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 THE PREMIER

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: Mr.A.J Venter DDG: Corporate Administration. Department of the Premier**. Attention**: Ms.J.Kleynhans.P.O Box 517.Bloemfontein.9300. Or Room 406, O.R Tambo House, St Andrew Street. Bloemfontein, 9300 Or Email:joann.kleynhans@fspremier.gov.za

CLOSING DATE: 07-April-2017

CHIEF DIRECTOR: CORPORATE REFORM

REFERENCE NO: 01/2017

SALARY: Level 14 – An all-inclusive salary package of R1068 564.00 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. This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and 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 competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An undergraduate qualification (NQF Level 7), preferable in the Human sciences field, as recognized by SAQA. A minimum of 5 years' experience at senior managerial level in the public or private sector. Extensive experience with regard to implementing turn-around strategies. Special knowledge of the relevant legislation and policies applicable to corporate support issues. Knowledge of corporate support issues in the Free State and in South Africa. Strategic thinking, analytical and problem solving skills.

DUTIES:

Provide strategic direction with regard to transverse corporate support issues that have an impact on the effective and efficient functioning of Free State Provincial Government. Strategically oversee the development of transverse policies/strategies with regard to human resource management including labour relations, training and development, organizational development and information technology that will contribute to the effective and efficient corporate functioning of Free State Provincial Government. Monitor and report on the implementation of transverse corporate support policies/strategies in order to determine the impact of the policies/strategies and to advise on corrective action where necessary and/or improve on the policy and strategic direction. Oversee the outcome of research and analysis of information that will impact on the future policy direction of Free State Provincial Government with regard to human resources, skills development, organizational development and information technology. Strategically oversee the rendering of an internal human resource management, skills development, organizational development and information technology service for the Department of the Premier. Attend Provincial and National Forums regarding transverse corporate issues for purposes of improving on policy/strategies and or reporting on progress with implementation in the Free State. Liaise with provincial, national and international stakeholders in order to obtain information on the latest developments with regard to human resources, organizational development, training and development and information technology. Overall management of the Component to ensure the effective and efficient utilization of resources including the management of the performance of the personnel falling under this component

ENQUIRIES: Mr. A.J. Venter, telephone 051 405 4926