



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Province through the filling of these posts and candidates

whose appointment/promotion/transfer will promote representatively will receive preference.

DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za-vacancies and must be accompanied by copies of qualifications (a transcript of results must be attached), driver's license, identity document and a recently updated comprehensive CV (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. 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: Only shortlisted candidates will be required to submit certified copies of qualifications.

CLOSING DATE: 08 APRIL 2022 at 16:00

POST: DEPUTY DIRECTOR: LOGISTICS

REFERENCE NO: DESTEA 01/03/22

SALARY: An all-inclusive salary package of **R744 255 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 undergraduate NQF level 7 qualification in Supply Chain Management/ Accounting/ Public Administration or equivalent qualifications. Relevant experience in Logistics Management environment. Knowledge of PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service. Computer literacy and a valid driver's license.

DUTIES: Manage the functional operation of the Sub-directorate (Logistics Management): manage, design and develop acquisition management policies processes and procedures, compile operational/ supply chain acquisition management plan and obtain approval, manage the execution of the acquisition management plan, monitor and review the acquisition management activities, setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committee. Oversee the bidding process: compilation of bid documents and advertisement, publishing of bid documents, receipt (closing and opening) of bid documents, processing of bid documents. Manage the compilation of the list of prospective providers: compile terms of reference to invite service providers for an expression of interest, receive, evaluate and adjudicate expressions of interest, compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Manage and supervise employee to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: maintenance of discipline, management of performance and development, undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective functions, develop and manage the operational plan of the sub-

directorate and report on progress as required, develop, implement and maintain processes to ensure proper control of work, compile and submit all required administrative reports, serve on transverse task teams as required, procurement and asset management for the sub-directorate, plan and allocate work, quality control of work delivered by employees.

ENQUIRIES: Mr. P. Tlhabanelo, Tel no. 051 400 4740

POST: DEPUTY DIRECTOR: SECRETARIAT SERVICES

REFERENCE NO: DESTEA 02/03/22

SALARY: An all-inclusive salary package of **R 744 255. p.a (Level 11)**. The total package includes 70% or 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 undergraduate NQF level 7 in Office Administration/ Public Management/Administration or equivalent qualifications. Relevant experience in Secretariat Services. Knowledge of relevant legislations and policies of government. Good written and verbal communication skills. Computer literacy. A valid driver's license.

DUTIES: Co-ordinate the compilation of reports in relation to the Free State Growth Development Strategy and the Program of Action. Co-ordinate inputs of other departments where the department is a leading department in relation to a certain project. Prepare reports for the Cluster meetings/ activities and provide administrative support to the MEC and the HOD. Provide report/s to be captured in the Provincial Monitoring and Evaluation system (progress on the implementation of the project as indicated in the Program of Action). Co-ordinate meetings between the MEC and Public Entities as well as the MEC's EXCO and ensure that logistical arrangements are done timeously. Provide Secretariat services during meetings with the Public Entities and the MEC's EXCO and ensure the timeously distribution of the minutes. Perform any administrative and related functions. Management of resources of the Sub-directorate, i.e human, asset and financial resources.

ENQUIRIES: Adv. R Pitso, Tel. No: (051)-400 4914

POST: DEPUTY DIRECTOR: ECONOMIC RESEARCH OUTPUT

REFERENCE NO: DESTEA 03/03/22

SALARY: An all-inclusive salary package of **R 744 255. p.a (Level 11)**. The total package includes 70% or 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.

REQUIREMENTS: An undergraduate NQF level 7 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. J Mosia, Tel. No: (051)-400 4921

POST: DEPUTY DIRECTOR: DEPARTMENTAL EFFICIENCY STUDIES

REFERENCE NO: DESTEA 04/03/22

SALARY: An all-inclusive salary package of **R 744 255. p.a (Level 11)**. The total package includes 70% or 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 undergraduate NQF level 7 in Organizational Development Management/ Operation Management/ Management Services/ HRM. Relevant experience in Organisational

Development environment. Knowledge of organizational development, Org Plus, Job Evaluation System. Applicants should be certified Job Analysts in the Equate Job Evaluation System. Good management skills (Presentation & interviewing skills. Computer literacy. A valid driver's license.

DUTIES: Conduct work-study investigation with regard to functional Organisational structure. Create and implement programs at work that connect employees with departmental goals. Manage the organizational structure design and review processes. Management of the business process mapping and improvement processes. Management and facilitation of Job Evaluation processes. Development and Management of Job descriptions database. Development of the Organisational Development policies. Supervision of officials and other resources within the division.

ENQUIRIES: Mr. T Selemela, Tel. No: 051 400 4930

POST: ORGANISATIONAL DEVELOPMENT SPECIALIST

REFERENCE NO: DESTEA 05/03/22

SALARY: R382 245. p.a (Level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 7 in Organizational Development Management/Work-Study Management/ Management Services/ HRM. Relevant experience in Organisational Development. Applicants should be certified Job Analysts in the Equate Job Evaluation System. Computer literacy. A valid driver's license.

DUTIES: Advise management on matters relating to the organizational structure of the department. Conduct investigations and advise the Directorate on the appropriate interventions to be taken. Develop internal systems and procedures so as to ensure or improve service delivery in the department. Facilitate the Business Process Reengineering in the Department. Supervision of officials and other resources within the division.

ENQUIRIES: Mr. T Selemela, Tel. No: 051 400 4930

POST: RISK MANAGEMENT PRACTITIONER

REFERENCE NO: DESTEA 06/03/22

SALARY: R382 245. p.a (Level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 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 C Mahlaba, Tel No: 051 400 9503

POST: IT SECURITY SPECIALIST

REFERENCE NO: DESTEA 07/03/22

SALARY: 382 245 p.a (Level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 in Information and Communication Technology/Computer Science. Certification in any of the following ISO/IEC 27001, CISM - Certified Information Security Managers, CRISC – Certified in Risk and Information Systems Control or CISSP Certified Information Systems Security. Technical knowledge and experience in ICT Security.

DUTIES: Protect systems by defining access privileges, control structures and resources. Recognize problems by identifying abnormalities, security violation and inefficiencies through conducting periodic audits. Implement security improvements by assessing current situation, evaluation trends and anticipating requirements. Upgrade system by implementing and maintaining security controls and keep users informed by preparing performance reports. Rendering advice on all aspects relating to information security and technology to the Department. Participate in compliance related committees in the Department as well as in the reviewing of relevant directives and measures relating to information security. Implement the correct classification and categorization of departmental documents in relation to information security directives and measures. Supervision of officials and other resources within the division.

ENQUIRIES: Ms. M. Mphathane, Tel no. 051 400 9473

POST: ASSISTANT DIRECTOR: FLEET MANAGEMENT

REFERENCE NO: DESTEA 08/03/22

SALARY: R382 245 p.a (Level 9)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 in Accounting, Finance, Auditing, Fleet Management or equivalent qualifications, with minimum of 3 years' working experience in fleet management environment. Sound knowledge and understanding of the Public Finance Management Act, Asset Management Framework, Fleet Management policies and guidelines. Computer literacy in Microsoft Office packages, especially Word, PowerPoint and Excel. Good communication skills (verbal and written). Good analytical skills. A valid driver's license.

DUTIES: Coordinate transport; ensure that the best and most economical use of state-owned and subsidized vehicles are maintained. Exercise control over the maintenance and expenditure involved in the use of state-owned and subsidized vehicles. Reconciliation of departmental record with Government Garage accounts. Arrange the proper completion and regular scrutiny of all records and returns concerning state-owned vehicles. Ensure that the state-owned and subsidized vehicles allocated to the department are kept in a good condition and that they are serviced regularly. Ensure the control of logbooks and the safekeeping of keys and petrol cards. Ensure that all instructions relevant to the use, operation and maintenance of government motor vehicles are compiled with the act as liaison Government Garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and coordinate transport. Provide inputs in developing and implementing fleet management policy. Plan daily, weekly and monthly vehicle use in line with priorities and service delivery aim. Participate in the provincial transport forum. Oversee the day to day running and management of the Departmental Transport Office. Supervision of officials and other resources within the division.

ENQUIRIES: Mr. J. Motsetse, Tel no. 051 400 4734

POST: LOSS CONTROL OFFICER

REFERENCE NO: DESTEA 09/03/22

SALARY: R261 372 p.a (Level 8)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 in Management Accounting/ Financial Accounting/ Public Finance/ Financial Management or equivalent qualifications. Relevant experience in Loss Control environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES: Ensure that all losses due to theft are reported to the SAPS within 24 hours of occurrence and Asset Management and damages and accidents relating to fleet vehicles reported to Transport component. Initiate investigation on the incident and determine the liability thereof. Obtain details,

statement in connection with claims and losses from the official and update the Departmental Loss Control Register. Prepare full report on the incidents, damage and theft that has occurred to the loss Control Committee for recommendations. Where the Loss Control Committee made recommendations and the official accept the recommendation, ensure that the recovery process is completed, recorded and referred to the Accounting Officer for approval. Record the financial transaction regarding losses approved for write-off against the relevant account of the Department. Liaise with the Legal Services component and ensure that all registered loss cases are finalized within the prescribed period. Submit the final recommendations to the immediate supervisor for further handling by the Chief Financial Officer and the HOD for approval.

ENQUIRIES: Mr. T. Tlhakanelo, Tel no. 051 400 4738

POST: STATE ACCOUNTANT: INTERNAL CONTROL

REFERENCE NO: DESTEA 10/03/22

SALARY: R261 372 p.a (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 in Financial Management or equivalent qualifications. Relevant experience in Financial Management environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy. Working knowledge of BAS and or PERSAL.

DUTIES: Develop, monitor and review departmental internal control policies, procedures and processes. Implement departmental internal control policies, procedures and processes. Establish an effective, efficient and transparent system of internal control. Ensure appropriate delegations are implemented and maintained. Monitoring compliance with relevant Acts and Legislation. Identifying control mechanisms to reduce possible non-compliance. Ensure the safeguarding of all source documents. Supervision of officials and other resources within the division.

ENQUIRIES: Ms. P Qwele, Tel no. 051 400 9402

POST: STATE ACCOUNTANT: SALARIES

REFERENCE NO: DESTEA 11/03/22

SALARY: R261 372 p.a (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 in Management Accounting/ Financial Accounting/ Public Finance (or Grade 12 with 5-10 years' experience in salary administration environment or equivalent qualifications). Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy. Extensive working knowledge of PERSAL.

DUTIES: Assure on all reimbursement transactions on PERSAL. Reconcile transactions (interface) on the payroll (PERSAL) with the Basic Accounting System (BAS). Verify payments to third parties (employer contributions to pension funds, medical aid funds, tax deductions and reconciliations etc.) outside the payroll system. Reconcile payment requests with budget provisions and the availability of funds. Ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Verify the payment of transfers and subsidies processed on the accounting system. Sorting and distribution of payrolls. Ensure monthly reports are compiled. Ensure weekly filing of all relevant documentation. Implementation of allowances and deductions (house, rent, electricity, water, sanitation, union insurance & medical aids including posting and faxing of schedules). Supervision of officials and other resources within the division.

ENQUIRIES: Mr. T. Nkhabu, Tel no. 051 400 9607

POST: STATE ACCOUNTANT: TAX AND PENSIONS

REFERENCE NO: DESTEA 12/03/22

SALARY: R261 372 p.a. (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 in Management Accounting/ Financial Accounting/ Public Finance (or Grade 12 with 5-10 years' experience in tax and pension environment or equivalent qualification). Relevant experience in tax and pensions environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy. Extensive working knowledge of PERSAL and knowledge of tax laws and pension

DUTIES: Control the PAYE for the Department, recalculation of Income Tax, monthly income tax reconciliation EMP 201 to be submitted via SARS eFiling, bi-annual and the annual tax reconciliation EMP 501 to SARS to be submitted via SARS e@syFile. Control SARS tax directives for assessment. Check issue/reissue of IRP 5 Certificates. Request of BAS reports when required. Filing of claim related documents. Supervision of officials and other resources within the division.

ENQUIRIES: Mr. T. Nkhabu, Tel no. 051 400 9607

POST: STATE ACCOUNTANT: REVENUE MANAGEMENT

REFERENCE NO: DESTEA 13/03/22

SALARY: R261 372 p.a (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 in Management Accounting/ Financial Accounting/ Public Finance (or Grade 12 with 5-10 years' experience in revenue management environment or equivalent qualification). Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy. Working knowledge of BAS.

DUTIES: Monitor and report on revenue. Authorize BAS transactions related to capturing of receipts and confirm deposits. Conduct filing of all receipts captured and retrieval of these for Audit purposes and referencing. Prepare sundry payments for refunds of erroneously payments and cancellations of bookings at resorts and reserves. Prepare & capture journals to correct misallocations of revenue. Clear exceptions on a monthly basis to ensure successful accounting month-end closure. Supervise Accounting Clerks and other resources within the division.

ENQUIRIES: Mr. T. Tlhakanelo, Tel no. 051 400 4738

POST: STATE ACCOUNTANT: DEBT MANAGEMENT

REFERENCE NO: DESTEA 14/03/22

SALARY: R261 372 p.a (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 in Management Accounting/ Financial Accounting/ Public Finance (or Grade 12 with 5-10 years' experience in debt management environment or equivalent qualification). Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy. Working knowledge of BAS.

DUTIES: Debt management (recording, monitoring, reporting). Identification and accurate recording of debts owed to the department. Liaise with debtors in the more complex and problematic cases to determine payback conditions and time span. Compile debt notification letters and distribute them to debtors. Print, distribute and file debt statements Obtain the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Verify the accurate allocation of monies received. Compile monthly debtor's reconciliation. Filing of all debt-related documents (debt advices, statements, proofs of payment, journals etc.). Compile and capture journals for claims recoverable account/s. Compile draft letters for notification of claims to owing Departments and distribute same. Maintain claims' recoverable file with all necessary documents, e.g. acknowledgement/dispute letters. Supervise accounting clerks and other resources within the division.

ENQUIRIES: Mr. T. Tlhakanelo, Tel no. 051 400 4738

POST: ASSET DISPOSAL OFFICER

REFERENCE NO: DESTEA 15/03/22

SALARY: R261 372. p.a. (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 in Supply Chain Management/ Logistics or equivalent qualifications. Experience within assets management. Computer Literacy (Microsoft Excel and Microsoft Word). Good interpersonal skills. A valid driver's license.

DUTIES: Identify the redundant, irreparable and unserviceable assets for disposal by Departmental Disposal Committee. Facilitate the Log 11 forms before any asset movements are done are duly completed to update asset records. Open and safely keep asset files according to approved filing systems. Be fully capacitated to use all relevant LOGIS selections to update asset records on LOGIS. Take full responsibility on assets allocated to oneself. (as asset holder) to execute ones duties.

ENQUIRIES: Mr. J Motsetse, Tel no. 051 400 4734

POST: COMMUNICATION OFFICER

REFERENCE NO: DESTEA 16/03/22

SALARY: R261 372. p.a. (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 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, releases and 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 programmes/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. Mfazwe, Tel no. 051 400 9548

POST: WEB DESIGNER

REFERENCE NO: DESTEA 17/03/22

SALARY: R261 372. p.a. (Level 7)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An undergraduate NQF level 6 in Computer Science / Information Systems / Information Technology.

DUTIES: Design the website's visual imagery and ensuring it is in line with Departmental branding policy. Test the website to ensure it is working. Draw up detailed website specifications. Register web domain names and organising the hosting of the website. Design graphics, animations and manipulating digital photographs. Edit content, debugging code and re-designing web pages.

ENQUIRIES: Ms. M. Mphathane Tel no. 051 400 9473

POST: ACCOUNTING CLERK: SALARIES (X2)

REFERENCE NO: DESTEA 18/03/22

SALARY: R 176 310 p.a. (Level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 12 or equivalent qualification. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES: Processing of Salaries and Deductions related transactions on Persal (Medical Aid schemes, official unions, Insurances, subsistence and travelling allowances, fuel reimbursements allowances etc). Filling of relevant documents for safeguarding and ease of reference during Audits. Attend to general office enquiries.

ENQUIRIES: Mr. T, Nkhabu, Tel. No: (051)-400 9607

POST: ACCOUNTING CLERK: TAX AND PENSIONS (X2)

REFERENCE NO: DESTEA 19/03/22

SALARY: R 176 310 p.a. (Level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 12 or equivalent qualification. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

DUTIES: Processing of all Tax and Pensions related transactions on Persal (Tax reference numbers, leave gratuity payments etc). Prepare information to be used for compilation of monthly/bi-annual and Final Tax Reconciliations. Printing and distribution of IRP5s. Compile the pension route form. Recover tax debts. Render administrative services (Proper filling of documents). Assist with audit queries related to tax and pensions.

ENQUIRIES: Mr. T, Nkhabu, Tel. No: (051)-400 9607

POST: ASSET MANAGEMENT CLERK

REFERENCE NO: DESTEA 20/03/22

SALARY: R 176 310 p.a. (Level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 12 or equivalent qualification. Computer Literacy.

DUTIES: Render asset management clerical support. Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register.

ENQUIRIES: Mr. J. Motsetse, Tel no. 051 400 4734

POST: STORE ADMINISTRATION CLERK

REFERENCE NO: DESTEA 21/03/22

SALARY: R 176 310 p.a. (Level 5)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 12 or equivalent qualification. Computer Literacy.

DUTIES: Compile and maintain records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register.

ENQUIRIES: Mr. P Tlhabanelo, Tel. No: (051) 400 4740

POST: SECRETARY TO THE DIRECTOR: SCM

REFERENCE NO: DESTEA 22/03/22

SALARY: R 176 310 p.a. (Level 5)

REQUIREMENTS: Grade 12 or equivalent qualification. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills.

RECOMMENDATION: An undergraduate NQF level 6 in Office Management and Technology will be an added advantage.

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. Handle procurement needs for the Directorate.

ENQUIRIES: Mr. P Tihabanelo, Tel. No: (051)-400 4740

POST: CLEANERS: HEAD OFFICE (X5)

REFERENCE NO: DESTEA 23/03/22

SALARY: R 104 073 p.a. (Level 2)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: ABET Level 1-4. Ability to read and write. Must be able to work in a team.

DUTIES: Provision of office cleaning services: cleaning offices corridors, elevators and boardrooms by; dusting and waxing office furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, cleaning walls, windows and doors, emptying and cleaning of dirt bins, collect and removing of waste papers, freshen the office areas, clean general kitchens by:- cleaning of basins, wash and keep stock of kitchen utensils, cleaning the restrooms by:- refilling hand wash liquid soap, replace toilet papers, hand towels and fresheners, empty and wash waste bins. Keep and maintain cleaning material and equipment's: report broken cleaning machines and equipment, cleaning of machines (microwares, vacuum cleaners etc.) and equipment after use, request cleaning materials.

ENQUIRIES: Ms. T. Tshabalala, Tel. No: (051)-400 4759

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 at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.

FOR ATTENTION: Ms M Parkies/ K Majafe/ N Ramaebebe
Tel: 051 400 4728/4869/4891

CLOSING DATE: 08 APRIL 2022 at 16:00