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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 10 OF 2024
DATE ISSUED 15 MARCH 2024

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENT

: **OFFICE OF THE CHIEF JUSTICE:** Kindly note that the post of Registrar with Ref No: 2024/18/OCJ, Centre KwaZulu-Natal Division of the High Court: Durban advertised on Public Service Vacancy Circular 09 dated 08 March 2024 with a closing date of 25 March 2024, the recommended candidate will be based in Pietermaritzburg Division of the High Court. Apologies for any inconvenience caused.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

- APPLICATIONS** : Head: Human Settlements, Human Resource Management Directorate, Private Bag 247, Bloemfontein, 9300 or Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 12 April 2024 at Time: 16H00
- NOTE** : Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and the detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subjected to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will NOT be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 10/191** : **CHIEF DIRECTOR: CORPORATES SERVICES REF NO: HS 1/2024**
- SALARY** : R1 371 558 per annum (Level 14), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.
- CENTRE REQUIREMENTS** : Bloemfontein
- : Applicants must be in a possession of a Grade 12 Certificate and appropriate Honors' Degree B Admin/Public Management/Human Resource Management (NQF 7) or equivalent qualification and minimum 5 years' senior management experience in similar environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. A Valid Driver's license. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link:<http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate Knowledge: Public Service Act, Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures. Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).
- DUTIES** : Manage Departmental Planning and Performance Management that includes: Manage Service Delivery Improvement Plan and Batho Pele initiative, Manage the performance and development Management of all officials in the department in accordance with the Performance, Development and Management Strategy as approved by the Free State Province, Manage Organizational Development roles to achieve service delivery in the department, Manage Strategic Planning, Monitoring and Evaluation of nonfinancial performance information in accordance with the relevant prescripts. Manage Information Technology for the department. Manage Housing Subsidy Systems for the department. Manage Corporate Communication. Manage Auxiliary Service for the Department. Manage and monitor the implementation of Audit Action Plan on

matters affecting the Chief Directorate to ensure the improvement in the audit outcome of the Department. Promote integrated governance in the unit, through alignment of activities relating to: Help desk, Presidential Hotline, National Provincial and MEC Outreach programmes, meetings and National Publications. Manage human resource planning and administration. Manage departmental Labour Relations matters in accordance with the relevant prescripts. Manage the skills development in the Department according to the relevant prescripts. Manage and monitor the implementation of employee health and wellness framework, Compile, submit and present monthly, quarterly and annual Progress Reports on the performance/ activities of the Department and Chief Directorate compiled and submitted to the Head of Department and relevant authorities. Manage and monitor the implementation of Risk Management Framework in the Department which includes identification, mitigation and reporting of risks that impact negatively on the performance of the Department., Manage the budget, human resources and assets of the Chief Directorate effectively and efficiently in accordance with the PFMA.

ENQUIRIES

:

Mr. T.A Reachable Tel No: (051) 403 3818

POST 10/192

:

DIRECTOR: LEGAL & CONTRACT SERVICES REF NO: HS 2/2024

SALARY

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R1 162 200 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.

CENTRE

:

Bloemfontein

REQUIREMENTS

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Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree/ appropriate LLB Degree (NQF 7). Minimum of 5 years' experience at middle managerial level/senior management level in relevant environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link:<http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Applicants must be in Knowledge of the South African Legal System, Legal Practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act; Admission as an attorney/advocate will be an added advantage; A valid driver's license; Knowledge and experience of the public procurement system. Skills and Competencies: Legal research and drafting skills; Report writing (memoranda) and analytical skills; Computer literacy; Communication skills (written and verbal); Planning and decision-making skills; Interpersonal and language skills; Strategic capability and leadership skills.

DUTIES

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Provide legal administrative services to the Department: Facilitate and co-ordinate, in liaison and consultations with legal advisor's/state law advisors and experts on legal matters affecting the Department. Conduct research, initiate and contribute to the development and review of regulatory frameworks and policies. Produce draft legislation and accompanying memoranda relevant to the Department. Respond to legally based queries and complaints of service providers and the Public. Facilitate settlements in the cases of partners who have entered into agreements with the Department. Provide legal advice and initiate litigation on behalf of the Department: Scrutinize and provide direction with regard to case merits (e.g. debt recovery, summonses and applications). Consult with and instruct State Attorney on such matters. Oversee compiling of signing affidavits, statements and case particulars. Consult policy documents and legal handbooks when dealing with legal matters affecting the Department. Consult with departmental/technical experts when drafting service delivery agreement for the Department. Conduct in loco inspections on the implementation of service delivery agreements entered into with the Department. Scrutinize court records and evidential material on behalf of the Department. Prepare case files on behalf of the Department. Manage time-frames and filing of case documentation. Provide legal advisory services to the department: Co-ordinate legal matters of the Department. Provide legal opinion to the Department. Advise the Department on merits of cases and appeals. Create a conducive climate to legal awareness and compliance in the Department which includes: Institute measures to raise legal awareness within the Department. Ensure that departmental policies and strategies are compliant with applicable national and provincial legislation. Ensure that legal interpretations are in line with national and provincial intent and objectives. Monitor and report on quasi-judicial and administrative processes and procedures. Provide advice with regard to investigations into irregularities. Manage the allocated resources of the directorate: Ensure timeously development and implementation of job description, performance agreements, Work Plans and Personal Development Plans (PDP's) and performance assessment of all employees in the Directorate. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and

support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets. Manage the budget, assets and human resources of the Directorate in accordance with the relevant prescripts.

ENQUIRIES

: Mr. T.A Reachable Tel No: (051) 403 3818

POST 10/193

: **DIRECTOR: PROGRAM DESIGN AND ALLOCATION MANAGEMENT REF NO: HS 3/2024**

SALARY

: R1 162 200 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.

CENTRE

: Bloemfontein

REQUIREMENTS

: Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Admin/Public Management (NQF 7). Minimum of 5 years' experience at middle managerial level/senior management level in relevant environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link:<http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principle. Treasury Regulations. General Reviewed Accounting Principles. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's license.

DUTIES

: Manage the process of housing applications in respect of all housing subsidy programme. Manage and monitor the implementation of housing policies to ensure the correctness and adherence to policy guideline. Establish and maintain the National Housing Needs Register (NHNR) in all municipalities in the province. Handling of all relevant enquiries and providing guidance to relevant stakeholder. Conduct Human Settlements System audits. Monitors and reports the achievements of strategic objectives against specified performance measures. Identifies and addresses employee competencies required, recognize individuals and teams and provides developmental feedback in accordance with performance management principles. Supports and respects the individuality of others and recognizes the benefits of diversity of ideas and approaches. Delegates and empowers others to increase contribution and level of responsibility. Ensure the translation of strategies into action plans, make inputs on the risk management policy and strategy: Participate in the identification and assessment of the risks pertinent to the housing programme and provides reasonable assurance of the completeness and accuracy of the risk register for the component. Identifies, addresses and manage non-financial risks. Develop mitigating strategies to address the material risks pertinent to the component. Report to the supervisor any material changes to the risk profile of the programme. Report Risk Management matters in the programme/sub-programme and SMS (Senior Management Service) agenda meetings. Provide proper and timely reports to the Supervisor on the state of risk management, together with aspects requiring improvement. Establishes broad stakeholder involvement and communicates plans and keys milestones. Expresses ideas to individual and groups both in a formal and informal settings in an interesting and motivating way. Encourages participation and mutual understanding on human settlement matters. Supports stakeholders in achieving their goals, communicates strategic plan to relevant stakeholders, creates mechanisms to encourage innovation and creativity within functional areas and across the departments. Implements innovative service delivery options in the department. Ensure that all clients of the Department have equal access to the services to which they are entitled. Develop and monitor the implementation of the Audit Action plan on matters raised in the Auditor General reports. Provides strategic leadership to others in realizing the department's objectives against specified performance measure. Reviews any material finding and recommendations by assurance providers (Internal Audit, Audit Committee and Auditor General South Africa) and implement applicable recommendations. All assets of the Directorate are managed in line with treasury requirements. Effective and efficient management of the budget. Development and monitoring the implementation of Annual Procurement plan. Management of risks related to the functioning of the directorate. Ensure the effective utilization of human resources and that services are provided economically and efficiently in order to give citizens the best possible value for money.

ENQUIRIES

: Mr. T.A Reachable Tel No: (051) 403 3818

POST 10/194

: **DISTRICT DIRECTOR: FEZILE DABI REF NO: HS 4/2024**

SALARY : R1 162 200 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.

CENTRE REQUIREMENTS : Faille Dabi District
: Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Business Admin/Public Management (NQF 7). Minimum of 5 years' experience at middle managerial level/senior management level in relevant environment Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link:<http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Knowledge: Extensive knowledge of Generally Accepted Accounting Principle. Treasury Regulations. General Reviewed Accounting Principles. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's license.

DUTIES : Manage the Implementation of Housing programmes and Land Tenure services that includes: Manage affordable, Priority and Intervention Programme. Provision of Land Tenure and Informal Settlement and Beneficiary Management. Provide Technical Services and Project Monitoring that includes: the management of all housing projects in the district, monitor all the housing projects for the districts. Manage the Administration services for the district that includes the management of Human Resources for the District, Manage the Financial services for the District, Manage Supply Chain Management issues for the District and Management of Auxiliary services in terms of switchboard and messengers.

ENQUIRIES : Mr. C. Monyela Tel No: (051) 405 4380

POST 10/195 : **DIRECTOR: FINANCIAL AND BUDGET MANAGEMENT REF NO: HS 5/2024**

SALARY : R1 162 200 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.

CENTRE REQUIREMENT : Bloemfontein
: Applicants must be in a possession of a Grade 12 Certificate and Bachelor's degree or equivalent qualification in the field of Accounting/Finance/Economics/Public Finance with a minimum of 5 years' experience at middle managerial level/senior management level in relevant environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link:<http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, economic analysis, budgeting, financial analysis and the Basic Accounting System (BAS). Computer Literacy. Valid driver's license. Pre – Entry certificate for the Senior Management Service (SMS) is compulsory.

DUTIES : To strategically advice and assist management and other officials in the department on matters related to budget and financial management. To ensure sound accounting practices in the department. To ensure the maintenance of accurate accounting records in the department. To ensure the successful implementation of a debt management in the department. To ensure the effective and efficient maintenance of a payroll function in the department. To ensure the effective and efficient functioning of the Bank Account of the department. To monitor and advice the CFO and HOD on the optimal implementation of revenue resources. To develop and ensure the effective implementation of Departmental Accounting Policies. To facilitate the compilation of Annual Financial Statements. To plan, manage and co-ordinate all resources in the Directorates. To advice Senior Management, the CFO and the HOD on the compilation of the budget of the Department. To ensure advice, monitor and implement structures on the financial systems. To manage and report on the monthly cash flow of the Department. To ensure that corrective measures are taken to improve budget spending in the department. To evaluate financial information and advice the CFO and the HOD.

- ENQUIRIES** : Ms. N. Molikoe Tel No: (051) 403 3818
- POST 10/196** : **DIRECTOR: INFORMATION, COMMUNICATION & AUXILIARY SERVICES REF NO: HS6/2024**
- SALARY** : R1 162 200 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance
- CENTRE REQUIREMENTS** : Bloemfontein
Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in in Media Studies, Business Management, Marketing/Information Technology or related field of qualification. (NQF 7). Minimum of 5 years' experience at middle managerial level/senior management level in relevant environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link:<http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate Job related knowledge: Extensive knowledge of information communication and technology in accordance with the relevant Framework. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's license.
- DUTIES** : To manage Information Technology for the department by managing the administration of Network and maintain website in the department. To manage Information Technology for the department, manage data recovery, manage trainings and support users, Manage the provisioning of Information Technology, Manage the administration of networks and maintenance of website, Manage and administer the recovery of data. To manage Housing Subsidy Systems for the department by maintaining Human Settlement Information System, Manage Human Settlements reports, document management and record keeping. Manage stakeholder relations and satisfaction. Desktop support and query management. Management of users accounts, Management of staff, trainings and skills transfer. To manage Corporate Communication by, Coordinate Media and Liaison services for the Department, Develop and maintain good relations with the media, Plan and coordinate press conferences for the Department. Participate in media and liaison FORA, Release and monitor media statements, implement public relation programs, Promote departmental programs and projects, Produce the departmental newsletter and other publications, Manage the design of the departmental web-page, Develop and maintain the departmental communication, Develop and maintain departmental communication policy, and programs, Plan and coordinate departmental events and manage protocol, Advice management on Liaison matters, Manage the departmental call center, queries management system and complaints management including Presidential hotlines, Render graphic design services, Render language and speech writing services, Render journalistic and photographic services. Managing Auxiliary Services. Manage the performance and development of all staff in the unit accordance with the Performance and Development Management Strategy as approved for the Free State Provincial Government by Management of the performance of all officials in the unit, Optimal development of staff in the unit, Manage, facilitate and monitor the performance assessment process of the officials in the Department and the Unit.
- ENQUIRIES** : Mr. T.A Reachable Tel No: (051) 403 3818

OTHER POSTS

- POST 10/197** : **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A REF NO: HS 7/2024**
- SALARY** : R1 146 540 per annum, (OSD), (an all-inclusive package)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and appropriate Degree in the built environment with six years' experience as a registered Professional Construction Project Manager. Successful completion of the Nyukela. Pre-entry certificate to Senior Management Services submitted prior to appointment. Valid driver's license with exception of persons with disabilities. Compulsory registration with the SACPCMP as a Professional Construction Project Manager.
- DUTIES** : Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational

effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or re-direct project services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements: Provide technical consulting services for the operation of project related matters to minimize possible project risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Oversee the implementation of projects. Project Design and analysis effectiveness. Maintain project operational effectiveness. Planning and execution of in-house planned projects and manage the planning and execution of projects where consultations are appointed. Evaluate construction activities to ensure that consultant designs are executed and performed to acceptable standards and investigate cause on non-compliance. Approve fee accounts of consultants and payments of final accounts of consultants and payments of final account to contractors of engineering services. Check tender documents for inviting tenders recommended contractors or professional engineers on the roster of consultants and perform other admin work. Oversee the legal and environmental requirements are adhered to and provide advice guidance to personnel, consultants and contractors regarding the implementation of all relevant acts, working procedures and construction methods. Attend meetings with client departments of projects in a planning stage and site meeting during the execution of projects. Train and oversee candidate construction project managers to ensure their registration as professional.

ENQUIRIES

: Mr. T. Makepe Tel No: (051) 403 4380

POST 10/198

: **DEPUTY DIRECTOR IN THE OFFICE OF HOD REF NO: HS 8/2024**

SALARY
CENTRE
REQUIREMENTS

: R811 560 per annum, (an all-inclusive package)
: Bloemfontein
: Applicants must be in a possession of a Grade 12 Certificate, National Diploma / Bachelor's Degree in Business Administration, Public Management / Administration or any related field. Minimum of 10 years' experience in office management and providing support to SMS level/ executing coordinating support in the department. Competencies: Knowledge: In- depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, Treasury regulations, Treasury/ Practice Notes, Treasury and DPSA Circulars. Financial Management Systems (BAS & LOGIS). Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

DUTIES

: Manage and facilitate functional administrative support to the Office of the Head of Department in relation to government business and parliamentary responsibilities of the department; including preparing department inputs to the Portfolio Committees and compile reports thereof when required to. Provide support in relation to department input to the Clusters. Handling of enquiries in the Office of the Head of Department. Provide quality assurance and oversight on documentation including priority enquiries. Draft agendas for SMS Meeting and provide secretariat services thereof. Draft correspondences, submission, and memoranda. Manage the Head of Department's diary in relation to appointments, meetings, and interviews. Analyze and consolidate reports as well as provision of management information reports of which will facilitate informed decision making, monitor expenditure trends in the office and advise the top/senior manager of a possible under/overspending. Ensure timely response to both internal and external clients' needs, by dealing with them in an efficient and effective way. Compile, maintain and manage a database of all enquiries timeously. Delegate functions to junior staff based on individual potential and provide necessary guidance and support.

ENQUIRIES

: Mr. B. Leeuw Tel No: (051) 403 3883

POST 10/199

: **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HS 9/2024**

<u>SALARY</u>	:	R424 104 per annum (Level 09), (A basic salary). The remuneration consists of the basic salary, the Government's contribution to the Government Employee Pension Fund, also include a 13th cheque, home owner's allowance and medical aid assistance
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Applicants must be in a possession of a Grade 12 Certificate and National Diploma or B-Tech degree in Internal Auditing/ Accounting /IAT. A PIA/CIA and experience and IT auditing will serve as an advantage. Minimum of 5 years in the relevant environment. Specific knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of other acts and policies as issued by the Department. Knowledge of the International Standards for the Professional Practice of Internal Auditing, Code of Ethics and other Practice Advisories. Ability to supervise and manage, Ability to work in a team, Ability to work independently, Computer skills, Analytical mind and a critical thinker. Good communication skills (written and verbal). An affiliate member of the Institute of Internal Auditors of South Africa. Knowledge of Departmental structure and processes. A valid Driver's License.
<u>DUTIES</u>	:	Supervise and participate in the development of strategic internal audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management. Participate in the development of the three-year strategic risk based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Determine the audit scope and objectives of the allocated internal audit projects. Collect, analyse and interpret data for purposes of the development of the engagement work programs/ procedures. Develop the engagement work program. Supervise and execute the allocated internal audit projects. Develop findings and provide value-adding recommendations to improve the Organizational operations and controls. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans by Management. Review, collect information and compile reports to the accounting officer and the Audit committee. Compile progress reports against audit plan/ Quarterly reports, Annual reports. Keep up to date with new developments in the internal audit environment. Review and assist with quarterly KCM's Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise employees to ensure an effective internal audit services. This would, inter alia, entails the following: General supervision of employees and time management, Allocate duties and perform quality control on the work delivered by supervisees, Advise and lead supervisees with regard to all aspects of the work. (d) Manage performance, conduct and discipline of supervisees, Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively, Contribute to the development and enhancement of the audit methodologies and technologies, Internal Audit policy documents, Charters and the development of the Internal Audit coverage plan. Maintain good relations with clients.
<u>ENQUIRIES</u>	:	Mr. O. Themba Tel No: (051) 403 3645

POST 10/200 : **ASSISTANT DIRECTOR: GRANT PLANNING, MONITORING AND REPORTING REF NO: HS 10/2024**

<u>SALARY</u>	:	R424 104 per annum (Level 09), (A basic salary). The remuneration consists of the basic salary, the Government's contribution to the Government Employee Pension Fund, also include a 13th cheque, home owner's allowance and medical aid assistance
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Applicants must be in a possession of a Grade 12 Certificate and Diploma/Degree NQF level 6/7 or equivalent qualification in Finance/ Accounting/ Economic Environment. BAS and LOGIS training, 5 years' work experience in the finance environment. Knowledge and understanding of the financial management environment, knowledge of financial management legislation and directives, Knowledge of policies and implementation strategies. Knowledge of interpretation and application of DORA (Division of revenue Act), valid driver's license. knowledge and understanding of the financial management environment, knowledge of policies and implementation strategies, knowledge of financial management legislation and directives, problem solving skills, numeracy skills, analytical skills, planning and organization, knowledge of related policies directives and legislation.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation and maintenance of Financial Management practices (including LOGIS/ BAS Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.) Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/ legislation. Prepare and consolidate reports/ reconciliations of/ BAS/ PMG-Accounts on financial management issues. Inform, guide and advice Department/ personnel on financial management matters to enhance the correct implementation of financial management

practices/policies. Management of human resources which include, inter alia: Training and development of officials, Performance Management, Work allocation. Authorise transactions on LOGIS / BAS/ according to delegations. Ensure effective monitoring and control over financial resources and provide inputs. (Cost Centre's), Prepare in-depth complex reports on financial management issues and statistics.

ENQUIRIES

: Ms N Molikoe Tel No: (051) 403 3223

DEPARTMENT OF SOCIAL DEVELOPMENT



APPLICATIONS

: Applications for the Department of Social Development to be submitted to:
Mangaung Metro: Please forward your application quoting the relevant reference number, Department of Social Development, P.O. Box 695, Bloemfontein, 9300 or hand deliver to Department of Social Development, Shop No:46, Lemo Mall, Dr Belcher Road, Bloemfontein, 9301 or Email to Recruitment.mangaung@fssocdev.gov.za
Fezile Dabi: Please forward your application quoting the relevant reference number, P.O. Box1122, Kroonstad, 9595 or hand deliver to Department of Social Development, KGI Building, 20 Cross Street, Kroonstad or Email to Recruitment.fdabi@fssocdev.gov.za
Lejweleputswa: Please forward your application quoting the relevant reference number hand deliver to Department of Social Development Macholo Building, 05 Elizabeth Street, Welkom, 9460 or Email to Recruitment.lejweleputswa@fssocdev.gov.za
Xhariep: Please forward your application quoting the relevant reference number, Department of Social Development, 15 Dawid Street Trompsburg 9913 or Email to Recruitment.Xhariep@fssocdev.gov.za
Thabo Mofutsanyana: Please forward your application quoting the relevant reference number, Department of Social Development, Corner of Moremoholo & Setai Street, Old FDC Building, Setsing, 9870 or Email to Recruitment.tmfutsanyana@fssocdev.gov.za

CLOSING DATE
NOTE

: 05 April 2024
: Applications must be submitted on a duly complete New Z83 form (effective 01January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Please ensure that the specific reference number is quoted correctly. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

OTHER POSTS

POST 10/201

: **SOCIAL WORK GRADE 1**

SALARY
CENTRE

: R294 411 per annum
: **Mangaung Metro** (Ref No: DSDFS 01/24) (X43 Posts)
Lemo Mall Office (X33 Posts)
Botshabelo Office (X7 Posts)
Thaba Nchu Office (X3 Posts)
Fezile Dabi District (Ref No: DSDFS 02/24) (X17 Posts)
Sasolburg Office (X5 Posts)
Kroonstad Office (X7 Posts)
Frankfort Office (X2 Posts)
Parys Office (X3 Posts)
Thabo Mofutsanyana District (Ref No: DSDFS 03/26) (X19 Posts)
(Qwaqwa Office (X13 Posts)
Bethlehem Office (X6 Posts)
Lejweleputswa District (Ref No: DSDFS 04/24) (X32 Posts)

(Welkom Office (X30 Posts)
Boshof Office (X2 Posts)
Xhariep District (Ref No: DSDFS 05/24) (X10 Posts)
Trompsburg Office (X1 Post)
Bethulie Office (X2 Posts)
Smithfield (X2 Posts)
Koffiefontein Office (X2 Posts)
Jagersfontein (X3 Posts)

REQUIREMENTS

: An appropriate Bachelor's Degree in Social Work (NQF 7) or equivalent qualification. Registration with the South African Council for Social Service Professions as Social Worker. Knowledge of relevant Public Service Legislation. Proficient in any of the official languages in the Free State Province. Internship / practicum placement at Social Development setting will be an added advantage. A valid South African driver's license will be an added advantage. The applicant must be computer literate. and Knowledge: Counselling, Communication, Planning and organising. Problem solving, time management, stress management, diversity management, conflict resolution. Ability to work in a multidisciplinary team. Knowledge and understanding of the South African Legislation pertaining to social services.

DUTIES

: Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups, families, and communities through the relevant programs. Attend to any other matter that could result in, or stem from, social instability in any form. Keep up to date with new developments in the social work and social welfare fields. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.

ENQUIRIES

: Ms A Molalenyane at Tep No: (083) 555 9270 (Mangaung Metro)
Ms D Monakali at (083) 555 9270 (Fezile Dabi District and Lejweleputswa District)
Ms T Matla at (083) 555 9270 (Xhariep District)
Ms K Finger at (083) 555 9270 (Thabo Mofutsanyana District)