



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 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 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. Failure to do so will result in your application being disqualified.

CLOSING DATE: 16 SEPTEMBER 2022 at 16:00

POST: DIRECTOR: PROTECTED AREAS

REFERENCE No: DESTEA 05/08/22

SALARY: An all-inclusive salary package of **R1 073 183 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 NQF level 7 in Nature Conservation/Wildlife Management or Environmental Science / Management. Extensive experience in Biodiversity Conservation environment of which 5 years should be at a middle/senior management level. Knowledge of relevant government regulations and biodiversity management. Computer literacy. A valid driver's license.

DUTIES: Manage the departmental protected areas through sustainable and ecological sound principles. Support the establishment, development and management of conservation areas (Protected Areas, Biospheres, Wetlands and sensitive areas). Develop and implement infrastructure plan for resorts and protected areas. Manage and support Departmental Resorts. Contribute to the Departmental Strategic Plan and ensure implementation of the Annual Performance Plan in line with the priorities set out in the Free State Growth and Development Strategy. Management of resources of the Directorate, i.e. human, asset and financial resources.

ENQUIRIES: Dr. M. Nokwegu, Tel No: (051) 400 4914/4923

POST: DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING AND CONDITIONS OF SERVICE

REFERENCE NO: DESTEA 06/08/22

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 appropriate NQF level 6 or NQF level 7 in Human Resource Management/ Public Management or equivalent qualifications. At least 5 years' experience in Human Resource Management. Understanding and knowledge of PERSAL System. Knowledge of relevant legislations regulating human resource management in the Public Sector. Computer literacy and a valid driver's license.

DUTIES: Develop, implement and maintain Human Resource Provisioning (Recruitment and Selection) policies and strategies. Manage effective recruitment, selection, transfers, promotions, terminations and staff establishment. Administer leave, housing injury on duty, resettlement and PERSAL. Provide supportive services, including HR Registry and Messenger services in the department. Management of resources of the Sub-directorate, i.e., human, asset and financial resources.

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

POST: DEPUTY DIRECTOR: DEVELOPMENT SUPPORT AND COORDINATION OF FUNDING

REFERENCE No: DESTEA 07/08/22

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 appropriate NQF level 6 or NQF level 7 in Economics/ Business Economics or equivalent qualifications. At least 5 years' experience economic development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy and a valid driver's license.

DUTIES: Manage coordination and facilitate the implementation of inward and outward mission. Ensure implementation of the Trade Agreements within the Province and Foreign Countries. Support Enterprises with Financial linkages with National Departments, Provinces, Local Governments and Development Finance Institutions and facilitate access to investment incentives. Develop strategic partnership to ensure access to synthetic funding (grants, loans, and other non-financial support) and Coordinate funding. Facilitate access by Industrialist to the DTI incentives and other Government Agencies. Develop relevant policies. Management of resources of the Sub-directorate, i.e., human, asset and financial resources.

ENQUIRIES: Ms P Nqgeza, Tel no. 051 400 9619

POST: ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

REFERENCE No: DESTEA 08/08/22

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

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate NQF level 6 or NQF level 7 in Project Management/ Public Management/ Environmental Management/Science or equivalent qualifications. Relevant experience within EPWP or similar environment. Computer literacy and valid driver's license.

DUTIES: Facilitate planning and coordination of the Provincial Environment & Culture Sector Committee. Consolidate inputs received from provincial environmental and cultural sector departments and compile progress reports, analyze content and makes recommendations. Assist with the development of a Sector Plan and its implementation. Review the Provincial Environment & Culture Sector EPWP targets, inform sector departments of the targets set and provide inputs in establishing improved methods to achieve the set targets. Conduct site visit(s) to verify validity of the project(s), compliance and compile relevant report(s). Ensure provision of sector training and capacity building to sector members and other relevant stakeholders. Attend all relevant Environment & Culture Sector EPWP forums and meetings locally, provincially and nationally. Coordinate the recruitment of EPWP participants. Manage the resources of the division, i.e. human, asset and financial resources.

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

ENQUIRIES: Ms. K Ntsala, Tel No: (051) 400 4906

POST: ASSISTANT DIRECTOR: AGRO-PROCESSING

REFERENCE No: DESTEA 09/08/22

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

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate NQF level 6 or NQF level 7 in Economics/ Business Economics or equivalent qualifications. Relevant experience within Agro-processing or similar environment. Knowledge of government micro policies relating to Economic Development and knowledge of business principles. Computer literacy and a valid driver's license.

DUTIES: 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. Engage in the build-upwards and downwards-stream in Agro-processing value chains. Manage the resources of the division, i.e. human, asset and financial resources.

ENQUIRIES: Ms A Phitsane, Tel No: (051) 400 4732

POST: ASSISTANT DIRECTOR: MANUFACTURING

REFERENCE No: DESTEA 10/08/22

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

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate NQF level 6 or NQF level 7 in Economics/ Business Economics or equivalent qualifications. Relevant experience within Economic Development or similar environment. Knowledge of government micro policies relating to Economic Development and knowledge of business principles. Computer literacy and a valid driver's license.

DUTIES: Develop the database on manufacturing activities that includes, conduct the basic research, conduct the need analyses of Small-Scale manufacturing activities and identify the manufacturing activities within the Province. Identify the development/intervention required within the manufacturing sector. Facilitate the implementation of projects/programs within the value chain by Develop the Stakeholder database, Coordinate the stakeholder forums and Monitor and evaluate of the identified projects/programs. Manage the resources of the division, i.e. human, asset and financial resources.

ENQUIRIES: Ms A Phitsane, Tel No: (051) 400 4732

POST: WEB MASTER

REFERENCE No: DESTEA 11/08/22

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

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate NQF level 6 or NQF level 7 in Information Technology (Software Development) or equivalent qualifications. Experience within IT environment with Web management experience. Knowledge of Cooperate Governance of ICT and IT governance processes.

DUTIES: Develop, design, implement and maintain departmental websites, which includes Intranet and Internet websites using Microsoft, Front-page and Visual Studio Net. Responsible for managing and coaching officials within the department on how to use the website and intranet. Partner with internal and external content managers, editors, designers, developers and other to ensure sites meet both client and government needs, align with brand strategy platform and meet government web standards. Analyse software specifications for completeness and compatibility with operating system capabilities. Management of human and other resources within the division.

ENQUIRIES: Ms M Mphatlhane, Tel No: (051) 400 9473

POST: FRAUD AND ANTI-CORRUPTION INVESTIGATOR

REFERENCE NO: DESTEA 12/08/22

SALARY: R321 543. p.a. (Level 8)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate NQF level 6 or NQF level 7 qualification in Criminology/ police or equivalent qualifications or Grade 12 with 5 years' experience within security or investigation field. Knowledge of fraud and anti-corruption related policies/ strategies and guidelines. Computer literacy and a valid driver's license.

DUTIES: Provide inputs in the development and implement of Fraud and Corruption Prevention Strategy/Plan in the Department, which include; review and evaluate anti-corruption capacity measures within the department and conduct information sessions on Fraud and Anti-corruption strategy/plan. Investigate all corruption, fraud and theft cases reported as well as irregularities, fruitless and wasteful expenditure that has occurred and advise the Supervisor of the way forward. Compile investigation reports on fraud, corruption and theft related cases for further handling by the Supervisor or the Head of component, for internal disciplinary hearings and for criminal or civil proceedings. Advice the department on the fraud and corruption outcomes related to the financial disclosures and the way forward thereof. Any element of fraud, corruption or manipulation related to integrity of the systems and internal process identified be brought to the attention of the supervisor or Head of component to consider investigation.

ENQUIRIES: Mr. TA. Kotsi, Tel no. 051 400 4766

POST: ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL IMPACT ASSESSMENT (EIA) x 2 posts

REFERENCE NO: DESTEA 13/08/22

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 6 or NQF level 7 qualification in Natural/ Physical Science/ Environmental Science/Management or equivalent qualifications. Good communication and report writing skills are essential. Computer literacy and a valid driver's license.

DUTIES: Handle EIA application(s). Provide technical and procedural advice to stakeholders and applicants. Attend Environmental Management Committee (EMC) meetings as required for project presentations and technical advice. Develop environmental advice notes to relevant stakeholders as and when required. Conduct site inspections, draft and 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. G Mkhosana, Tel No: (051) 400 4812

POST: ENVIRONMENTAL OFFICER PRODUCTION GRADE A: CLIMANTE CHANGE x 2 posts

REFERENCE NO: DESTEA 14/08/22

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 6 or NQF level 7 in Natural/ Physical Science/ Environmental Science/Management or equivalent qualifications. Good communication and report writing skills are essential. Computer literacy and a valid driver's license.

DUTIES: Provide support to sectors, provincial departments and local government on implementation of climate change related programmes. Conduct research on climate change issues and contribute to development of plans, reports and policy. Co-ordinate and facilitate stakeholder consultations. Facilitate and promote utilization of renewable energy in the province. Assess municipal and sector department plans to ensure incorporation of climate change response programmes. Report on climate change related programmes that undertaken by DESTEA and other stakeholders.

ENQUIRIES: Ms. M Mokalobe, Tel No: (051) 400 9588

POST: INFORMATION SECURITY OFFICER

REFERENCE NO: DESTEA 15/08/22

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

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate NQF level 6 or NQF level 7 in Security Management/ Information Management or equivalent qualifications or Grade 12 with 3 years' experience within security related field. Knowledge of Security Strategies/guidelines, vetting legislation/ frameworks/ guidelines, Minimum Information Security Standards (MISS) and Protection of Information Act (POPIA). Computer literacy and a valid driver's license.

DUTIES: Provide advice on issues relating to information security and vetting. Assist in implementation and compliance on information security framework, legislation and good practice on vetting of officials. Assist in ensuring that departmental information is classified according to relevant categories. Protect sensitive information according to organization standards and relevant legislations and framework. Conduct vetting of prospective employees and employees within the department and liaise with State Security Agency (SSA).

ENQUIRIES: Mr. TA. Kotsi, Tel no. 051 400 4766

POST: SECURITY ADMINISTRATION OFFICER

REFERENCE NO: DESTEA16/08/22

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

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate NQF level 6 or NQF level 7 in Security Management/ Policing with Grade C PSIRA Certificate or equivalent qualifications or Grade 12 with 3 years' experience within security related field. Experience in the relevant security related environment. Knowledge of Security Strategies/guidelines, Minimum Information Security Standards (MISS), and Protection of Information Act (POPIA). Computer literacy and a valid driver's license.

RECOMMENDATIONS: Knowledge of Control of Access to Premises and Vehicles Act, Trespass Act and Occupational Health and Safety Act.

DUTIES: To inform the Assistant Director: Security Services/ Deputy Director about the incidents reported and proper recording of the incident in the Incident Occurrence Register and ensure that such incidents are attended to by the Security Team. To monitor access in the Department including Reserves, Resorts and Service Centres, prevent any unauthorized access and report security breaches. Conduct awareness sessions, ensure implementation and fully compliance to the Security Team relating to the Minimum Information Security Standards (MISS). To conduct patrol of the premises, at Head Office, Reserves, Resorts and Service Centres using CCTV. Noting results in the daily occurrence log for further handling with superiors; provide advice in terms of the equipment to be procured for the Control Room function so as to ensure as far as possible the building remains secure and any suspicious activity is dealt with, to ensure that queries in the first instance are referred to the Control room supervisor on shift. Compile reports of all the incidents that occurred, how they were resolved and advise the Assistant Director: Security Services on what measures to be taken to ensure that such is not repeated. Contribute to the development of the Operational Plan of the component specifically on issues relating to control room. Manage the resources of the Sub-directorate (i.e. the personnel and assets). Render administrative function for the division.

ENQUIRIES: Mr. TA. Kotsi Tel no. 051 400 4766

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: Mesdames M Parkies/ K Majafa
Tel No: (051) 400 4728/ 4869

CLOSING DATE: 16 SEPTEMBER 2022 at 16:00