



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

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.



FREE STATE PROVINCE

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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 (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. 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 application was unsuccessful.

APPLICATIONS FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO:

Head: Cooperative Governance and Traditional Affairs, P.O. Box 211, Bloemfontein 9300 or delivered by Hand in the box provided at the entrance of Oliver Tambo House, Corner of Markgraaf and St Andrews Streets, Bloemfontein.

CLOSING DATE: 10 JULY 2015

ASSISTANT ADMINISTRATION OFFICER/ SECRETARY SALARY LEVEL 6

REFERENCE NO: COGTA 1/2015

SALARY: Salary level 6-A basic salary of R148 584 per annum.

CENTRE: BAROLONG TRADITIONAL COUNCIL

REQUIREMENTS: Grade 12

DUTIES: The successful candidate will ensure the effective functioning of the office of the Traditional Council. Render various services to the community and handle all administrative matters related thereto, Render effective secretarial and administrative support services to meetings arranged by and/or for Traditional Council, Ensure and liaise with community members, government departments and NGO's, ensures successful implementation of community projects eg with regard to water, feeding, agriculture/ crops, HIV and AIDS, Home-based care and child care forums, projects involving the elderly etc.

ENQUIRIES: Ms LM Bopalamo: Telephone number: 051 407 6705

POST: DRIVER/ MESSENGER SALARY LEVEL 3

REFERENCE NO: COGTA 2/2015

SALARY: Salary level 3 A basic salary of R 87 330 per annum.

CENTRE: BAROLONG BOO SELEKA, THABA NCHU

REQUIREMENTS: Grade 10 plus valid code 8 driver's license and 7 – 12 months experience in a similar environment. Knowledge of the city/ies in which the functions will be performed is recommended.

DUTIES: To drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents), Do routine maintenance on the allocated vehicle and report defects timeously, complete all the required and prescribed records and log books with regard to the vehicle and the goods handled,

Render a clerical support/ messenger services in the relevant office. This would, inter alia, entail the following: (i).Collect and deliver documentation and related items in the department, (ii). Copy and fax documents and (iii). Assist in the registry.

ENQUIRIES: Ms LM Bopalamo: Telephone number: 051 407 6705

POST: DRIVER/ MESSENGER SALARY LEVEL 3

REFERENCE NO: COGTA 3/2015

SALARY: Salary level 3 A basic salary of R 87 330 per annum.

CENTRE: MABOLELA, QWA QWA

REQUIREMENTS: Grade 10 plus valid code 8 driver's license and 7 – 12 months experience in a similar environment. Knowledge of the city/ies in which the functions will be performed is recommended.

DUTIES: To drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents), Do routine maintenance on the allocated vehicle and report defects timeously, complete all the required and prescribed records and log books with regard to the vehicle and the goods handled, Render a clerical support/ messenger services in the relevant office. This would, inter alia, entail the following: (i).Collect and deliver documentation and related items in the department, (ii). Copy and fax documents and (iii). Assist in the registry.

ENQUIRIES: Ms LM Bopalamo: Telephone number: 051 407 6705

POST: DRIVER/ MESSENGER SALARY LEVEL 3

REFERENCE NO: COGTA 4/2015

SALARY: Salary level 3 A basic salary of R 87 330 per annum.

CENTRE: MATSIENG, QWA QWA

REQUIREMENTS: Grade 10 plus valid code 8 driver's license and 7 – 12 months experience in a similar environment. Knowledge of the city/ies in which the functions will be performed is recommended.

DUTIES: To drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents), Do routine maintenance on the allocated vehicle and report defects timeously, complete all the required and prescribed records and log books with regard to the vehicle and the goods handled, Render a clerical support/ messenger services in the relevant office. This would, inter alia, entail the following: (i).Collect and deliver documentation and related items in the department, (ii). Copy and fax documents and (iii). Assist in the registry.

ENQUIRIES: Ms LM Bopalamo: Telephone number: 051 407 6705

POST: PERSONAL ASSISTANT SALARY LEVEL 7 TO DIRECTOR LED/ IDP

REFERENCE NO: COGTA 6/2015

SALARY: Level 7–A basic salary of R195 177 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 12 plus Secretarial Diploma or Equivalent Qualification. Experience of 3-5 years experience in rendering a support service to senior management. Language skills and the ability to communicate well with people at different levels and from different backgrounds, have good telephone etiquette.

DUTIES: Provide a secretarial/ receptionist support services to the manager, receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded, performs advanced typing work, records the engagements of the senior manager, utilizes discretion to decide whether to

accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter, renders administrative support services, ensures the effective flow of information and documents to and from the office of the manager, ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies, obtains inputs, collates and compiles report, scrutinizes routine submission/ reports and make notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders, drafts documents as required, does filing of documents for the manager and the unit where required, collects, analyzes and collates information requested by the manager, clarifies instructions and notes on behalf of the manager, ensures that travel arrangements are well coordinated, prioritizes issues in the office of the manager, manages the leave register and telephone accounts for the unit, handles the procurement of standard items like stationary, refreshments etc for the activities of the manager and the unit, provides support to manager regarding meetings: scrutinizes documents to determine actions/ information/ other documents required for meetings, collects and compiles all necessary documents for the manager to inform him/her on the contents, records minutes/ decisions and communicates to relevant role-players, follow-up on progress made, prepares briefing notes for the manager as required, coordinates logistics arrangements for meetings when required. Supports the manager with the administration of the manager's budget, collects and coordinates all the documents that relate to the manager's budget, assist manager in determining funding requirements for purposes of MTEF submissions, keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending, checks and correlates BAS reports to ensure that expenditure is allocated correctly, studies the relevant Public Services and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly, remains up to date with regard to the prescripts/ policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager, remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES: Mr. M Mothekhe Telephone Number: 051 407 6748

POST: PERSONAL ASSISTANT SALARY LEVEL 7 TO DIRECTOR FREE STATE HOUSE OF TRADITIONAL LEADERS

REFERENCE NO: COGTA 7/2015

SALARY: Level 7–A basic salary of R195 177 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 12 plus Secretarial Diploma or Equivalent Qualification. Experience of 3-5 years experience in rendering a support service to senior management. Language skills and the ability to communicate well with people at different levels and from different backgrounds, have good telephone etiquette.

DUTIES: Provide a secretarial/ receptionist support services to the manager, receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded, performs advanced typing work, records the engagements of the senior manager, utilizes discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter, renders administrative support services, ensures the effective flow of information and documents to and from the office of the manager, ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies, obtains inputs, collates and compiles report, scrutinizes routine submission/ reports and make notes and/or recommendations

for the manager. Responds to enquiries received from internal and external stakeholders, drafts documents as required, does filing of documents for the manager and the unit where required, collects, analyzes and collates information requested by the manager, clarifies instructions and notes on behalf of the manager, ensures that travel arrangements are well coordinated, prioritizes issues in the office of the manager, manages the leave register and telephone accounts for the unit, handles the procurement of standard items like stationary, refreshments etc for the activities of the manager and the unit, provides support to manager regarding meetings: scrutinizes documents to determine actions/ information/ other documents required for meetings, collects and compiles all necessary documents for the manager to inform him/her on the contents, records minutes/ decisions and communicates to relevant role-players, follow-up on progress made, prepares briefing notes for the manager as required, coordinates logistics arrangements for meetings when required. Supports the manager with the administration of the manager's budget, collects and coordinates all the documents that relate to the manager's budget, assist manager in determining funding requirements for purposes of MTEF submissions, keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending, checks and correlates BAS reports to ensure that expenditure is allocated correctly, studies the relevant Public Services and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly, remains up to date with regard to the prescripts/ policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager, remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES: Mr P Moloi Telephone Number: 051 408 6910

POST: EMPLOYEE HEALTH AND WELLNESS COORDINATOR

REFERENCE NO : COGTA 8/2015

SALARY: Level 8– A basic salary of R242 382 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent Qualification with at least 3 years relevant experience in the field.

RECOMMENDATIONS: Relevant experience in a similar environment in the Public Service. Good interpersonal skills. The ability to plan and organize, analytical, writing skills and computer skills are essential. Proven knowledge and understanding of Employee Health and Wellness policies and practices in the Public Service.

DUTIES: Assist with the development of Employee Health and Wellness policies and strategies in the Department in line with national and provincial frameworks and ensure the successful development thereof in the Department, including rendering appropriate advice on such matters. Successfully implement the Employee Health and Wellness Programme in the Department in relation to HIV and AIDS & TB Management, Health and Productivity Management, SHERQ Management and Wellness Management. Facilitate the effective and efficient functioning of the Employee Health and Wellness Forum, which includes co-ordination such activities and rendering a secretariat and advisory support service to the Forum. Develop and maintain a database of all EHWP projects and programmes in the department and monitor and report monthly and quarterly on such projects and programmes. Facilitate and ensure the successful functioning of EHWP Committees in the Department. Represent the Department on various fora similar to EHWP, both inside and outside the Department. Render counseling services to departmental employees in line with the department's Employee Health and Wellness Programme. Monitor and report on matters similar to the above.

ENQUIRIES: Mr. J. Makasane Telephone Number: 051 405 4373