



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 6/2012

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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: 2012/03/05.

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

www.fs.gov.za



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.

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 Lebohang Building Bloemfontein.

CLOSING DATE: 23 MARCH 2012

STATE ACCOUNTING CLERK: SALARIES AND TAX (2 posts)

REFERENCE NO: COGTA 1/2012

SALARY: Salary level 5 – A basic salary of R 101 007 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Senior (or NQF equivalent) certificate or with proven ability to apply knowledge and skills

DUTIES: Assist with the implementation and administering of financial accounting practices (PERSAL/BAS Transactions) concerning financial processes in the Department to contribute to the rendering of a professional financial administration services, e.g.: salaries (payments, deductions, etc): Tax (payments to SARS, calculation of tax payable, etc.); Controlling of payroll related functions; maintain registry of the Salary and Tax Office: Handle enquiries related to financial administration matter to ensure the correct implantation of financial administration practices.

ENQUIRIES:

Mr. M Makau....., Telephone number: 051 405 4702



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CLOSING DATE: 23 MARCH 2012

ASSISTANT DIRECTOR: TRADITIONAL INSTITUTIONAL SUPPORT

REFERENCE NO: COGTA 2/2012

SALARY: Salary level 9 – A basic salary of R 221 058 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate Bachelor's degree or equivalent qualification and relevant experience in a similar environment.

COMPETENCY PROFILE:

Good interpersonal skills. Ability to plan and organize. Analytical skills. Writing skills. Computer literacy

DUTIES:

The successful candidate will be responsible for the following key responsibilities: Oversee and manage the functioning of the Office of Traditional Councils in Qwaqwa and Thaba'Nchu and report thereon monthly, quarterly and annually. Assist and render advice on the successful implementation of legislation / policies related to traditional affairs. Ensure the successful implementation of capacity building programmes for Traditional Leaders. Promote and foster partnerships between municipalities and Traditional Councils. Keep and maintain a comprehensive database on information related to Traditional Leaders and report thereon to internal and external stakeholders. Manage and oversee the effective utilization of resources.

ENQUIRIES:

Ms. N Malunga....., Telephone number: 051 407 6706



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CLOSING DATE: 23 MARCH 2012

COMMITTEE COORDINATOR
REFERENCE NO: COGTA 3/2012

SALARY: Salary level 7 – A basic salary of R 149 742 per annum

CENTRE: MLOEMFONTEIN

REQUIREMENTS:

Grade 12 or an equivalent qualification. Knowledge of indigenous and customary systems applicable in the province.

DUTIES: Provide secretariat services the Rules and Constitutional Development committee of the Free State House of Traditional Leaders. Compile minutes and or reports and keep record of proceedings. Arrange and coordinate meetings and public hearings. Conduct research and gather information for the committee. Advise the committee on administrative issues. Evaluate the performance of the committee

ENQUIRIES:

Mr. PA Moloi....., Telephone number: 051 408 6900