



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 14/2016

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: DEPARTMENT OF THE PREMIER**

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

  
DEPARTMENT OF THE PREMIER

DATE: 25/02/2016

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

OR Tambo House, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 5270 Fax: (051) 405 4707

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## DEPARTMENT OF THE PREMIER

Free State Department of the Premier is an equal opportunity affirmative action employer.

It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

**Directions to applicants:** Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver's License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

**APPLICATIONS:** Posted to: Ms. Lerato Motsie, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivers to: Lerato Motsie, Room 8, Ground floor, OR Tambo House, Bloemfontein

**CLOSING DATE:** 11 March 2016

### DEPUTY MANAGER: INTER- & INTRA DEPARTMENTAL COMMUNICATION REFERENCE NO: 3/2016

**SALARY:** Level 11 – An all-inclusive salary package of R569 538 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

A 3 year tertiary qualification in Communication or appropriate equivalent qualification and/or applicable experience. Knowledge in Policy analysis and Strategic Communication Principles. Knowledge of the public service and the South African Media. Ability to work collaboratively with internal and intra departmental stakeholders. Planning, organizing, writing and co-ordination skills. Computer literate.

**DUTIES:**

It will be expected of the successful candidate to perform the following duties: To support and participate through the Central Communication Coordinating Unit (CCCU) to provide information, advocacy and support with Government Communication across all three spheres of government Ensure that various policies/strategies regarding Government Communication are implemented within the FSPG. Through the Central Communication Coordinating Unit (CCCU) establish response on government communication matters across all three spheres of government. Provide an effective Secretariat Service for the CCCU by overseeing all logistical arrangements for all CCCU activities such as meetings/workshop/visits etc). Oversee all record keeping of the CCCU activities e.g. notices, agendas and minutes, resolutions. Communicate government communication matters on a regular basis to Heads of Communication, Medial liaison Officers in the FSPG and other Heads of Communication across all spheres of government in the province. To establish internal communication throughputs mechanisms and keep departments/staff informed to these i.r.o. speeches, media releases, info production, outreach campaigns, mutual communication, corporate communication, government marketing etc. relevant to approved annual messages, the GDS and provincial communication cycle through newsletters, e-mails, picture collages, notices etc. To assist through the CCCU where needed that various policies/strategies regarding Government Communication are implemented and co-ordinated throughout districts and municipalities. To assist through the CCCU the Development and establishment of communication structures in the various districts and municipalities..

**ENQUIRIES:** Mr. S. Maphalla, telephone 051 4054445

**HUMAN RESOURCE ADVISOR**  
**REFERENCE NO: 4/2016**

**SALARY:** Level 8– A basic salary of R243 747 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

NQF Level 6 (Tertiary Qualification in Human Resource Management or related area) and/or experience in Human Resource Management related matters. Knowledge of relevant legislation. Advanced knowledge and understanding of human resource management practices and procedures. Problem solving, policy development and analytical skills.

**.DUTIES:**

It will be expected of the successful candidate to perform the following duties: Supervise, plan and co-ordinate the activities of the Personnel Officers to contribute to the rendering of a professional human resource management service. Supervise the implementation and maintenance of human resource administration practices concerning conditions of services and service benefits in the department to contribute to the rendering of a professional Human Resource Management Service. Address human resource management enquiries to ensure the correct implementation of human resource management practises. Approve transactions on Persal according to delegations. Prepare reports on personnel administration issues and statistics. The development, presentation and co-ordination of information sessions on Conditions of Service issues in the department in order to contribute to an effective and well-informed workforce. Render a human resource advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment. Promote effective human resource management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of human resource practices. Facilitate implementation of Human Resource Policies, Strategies, procedures and Practises. Investigation of human resource related problems and advice management thereon. Monitor and evaluate Human Resource Management Policies, procedures and practises. Manage the selection and generation of human resource management information taking into account the strategic and operational management information requirements

**ENQUIRIES:** Ms. KC. Lehasa, telephone 051 4054929

**DRIVER / MESSENGER**  
**REFERENCE NO: 5/2016**

**SALARY:** Level 3 – A basic salary of R93 444 per annum

**CENTRE:** BLOEMFONTEIN (Human Resource Advice, Coordination and Management Directorate)

**REQUIREMENTS:**

A Grade 10 qualification. Valid code 8 drivers licence. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables and obtain basic services.

**.DUTIES:**

It will be expected of the successful candidate to perform the following duties. Drive light and medium motor vehicles to transport passengers and deliver other items. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the office. This inter alia, entails the following: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.

**ENQUIRIES:** Ms. K.C.. Lehasa, Tel. (051) 4054929