DESTEA 66/08/17

SALARY: R240 015 – R266 376 p.a (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree/Diploma in Natural/Physical Science/Environmental Management or equivalent qualifications. Good communication and report writing skills are essential. Computer literacy. A valid driver's license.

DUTIES: Evaluate environmental authorization application which would include; provide technical and procedural advice to stakeholders and applicants, conduct site inspections required by applications, draft/ recommend environmental authorization for submission and decision-making by the relevant delegated authority, etc. Provide technical / procedural advice which would include; gather/ compile/ disseminate relevant information on State of the Environment reporting, provide information to internal clients to enable effective and efficient cross-functioning of integrated environmental management, etc. Perform all administrative and procedure required for the effective and efficient operation Impact Assessment.

ENQUIRIES: Ms N Nkoe, Tel No: (051) 400 4917

POST: ADMINISTRATIVE CLERK: INFRASTRUCTURE MANAGEMENT

REFERENCE NO: DESTEA 67/08/17

SALARY: R152 862 p.a (Level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A Senior Certificate or an appropriate Degree/ Diploma in Office Management and Technology or equivalent qualifications. Computer literacy (Excel, MS Word and Power Point Presentation).

DUTIES: Render general clerical support services by: Recording, organizing, storing, capturing and retrieving correspondence and data (line function); Updating registers and statistics; handling routine enquiries and keeping and maintaining the filing system for the component. • Provide supply chain support services within the component by liaising with internal and external stakeholders in relation to

procurement of goods and services; requesting quotations, completing procurement forms for the purchasing of standard office item; keeping and maintaining the asset register of the nursery. Provide personnel administration and clerical support services within the component; keeping and maintaining personnel records in the component; keeping and maintaining the attendance register of the component. Provide financial administration support services in the component; check correctness of subsistence and travel claims of officials and submit to the Manager for approval.

ENQUIRIES: Ms N Nkoe, Tel. No: 051 400 4917

POST: GENERAL FOREMAN

REFERENCE NO: DESTEA 68/08/17 (TUSSEN DIE RIVIERE NATURE RESERVE)
DESTEA 69/08/17 (CALEDON NATURE RESERVE)
DESTEA 70/08/17 (SANDVELD NATURE RESERVE)
DESTEA 71/08/17 (GRARIEPDAM NATURE RESERVE)
DESTEA 72/08/17 (KAREE NURSERY)

SALARY: R152 862 p.a. (Salary Level 5)

CENTRE: TUSSEN DIE RIVIERE NATURE RESERVE (BETHULIE)
CALEDON NATURE RESERVE (WEPENER)
SANDVELD NATURE RESERVE (HOOPSTAD)
GRARIEPDAM NATURE RESERVE (XHARIEP)
KAREE NURSERY (BLOEMFONTEIN)

REQUIREMENTS: ABET Level 2 / Grade 10 or equivalent qualifications. Relevant working experience. Ability to read to and write.

DUTIES: Ensure maintenance of Reserve, Resort, Karee Nursery Property which includes chalets and surrounding. Procure equipment and material to be used for maintenance. Compile and submit monthly reports with regard to equipment and material utilized for maintenance. Ensure sufficient stock level. Supervise Reserve Assistant.

Enquiries: Mr. A van der Westhuizen; Tel: 051 763 1000

Mr M Leeuw; Tel: 051 583 2000

Ms J Erasmus; Tel: 053 433 1703

Mr FP van den Berg; Tel: 051 754 0026

Ms M Mojapelo; Tel: 051 433 2012

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

Kindly note that from 01 August 2017, applications should be submitted to 113 St Andrew Building, St Andrews Street, Bloemfontein, 9300.

FOR ATTENTION: Ms K Molusi /Ms MA Parkies

CLOSING DATE: 11 AUGUST 2017 at 16:00