



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 SOCIAL DEVELOPMENT

**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.

**CLOSING DATE: 10 March 2017**

### POST:DIRECTOR: SUPPLY CHAIN MANAGEMENT

REFERENCE NO:FS 01/17

**SALARY:Level 13 – An all – inclusive package of R 898 743 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 structuring of the flexible portion and which may include a 13<sup>th</sup>cheque, motor car allowance, home owner's allowance and medical aid assistance.**

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:** An appropriate Bachelor of Commerce/ Bachelor's Degree in Supply Chain Management/ Public Management or relevant financial qualification. At least 3 years middle management experience in Supply Chain Management.

Knowledge of the Public Finance Management Act, Treasury Regulations, SCM Framework, PPPFA and its Regulations, BBBEEA. Knowledge of LOGIS and BAS systems will be an added advantage. Computer literacy (MS Excel, MS Word and MS PowerPoint)

**DUTIES:** Provide strategic leadership and direction with regard

to Supply Chain Management. Manage the implementation of all elements of SCM and monitor compliance to the legislation. Manage demand and acquisition as well as logistic processes. Develop a comprehensive Demand and Procurement Plan in line with the Strategic Plan of the department and monitor timeous implementation. Manage Departmental assets. Develop a complete asset register and ensure continuous updating of the register. Develop and monitor the implementation of Supply Chain Management, internal policies and procedures. Establish internal controls to strengthen compliance to Legislation. Overall management of the Directorate

**ENQUIRIES:** Ms. K.E. Moahloli (051) 409 0504

### POST:DIRECTOR: FINANCIAL ACCOUNTING AND ADMINISTRATION

REFERENCE NO: FS 02/17

**SALARY: Level 13 – An all – inclusive package of R 898 743 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 structuring of the flexible portion and which may include a 13<sup>th</sup>cheque, motor car allowance, home owner's allowance and medical aid assistance.**

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:** An appropriate Bachelor in Commerce with Accounting / Business Management as major subjects. At least 3 years middle management experience in Finance. Knowledge of the Public Finance Management Act, Treasury Regulations, BAS systems will be an added advantage. Computer literacy (MS Excel, MS Word and MS PowerPoint)

Leadership abilities. Experience in compiling Interim/Annual Financial Statements will serve as an added advantage

**DUTIES:** Provide strategic leadership and direction with regard to Finance. Ensure successful implementation and adherence to relevant finance and procurement legislative framework such as PPPFA, BBBEEA, PFMA and Treasury Regulation. Develop and implement internal controls, finance related policies, procedures and operational plans. Analyse and review financial reports. Manage banking and revenue collections, expenditure management, credible salary administration, and transfer payments. Ensure that monitoring reports are completed and submitted to the Provincial Treasury timeously. Prepare Interim/ Annual Financial Statement in accordance with Modified Cash Standard. Monitor and timely respond to audit queries from Internal and External Auditors. Overall management of the Directorate.

**ENQUIRIES:** Ms. K.E Moahloli (051) 409 0504

### POST: DIRECTOR: DISTRICT SERVICES

REFERENCE NO: DC 20/02/17

**SALARY:** Level 13 – An all-inclusive package of R 898 743 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 structuring of the flexible portion and which may include a 13<sup>th</sup>cheque, motor car allowance, home owner's allowance and medical aid assistance

**CENTRE:** FEZILE DABI

**REQUIREMENTS:** Appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP as a Social Worker. A Minimum of 10 years appropriate experience in Social Work plus 5 years managerial experience. A valid driver's license

**DUTIES:** Strategically guide and direct the District in respect of the delivery of Community Development, Social Welfare Services and Institutions. Manage and implement Poverty Alleviation Programmes to ensure relief to the needy and promote self-sufficiency. Manage, coordinate and implement professional social work services to communities to ensure a safe and enabling environment to people. Management of Administrative Support Services to officials of District Fezile Dabi to ensure proper execution of all line functions. Liaise with all stakeholders i.e. governmental, NGO's, CBO's, FRO's, TLC's and communities to enhance accessible and co-ordinated social services. Participate in the development of and strategically guide the successful implementation of the Department's 5-Year Strategic Plan and Annual Business Plan towards achieving the objectives of the FSGDS and report monthly, quarterly and annually thereon. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.)

**ENQUIRIES:** Mr. J.M.W. Linström 083 441 3852

### POST: DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT)

REFERENCE NO: CS 05/17

**SALARY: Level 13 – An all – inclusive package of R 898 743 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 structuring of the flexible portion and which may include a 13<sup>th</sup>cheque, motor car allowance, home owner's allowance and medical aid assistance.**

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS:** An appropriate Bachelor's Degree in Information Communication Technology in Information Communication Technology. A minimum of 5 years managerial experience in ICT.

**DUTIES:** Align the department's information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of the strategic direction of the government. Establish an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans of the department. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focused on the specific requirements of the department. Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans, policies, etc. Promote effective management of information and information technology as enabler as a strategic resource. Apply an enterprise wide approach to the use of information management, (information technology systems and infrastructure included) in supporting the business units and business processes. Development information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies. Promote the utilisation of technology as a key enabler for the future in delivering information and services and promote its use in the re-engineering/transformation of government service delivery. Create an enabling environment for other managers to perform their functions more effectively and efficiently. Take a leadership role in knowledge management. Manage the SITA relationship: controlling the Business Agreement (BA) and Service Level Agreement (SLA) with SITA and/or other suppliers of information management and information technology goods and services. Utilisation of security mechanisms and ensure compliance to the relevant regulatory framework. Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the ICT component of the Department.

**ENQUIRIES:** Mr. J.M.W. Linström 083 441 3852

**ALL APPLICATIONS FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT TO BE SUBMITTED TO:**

The Department of Social Development, Private Bag x 20616, Bloemfontein 9300.

Attention Ms. M.V. Mophethe – Human Resource Management (Recruitment Section) Civilia building, Tel No: (051) 407 0734 or place applications in an application box at Civilia Building, Ground Floor, Elizabeth Street, Bloemfontein.

**CLOSING DATE: 10 March 2017**