



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: HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by hand in the box provided in the entrance at OR Tambo House Bloemfontein.

DEPUTY DIRECTOR AUXILIARY SERVICES REF NO: COGTA 5 /2015

SALARY: Level 11 All-inclusive package of R569 538 per annum. 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 aid assistance.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Degree or equivalent qualification. 3 to 5 Years appropriate experience in a Records Management environment.

RECOMMENDATIONS: Relevant experience in a similar environment. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and understanding of office management policies, practices and procedures.

DUTIES: To ensure that an effective and efficient support service is rendered to the corporate services chief directorate, security management and anti-corruption directorate, internal audit directorate office of the MEC and office of the HOD. This includes the development and implementation of policies and /or strategies related to executive support services, to oversee and promote the successful implementation of the Occupational Health and Safety Act and to ensure that adequate accommodation is provided to all officials within the Department. To ensure the rendering of an effective and efficient support service to Departmental meetings chaired by the HOD and MEC, including the keeping of resolutions, following up on the implementation thereof etc. to oversee the rendering of an effective and efficient records management service to the Department in line with archive requirement and to ensure the rendering of general support services, messenger/driver services and to manage all resources

ENQUIRIES: Adv. J. Phaladi Telephone number: (051) 405 4481

CLOSING DATE: 01 APRIL 2016

DISASTER MANAGEMENT OFFICER REF NO: COGTA 6/ 2016

SALARY: Level 11 All-inclusive package of R569 538 per annum. 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 aid assistance.

CENTRE: FEZILE DABI DISTRICT

REQUIREMENTS: An appropriate Degree or equivalent qualification. 3 to 5 Years appropriate experience in a Disaster Management environment.

RECOMMENDATIONS: Relevant experience in disaster policy implementation i.e. the ability to interpret and implement policies. Good interpersonal, analytical, writing and computer skills. Proven knowledge on the use and maintenance of a geographical information.

DUTIES: To co-ordinate, plan, organize and manage matters related to disaster management in the district, including stand-by disaster management services, volunteers, NGO officials, municipal official and officials from designated national departments. Develop disaster risk profiles of designated areas to ensure preparedness and appropriate responses and ensure that all stakeholders are informed appropriately. Implement rehabilitation and reconstruction measures to ensure a developmental focus, thereby preventing potential disasters and liaise with all stakeholders thereon. Conduct disaster awareness campaigns within municipalities to ensure emergency preparedness. Establish partnership with multi-sectoral role-players to promote rapid and effective response to disasters. Promote the recruitment, training and capacity building of volunteers to prevent and combat disasters. Identify and manage the Disaster Operations Centres for coordinated and effective response to disasters. Investigate matters related to potential and actual disaster and render advice thereon to the department and/or external stakeholders and develop and manage a disaster vulnerability atlas.

ENQUIRIES: Mr MW Butler. Telephone number: (051) 407 2001

CLOSING DATE: 01 APRIL 2016