



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 Oliver Tambo Building Bloemfontein, Corner of Markgraaf and St Andrews Streets.

CLOSING DATE: 08 APRIL 2016

PERSONAL HEAD OF OFFICE: PROVINCIAL DDG SUPPORT REFERENCE NO COGTA 4 /2016

SALARY: Level 9 – A basic salary of R289 761 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate 3 year degree, valid driver's license (code B), a minimum of 3 years relevant experience

RECOMMENDATIONS: Knowledge and understanding of public service policies and procedures, working knowledge of the functioning of Provincial/ National Government, Basic knowledge of MS Word, Excel and Power Point, Good verbal and written communication skills, Knowledge of Financial Management and Knowledge of Project Management.

DUTIES: Undertake policy or line function tasks as required i.e. execute research, analyze information and compile complex documents for the Provincial Branch Head; source information and compile memoranda as required; scrutinize submission/ reports, make notes and recommendations to present to the DDG ;Draft responses for submission to internal and external stakeholders; co-ordinate, follow-up and compile reports of a transverse nature for the DDG and advise/sensitize the DDG on reports to be submitted(for example by Components etc) and compile presentations for the DDG. Provide support to the DDG by scrutinize documents to determine actions/ information/ documents required; collect and compile information with regard to issues that needs to be discussed; record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation; Compile the agenda of meetings chaired by the Provincial Branch Head and ensure circulation of accompanying memoranda, co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitation and RSVP functions etc; co-ordinate the performance agreements/assessment and financial disclosures with regard to SMS in the relevant branch; liaise with relevant stakeholders to ensure integration of programmes and co-ordinate parliamentary enquiries. Manage the resource of the Office of the DDG by determine and collate information with regard to the budget needs of the Office; keep record of expenditure commitments; monitor expenditure and alert the DDG with regard to possible over-and under spending; identify the need to move funds between items compile submissions for this purpose; monitor and evaluate the performance of the staff in the Office; manage the human resource aspects related to the staff in the office including the leave register; telephone accounts etc; and oversee responses drafted and oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES: Mr SJ Thomas

Telephone number: 051 407 6768