



FREE STATE PROVINCE

# FREE STATE PROVINCIAL GOVERNMENT

*Free State Provincial Government is an equal opportunity affirmative action employer. We intend 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](http://www.dpsa.gov.za/vacancies) and must be accompanied by a recently updated comprehensive CV only (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 course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and proof of the level of their qualifications after evaluation will be required when shortlisted. 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: Entry level requirements for SMS posts:** In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement, and an employment contract

Note: Only shortlisted candidates will be required to submit certified copies of qualifications.

**CLOSING DATE: 26 AUGUST 2022 at 16:00**

**POST: DIRECTOR: COMMUNICATION AND IT**

**REFERENCE No: DESTEA 01/08/22**

**SALARY:** An all-inclusive salary package of **R1 073 187 p.a. (Level 13)**. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS:** An appropriate NQF level 7 in Corporate Communication/ Communication Sciences/ Information Technology or equivalent qualifications. Extensive experience in the Communication and or Information Technology environment. Strong business orientation with broad experience in managing information management and information technology related activities and or knowledge and proficiency with communications technologies and understanding of copywriting, graphic design, layout, and publishing. Knowledge of Government processes and relevant legislation. Computer literacy and a valid driver's license.

**ADDED ADVANTAGE:** Experience in dealing with SMMEs and Cooperatives.

**DUTIES:** To ensure effective internal and external communications through promoting comprehensive marketing strategies and building a positive image for the department. To ensure comprehensive and coherent media and liaison services. To ensure proper planning and management strategies of the departmental communication material. Align the department's information management and information technology strategy with the strategic direction, management plans and the business processes of the department. Develop departmental supporting information management and information technology enabler policies and strategies in line with the requirements of the department. Manage the SITA relationship which entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA. Manage the development of the Operational Plan of the Directorate and participate enormously in the development of the Strategic and Annual Performance Plan of the Department. Management of resources of the Directorate, i.e., human, asset, and financial resources.

**ENQUIRIES:** Adv R Pitso, Tel no. 051 400 4914

**POST:** ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION

**REFERENCE NO:** DESTEA 02/08/22

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

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate NQF level 6 or NQF level 7 in Human Resources Management/ Public Management or equivalent qualifications. Relevant experience within Human Resource Administration. Supervisory experience and extensive knowledge of PERSAL. Knowledge of Human Resource Management Legislation and regulatory framework. Computer literacy and a valid driver's license. Ability to adhere to strict deadlines.

**RECOMMENDATIONS:** Act as Personnel PERSAL Controller.

**DUTIES:** Manage and coordinate human resources administration practices concerning the condition of services (Leave, Injury on duty, Long service Recognition, Overtime, Resettlements, Pensions, Allowances, etc.); HR Provisioning (appointments, transfers, implementation on verification of qualifications, absorption and probationary periods, etc.) and monitor the correct implementation thereof. Manage human resources administration enquires to ensure the correct implementation of human resource management practices. Provide inputs on policy development and inform, guide, and advise the Department /Personnel on human resources administration matters. Prepare and consolidate reports on human resources administration issues to record human resource activities (KCM, EE, HR Plan, Annual Reports, and any other HR matters). Provide training on conditions of service and conduct inspections. Approve transactions on PERSAL according to delegations. Perform functions of Personnel PERSAL Controller for the department and ensure maintenance of PERSAL User Profiles. Supervision of officials and other resources within the division.

**ENQUIRIES:** Ms. M.P Tlale, Tel no. 051 400 9430

**POST:** ENVIRONMENTAL OFFICER PRODUCTION GRADE A: AIR QUALITY (X2 POSTS)

**REFERENCE NO:** DESTEA 03/08/22

**SALARY:** R276 831 p.a (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate NQF level 7 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 concerning compliance monitoring and enforcement concerning statutory obligations, which include the following; monitoring of air stations around the province. Attend forums with municipalities that are experiencing Air Quality problems. Investigate, analyze, interpret and evaluate Air Quality reports.

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

**POST: MONITORING AND EVALUATION PRACTITIONER**

**REFERENCE No: DESTEA 04/08/22**

**SALARY: R261 371 p.a. (Level 7)**

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS:** An appropriate NQF level 6 or NQF level 7 in Public Management/ Administration 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**

**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 no: 051 400 4728/4869/4891

**CLOSING DATE: 26 AUGUST 2022 at 16:00**