

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL
AFFAIRS**

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.

- 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 Majafe/ F Ramailane
- CLOSING DATE** : 16 August 2021 at 16:00
- NOTE** : Directions to applicants: Applications must be submitted on form Z.83 which must be completed properly and fully. The Z83 is obtainable from any Public Service Department and must be accompanied by copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V and such copies need not be certified when applying for the post. The requirement for certified document will only be limited to shortlisted candidates who will be required to submit them on the day of the interview. 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. All appointment are subject to vetting. The Department reserves the right not to appoint. 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 a 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 performance agreement and employment contract.

MANAGEMENT ECHELON

- POST 26/230** : **CHIEF DIRECTOR: SMALL BUSINESS DEVELOPMENT REF NO: DESTEA 01/08/21**
- SALARY** : R1 251 183 per annum (Level 14), (An all-inclusive salary package). 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 undergraduate NQF level 7 qualification in Economics or equivalent qualifications. 5 years' experience at senior managerial level. Knowledge of

		the relevant prescripts and legal framework in the Public Service. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Manage service centers. Promote and co-ordinate small enterprise development and support within the province. Facilitate the route and access to markets for micro, small, and medium enterprises. Provide oversight on the ensuring access to enterprise and supplier development programmes in collaboration with private sector partners. Creation of an enabling environment for micro, small, and medium enterprises to access business development support services. Develop and implement policies that would ensure that micro, small, and medium enterprises benefit from state procurement. Ensure the development of the Strategic Plan and APP of the Chief Directorate. Management of resources of the Chief Directorate, i.e., human, asset and financial resources.
<u>ENQUIRIES</u>	:	Dr. M. Nokwequ Tel No: (051) 400 4914/4923
<u>POST 26/231</u>	:	<u>CHIEF DIRECTOR: INTEGRATED ECONOMIC DEVELOPMENT REF NO: DESTEA 02/08/21</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14), (An all-inclusive salary package). 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.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An undergraduate NQF level 7 qualification in Economics or equivalent qualifications. 5 years' experience at senior managerial level. Relevant experience in economic development environment. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy. A valid driver's license. Recommendation: A Master's degree in Economics or a relevant field will be an added advantage.
<u>DUTIES</u>	:	Support and promote industrial and sectoral development through collaboration with industrial stakeholders. Facilitate the development of industries in the Free State in collaboration with Free State Development Corporation and the Maluti a Phofung Special Economic Zone (SEZ). Ensure coordination of sector specific development funding. Facilitate the implementation of strategies and projects that improve the competitiveness of identified priority sectors in the Free State provincial plans. Management of resources of the Chief Directorate, i.e., human, asset and financial resources.
<u>ENQUIRIES</u>	:	Dr. M. Nokwequ Tel No: (051) 400 4914/4923
<u>POST 26/232</u>	:	<u>CHIEF DIRECTOR: BIODIVERSITY MANAGEMENT AND CONSERVATION REF NO: DESTEA 03/08/21</u>
<u>SALARY</u>	:	R1 251 183 per annum. (Level 14), (An all-inclusive salary package). 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.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An undergraduate NQF level 7 qualification in Environmental Management/ Nature Conservation/ or equivalent qualifications in Natural Sciences. 5 years' experience at senior managerial level. Extensive experience in development of strategies for protected areas expansion. A good knowledge of appropriate legislation governing Biodiversity and Protected Areas at National, provincial and Local level. Computer literacy and a valid driver's license. Recommendations: Knowledge of Project Management will be an added advantage.
<u>DUTIES</u>	:	Promote equitable and sustainable resources to contribute to economic development. Implement mechanism for protection and management of ecologically viable areas. Ensure protection of species and ecosystems. Ensure sustainable use of indigenous biological and bio-prosecuting. Effectively mitigate the sustainable management of biodiversity and natural resources. Manage biodiversity through permitting systems. Manage problem animals in the province. Management of resource of the Chief directorate, i.e., human, asset and financial resources.
<u>ENQUIRIES</u>	:	Dr. M. Nokwequ Tel No: (051) 400 4914/4923

POST 26/233 : **DIRECTOR: BIODIVERSITY MANAGEMENT & CONSERVATION REF NO: DESTEA 04/08/21**

SALARY : R1 057 326 per annum. (Level 13), (An all-inclusive salary package). 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 REQUIREMENTS : Bloemfontein
: An undergraduate NQF level 7 qualification in Natural Sciences with majors in Botany or Zoology or equivalent qualifications. Post graduate Qualification in Botany or Zoology will be an added advantage. 5 years or more experience on senior or middle management. Experience in Biodiversity planning and research. Good knowledge of appropriate legislation governing Biodiversity and Protected Areas at National, Provincial and Local level. Knowledge of Project Management will be an added advantage for the candidate to be selected. Computer literacy and a valid driver's license. Recommendations: Knowledge of Project Management will be an added advantage.

DUTIES : Lead a team that provide Scientific Support to Protected Areas managed by the department. Manage a team of Biodiversity Experts employed by the department. Represent the Department in National and International Scientific Bodies. Support the Biodiversity Permit Office. Conduct research on Priority Biodiversity Projects. Management of resources of the Directorate, i.e. human, asset and financial resources.

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

POST 26/234 : **DIRECTOR: ENVIRONMENTAL MANAGEMENT REF NO: DESTEA 05/08/21**

SALARY : R1 057 326 per annum (Level 13), (An all-inclusive salary package) 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 REQUIREMENTS : Bloemfontein
: An undergraduate NQF level 7 qualification in Environmental Management Sciences or equivalent qualifications. 5 years or more experience on senior or middle management. A good knowledge of appropriate legislation governing Air Quality Activities at National, Provincial and Local level. Computer literacy and a valid driver's license. Recommendations: Knowledge of Project Management will be an added advantage.

DUTIES : Ensure effective environmental impact management. Ensure compliance with environmental legislation. Improve air quality through implementation of air quality legislation and policies. Prevent pollution and ensure waste management policies and legislation are implemented. Management of resource of the Directorate, i.e., human, asset and financial resources.

ENQUIRIES : Ms. N Nkoe Tel No: (051) 400 4800/4918

POST 26/235 : **DIRECTOR: SECTOR DEVELOPMENT REF NO: DESTEA 06/08/21**

SALARY : R1 057 326 per annum (Level 13), (An all-inclusive salary package). 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 REQUIREMENTS : Bloemfontein
: An undergraduate NQF level 7 qualification in Economics or equivalent qualifications. Relevant experience in Sector Management. Knowledge of relevant legislations regulating economic development. Computer literacy and a valid driver's license. Recommendations: Knowledge of Project Management will be an added advantage.

DUTIES : Develop and support key economic sector for the province. Monitor and manage the implementation of tenuously update sector master plans (i.e. Mining, Agro processing, Financial Services, CTFL, Manufacturing, Communication and Digital Economy, Steel and Metal Fabrication), Coordinate sector specific forums. Ensure value chain analysis and development in each priority sector. Develop trade and investment opportunities packages as well as to export initiatives in collaboration with Free State Development Corporation and the Maluti a Phofung Special Economic Zone (SEZ). Promotion and marketing of packages.

ENQUIRIES : Mr. T. Makhele, Tel No: (051) 400 4924

OTHER POSTS

POST 26/236 : **ENVIRONMENTAL OFFICER CONTROL GRADE B: AIR QUALITY REF NO: DESTEA 07/08/21**

SALARY : R846 618 – R1 192 365 per annum, (An all-inclusive salary package) (OSD). 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. Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE : Bloemfontein

REQUIREMENTS : An undergraduate NQF level 7 qualification in Environmental Science /Environmental Management/ Natural Science or equivalent qualifications. Relevant experience in enforcement and compliance environment. Knowledge of relevant government regulations. Computer literacy and a valid driver's license.

DUTIES : Management of development, implementation, monitoring and evaluation of policy instruments with regards to air quality management which will include but not limited to overseeing and management of development of policies, legislation, strategies, action plans, guidelines, norms and standards; ensure implementation of policies, legislation, strategies, action plans, guidelines and norms and standards; ensure the establishment and implementation of performance monitoring, evaluation and quality assurance processes; develop an integrated plan for air quality and climate change including the implementation of the legal statutes, norms, standards and guidelines; ensure ambient monitoring of criteria and non-criteria pollutants; provide support to spheres of government, stakeholders and internal clients on air quality and climate change related issues, advice municipalities on management and implementation and review of Management of the implementation of Air Quality Management systems and plans which includes, develop, implement and review Air Quality Management Plan for the Province; initiate capacity building for municipalities; identify key operational and management components to form part of AQM Systems; facilitate the alignment of AQMPs with municipal IDPs. License atmospheric emitters and listed activities and provide, coordinate and ensure overall quality assurance on technical reports. (E.g. air quality reports, basic impact, scoping & environmental impact reports). Manage financial and human of the resources of the directorate.

ENQUIRIES : Dr. S Fuku Tel. No: (051) 400 4781

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

POST 26/237 : **DEPUTY DIRECTOR: INFRASTRUCTURE REF NO: DESTEA 08/08/21**

SALARY : R733 257 per annum (Level 11), (An all-inclusive salary package). 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 Construction Management, Quantity Surveying, Architectural design/ Civil Engineering or equivalent qualifications. 3-5 years' experience in the Infrastructure Development and Maintenance environment. Knowledge of PFMA, Public Service Regulations, BBEE, Supply Chain Management Act, Bills of Quantities and Architectural/ Electrical/ Surveyor Manual. Computer literacy and a valid driver's license.

DUTIES : Conduct needs assessment regarding the project or receive a request regarding the infrastructure development needs to be implemented by a specific Directorate/Resort/Reserve and Service Centers; conduct a feasibility to identify the following: will the department be able to implement such a project, how much budget will be needed to implement the project, estimate completion date of the project, role players in the project. Develop the infrastructure Development Project Plan which will indicate the Role players and their responsibility, the estimated cost and the time frames; present the Infrastructure Development Project Plan to the Head of Department (HOD), the Directorate where the project will be implemented and all the Role players taking part in the project, present the Infrastructure Development and Maintenance Plan at the Free State Provincial Treasury, compile the

submission for the HOD to approve the Infrastructure Development Project Plan. Conduct site inspections with the technical team which includes the Health and Safety Specialist; after the successful bidder has been appointed, hold the technical meeting (which included the Engineering, Quantity Surveyor and Project Manager) with the Bidder to agree in the expectation of the Department, upon receipt of invoice, submit all documentation to Supply Chain Management Directorate to process payment to the Contractor, handover of the project to the Department by the Contractor and receive all the certificates (e.g. Practical Completion certificates). Submit progress report to the HOD regarding the project and this includes; ensure that the work commences as per the contract, submit the final report to the HOD regarding the project completion, provide the report to Provincial Treasury the completion of the Infrastructure Development Project. Provide inputs for the development of Strategic Plan as well as the Annual Performance Plan. Manage the resource of the Sub-Directorate which include human, asset and budget resources.

ENQUIRIES : Ms. M Mokalobe Tel No: (051) 400 9436/ 082 734 0102

POST 26/238 : **DEPUTY DIRECTOR: ASSET, DISPOSAL AND AUXILLIARY SERVICES REF NO: DESTEA 09/08/21**

SALARY : R733 257 per annum (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 REQUIREMENTS : Bloemfontein
An undergraduate NQF level 7 qualification in Accounting, Asset Management or Purchase Management or equivalent qualifications. Relevant experience in Asset and Disposal Management. Knowledge of relevant legislations and regulations. Computer literacy and a valid driver's license.

DUTIES : Manage and control the acquisition of movable assets and update the registers thereof. Ensure the maintenance of the property and report if there are maintenance to be done. Develop and maintain the updated U-AMP in line with the GIAMA for all properties under use. Manage the disposal processes in the Department and advice the proper measures with regard to the correct process to be followed. Manage and advice on issues relating to losses in the Department. Compile reports regarding assets procured, assets to be disposed and losses incurred by the Department. Contribute to the development of the Operational Plan of the Directorate and the Strategic Plan of the Department especially on matters relating to Assets, Disposal and Property. Management of resources of the Sub-directorate, i.e., human, asset and financial resources.

ENQUIRIES : Mr. J. Motsetse, Tel No: (051) 400 4734

POST 26/239 : **DEPUTY DIRECTOR: ECONOMIC PLANNING REF NO: DESTEA 10/08/21**

SALARY : R733 257 per annum (Level 11), (An all-inclusive salary package). 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 REQUIREMENTS : Bloemfontein
An undergraduate NQF level 7 qualification in Economics or equivalent qualification. Relevant experience in Economic Planning. Knowledge of relevant legislations and regulations. Computer literacy and a valid Driver's license.

DUTIES : Develop plans, policies and strategies for effective local economic development (LED) across the province ensure that all LED strategies are aligned with Free State Growth and Development Strategy, National Development Plan, and national mandates and policies. Ensure the development of local economic development plans in collaboration with sector partners such as COGTA, Local Government, and SALGA. Network with all relevant critical stakeholders on issues relating to economic planning.

ENQUIRIES : Mr. T. Lekutle Tel No: (051) 400 9618

POST 26/240 : **DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: DESTEA 11/08/21**

SALARY : R733 257 per annum (Level 11), (An all-inclusive salary package). 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.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An undergraduate NQF level 7 qualification in Journalism/Media/Corporate Communication/Public Relations or equivalent qualifications. Extensive experience in stakeholder management environment. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Ensure the co-ordination of business network between enterprises, department and stakeholders; maintain effective working relation with the business development stakeholders/ institutions, develop and manage a comprehensive data base of stakeholder in the Free State and maintain linkages with national and local economic development institutions/ role-players, identify areas that require stakeholder intervention from the department and advice thereof, provide inputs on the development and amendment as well as implementation of policies that relate to Stakeholder Management, implement departmental programmes arising from EXCO Resolutions, Budget Vote Injunctions meetings with institutions such as DTI, and Public Entities, contribute to the development of APP and manage the resources of the Sub-directorate, i.e., human, asset and financial resources.
<u>ENQUIRIES</u>	:	Ms. M.R. Matsie Tel No: (051) 400 9585
<u>POST 26/241</u>	:	<u>DEPUTY DIRECTOR: BUSINESS REGULATIONS REF NO: DESTEA 12/08/21</u>
<u>SALARY</u>	:	R733 257 per annum. (Level 11), (An all-inclusive salary package). 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.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	A recognized NQF level 7 in Law or equivalent qualifications. Relevant experience within the Legal Services and consumer affairs environment. Knowledge of relevant legislations and regulations. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Identify barrier for effective business operations. Manage the provision and review of policy framework, norms and standards to regulate business. Monitor the Free State Gambling Liquor and tourism Authority (FSGLTA) in terms of the Casino, Racing, Gambling, Liquor Licenses and other related activities. Provide support in the development of enabling business regulatory mechanisms/ framework at the local level (trading by-laws). Management of resources of the Sub-directorate, i.e., human, asset and financial resources.
<u>ENQUIRIES</u>	:	Mr. T. Radikeledi Tel No: (051) 400 9656
<u>POST 26/242</u>	:	<u>DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DESTEA 13/08/21</u>
<u>SALARY</u>	:	R733 257 per annum. (Level 11), (An all-inclusive salary package). 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.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An undergraduate NQF level 7 qualification in Supply Chain Management/ Accounting/ Public Administration or equivalent qualifications. Relevant experience in Supply Chain 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.
<u>DUTIES</u>	:	Ensure compliance with SCM prescripts and broader government objectives, governing procurement of goods and services. Evaluate the total costs of ownership for a particular commodity. Assist and participate in the development of specifications and special conditions of contract for the acquisition of goods and services. Manage contracts for the department. Manage and facilitate the bidding process for the acquisitions that exceed certain threshold. Source quotations for the components in the department. Manage rotation of the supplier. Ensure effective and efficient systems related to the acquisition processes in the Department. Monitor the acquisition process and distribute procurement reports. Produce and present analysis reports on a weekly, monthly and quarterly basis. Provide technical support to the director's office with regards to the Bid Committee submission and reports. Provide

ongoing support to both internal and external clients. Facilitate effective, efficient and transparent procurement of goods and services according to legislative prescripts. Deal with queries relating to processing of requisitions and orders within the SCM process. Manage the resources of the Sub-directorate, i.e. human, asset and financial resources.

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

POST 26/243 : **DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING AND CONDITIONS OF SERVICE REF NO: DESTEA 14/08/21**

SALARY : R733 257 per annum (Level 11), (An all-inclusive salary package). 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 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 26/244 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DESTEA 15/08/21**

SALARY : R376 596 per annum. (Level 09)

CENTRE : Bloemfontein
REQUIREMENTS : An undergraduate NQF level 7 qualification in Accounting, Finance, Auditing or equivalent qualifications, with minimum of 3 years' working experience in asset management environment. Sound knowledge and understanding of the Public Finance Management Act, Asset Management Framework, Asset Management policies and guidelines. Working experience on BAS and LOGIS. Computer literacy in Microsoft Office packages, especially Word, PowerPoint and Excel. Good communication skills (verbal and written). Good analytical skills. A valid driver's license.

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

ENQUIRIES : Mr. J Motsetse Tel. No: (051)-400 4734

POST 26/245 : **ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DESTEA 16/08/21**

SALARY : R376 596 per annum (Level 09)

CENTRE : Bloemfontein
REQUIREMENTS : An undergraduate NQF level 7 qualification in Supply Chain Management, Accounting, Finance, Auditing or equivalent qualifications, with minimum of 3 years' working experience in asset management environment. Sound knowledge and understanding of the Public Finance Management Act, Asset Management Framework, Asset Management policies and guidelines. Working experience on BAS and LOGIS. Computer literacy in Microsoft Office packages, especially Word, PowerPoint and Excel. Good communication skills (verbal and written). Good analytical skills. A valid driver's license.

<u>DUTIES</u>	:	Ensure compliance with SCM (Procurement) process and procedures. Develop and manage operation process to promote departmental goals and objectives. Support national Strategies on BBBEE and Socio-economic development within the parameters of SCM legislations. Facilitate effective maintenance (payments) of term contracts arranged by the institution. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr. P.V. Tlhabanelo Tel. No: (051)-400 4740
<u>POST 26/246</u>	:	<u>ECONOMIC RESEARCHER REF NO: DESTEA 17/08/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Bloemfontein An undergraduate NQF level 7 qualification in Economics or equivalent qualifications. Extensive experience in economic development environment. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Conduct and commission sectoral research in various economic sectors such as mining, agro- processing, bio-fuel, manufacturing, as well as other areas of research. Disseminate research outputs to key stakeholders. Ensure the availability of updated information about the various service offerings available from DTI and other national departments, which would benefit the businesses in the Free State. Liaise with key stakeholders such as other government departments, public entities, parastatals, non-governmental organizations, industry associations and research institutions on research related issues. Compile reports for management purposes.
<u>ENQUIRIES</u>	:	Adv. J.T. Mosia Tel. No: (051)-400 9527
<u>POST 26/247</u>	:	<u>ASSISTANT DIRECTOR: SMALL BUSINESS DEVELOPMENT (XHARIEP) REF NO: DESTEA 18/08/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Xhariep A Bachelor's Degree/Diploma in Economics/ Business Economics/ Business Administration/Marketing or equivalent qualifications. Extensive experience within Small Business Development or similar environment. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Coordinate and facilitate the implementation of small business support initiatives/project plans; provide inputs into the development of the implementation plan and implement it, coordinate the resources for the implementation of small business initiatives/project, monitor and evaluate the progress of the initiatives/projects, provide the feedback report, conduct research and site visits. Support appropriate environment for Small Medium Micro Enterprises (SMME) and Cooperatives; provide advice on appropriate business models, provide advice on suitable operational models, facilitate retention and expansion of existing small enterprises through access to funding, provide the feedback reports/ monitoring reports on the developments and performance of the enterprises after intervention. Provide inputs in the development of departmental small business support programme policies, review departmental small business support programme policies, gather information relevant to the policy development, link SMME with relevant stakeholders according to the process flow and handover to Sector and Industrial Development. Manage the resources of the Division, i.e. human, asset and financial resources.
<u>ENQUIRIES</u>	:	Mr. M Sehularo Tel No: (051) 400 9620
<u>POST 26/248</u>	:	<u>ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO: DESTEA 19/08/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Bloemfontein An undergraduate NQF level 7 qualification in Project Management or Public Management or equivalent qualifications. Extensive experience within EPWP or similar environment. Computer literacy and valid driver's license.
<u>DUTIES</u>	:	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.

ENQUIRIES : Ms. K Ntsala Tel No: (051) 400 4906
NOTE : NB: The successful candidate will be expected to work long hours and travel extensively.

POST 26/249 : **LEGAL ADMINISTRATION OFFICER 5 REF NO: DESTEA 20/08/21**

SALARY : R373 389 – R502 893 per annum (OSD). Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.

CENTRE : Bloemfontein
REQUIREMENTS : An undergraduate NQF level 7 qualification in LLB. At least 5 years' appropriate post qualification legal experience. Computer literacy and a valid driver's license.

DUTIES : Provide advice on the interpretation of legislation. Draft and edit contracts on behalf of the Department. Assist on the interpretation of the awards referred to. Assist line functions in drafting of policies. Facilitate compliance with PAIA and PAJA. Provide legal support to ensure compliance with relevant legislature. Provide legal advice, opinion and prepare legal documents for the department. Provide legal education to the department.

ENQUIRIES : Mr. T. Ramatlakane Tel No: 051 400 9413

POST 26/250 : **TRADE ADVISOR: ENFORCEMENT REF NO: DESTEA 23/08/21 (X2 POSTS)**

SALARY : R316 791 per annum (Level 08)

CENTRE : Bloemfontein
REQUIREMENTS : An undergraduate NQF level 6 qualification in Law or equivalent qualifications. Knowledge of Consumer Protection Act 68 of 2008, Free State Consumer Affairs Act 68 of 2008, Decided cases on consumer Affairs. Computer literacy and a valid driver's license.

DUTIES : Coordinate Conciliation Hearings between the aggrieved Consumers and the Businesses (Defendant). Develop and update the database on sheriffs for each magistrate court in different cities of the country. Assist the Prosecutor with compiling all necessary information required for each file in preparation of the Consumer Affairs Court Setting. Compile reports on all cases that appeared before the Consumer Affairs Court. Ensure that accounts on return of services (selective bodies which participated in the Consumer Affairs Court) are paid. Render any administrative support to ensure efficient functioning of the Division.

ENQUIRIES : Mr. T. Radikeledi Tel No: (051) 400 9656

POST 26/251 : **FRAUD AND ANTI-CORRUPTION INVESTIGATOR REF NO: DESTEA 24/08/21**

SALARY : R316 791 per annum (Level 08)

CENTRE : Bloemfontein
REQUIREMENTS : An undergraduate NQF level 6 in Criminology/ police or equivalent qualification 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. Advise 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 26/252 : **ARTISAN PRODUCTION GRADE C: CONSTRUCTION AND MAINTENANCE REF NO: DESTEA 21/08/21**

SALARY : R297 372 – R478 869 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE : Bloemfontein

REQUIREMENTS : National Certificate Vocational (NCV) qualification. Appropriate relevant Trade Test Certificate. Relevant experience. Conversant with the requirements of the Occupational Health and Safety Act (as amended). Computer literacy and a valid driver's license.

DUTIES : Render technical design to produce designs according to client specification and within limits of production capacity. Produce objects with material and equipment according to job specification, recognized standards and quality assurance of produced objects. Provide maintenance by inspecting equipment and/ facilities for technical faults and repair equipment and facilities according to standards. Maintain expertise on continuous individual development to keep up with new technologies and procedures. Supervision of officials.

ENQUIRIES : Mr. L Leshope Tel No: (078) 976 2369

POST 26/253 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL IMPACT ASSESSMENT (EIA) REF NO: DESTEA 22/08/21 (X2 POSTS)**

SALARY : R272 739 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework based on OSD.

CENTRE : Bloemfontein

REQUIREMENTS : An undergraduate NQF level 6 qualification in Natural/ Physical Science/ Environmental Science/Management or equivalent qualification. 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 26/254 : **SECURITY ADMINISTRATION OFFICER REF NO: DESTEA 25/08/21**

SALARY : R257 508 per annum. (Level 07)

CENTRE : Bloemfontein

REQUIREMENTS : An undergraduate NQF level 6 in Security Management/ Police 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

POST 26/255

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INFORMATION SECURITY OFFICER REF NO: DESTEA 26/08/21

**SALARY
CENTRE
REQUIREMENTS**

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:
:

R257 508 per annum (Level 07)
Bloemfontein
An undergraduate NQF level 6 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 26/256

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LOGISTICS PRACTITIONER REF NO: DESTEA 27/08/21

**SALARY
CENTRE
REQUIREMENTS**

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:

R257 508 per annum (Level 07)
Bloemfontein
An undergraduate NQF level 6 in Supply Chain Management/ Logistics/Public Management/Administration or equivalent qualifications. Computer literacy. Recommendations: Knowledge of LOGIS system and relevant legislations governing Supply Chain Management.

DUTIES

:

Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and database. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers.

ENQUIRIES

:

Ms. M Mokoena Tel No: (051) 400 9645

POST 26/257

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ASSET MANAGEMENT PRACTITIONER REF NO: DESTEA 28/08/21

**SALARY
CENTRE
REQUIREMENTS**

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:

R257 508 per annum (Level 07)
Bloemfontein
An undergraduate NQF level 6 in Accounting, Finance, Auditing or equivalent qualifications. Good verbal and written communication skills. Computer Literacy (Microsoft Excel and Microsoft Word). Good interpersonal skills. A valid driver's license. Recommendations: Knowledge of LOGIS system and relevant legislations governing Supply Chain Management.

DUTIES

:

Execute periodic asset spot-checks to update manual and electronic asset records of the allocated chief-users as per the attached list. Mark all the Departmental assets with bar-code. Conduct thorough investigations on all discrepancies identified after reconciliation of physical asset verification. Accurately complete and capture log 4 to update asset records on LOGIS. Facilitate that 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 actively involved during stocktaking process especially at chief-users allocated. Ensure that asset records of all allocated chief-users are always updated. Be fully capacitated to use all relevant LOGIS selections to update asset records on LOGIS.

ENQUIRIES

: Mr. T Mofokeng Tel No: (051) 400 9644