

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF EDUCATION**

Free State Department of the Education is an equal opportunity affirmative action employer. It is its intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates, whose appointment/promotion/transfer will promote representativity, will receive preference. Persons with disabilities are encouraged to apply. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.

- APPLICATIONS** : Place application in the Box at Security Marked Public Service Applications (Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street). OR: e-mail to erecruitment2@fseducation.gov.za for Staff Nurse Applications and erecruitment3@fseducation.gov.za for CYCW Regarding e-mailed applications: Only attach Z83 and a one-page CV. Applications must be submitted as a Single document/One Attachment to the e-mail address specified for each position. (Kindly note that emailed applications and attachments should not exceed 15MB. Applications received which do not adhere to the above may not be considered.) It remains the candidate's responsibility to ensure that their application is successfully submitted.
- CLOSING DATE** : 14 February 2025
- NOTE** : Please submit your application, quoting the relevant reference number on your Z83 application. Free State Department of the Education is an equal opportunity affirmative action employer. It is its intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates, whose appointment/promotion/transfer will promote representativity, will receive preference. Persons with disabilities are encouraged to apply. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process. Firstly, to the candidature of excess employees who are at a level equivalent to that of the advertised vacancy and secondly, to the candidature of employees other than those referred to in the above paragraph i.e. non-excess employees and excess employees at lower/ higher levels than that of the advertised vacancy. All applications must be submitted on the new Z.83 form (Applicable from 1 January 2021. Obtainable at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old form will not be considered), obtainable from any Public Service Department, as well as from FSDoE, or the official website: (www.education.fs.gov.za). Short-listed candidates will be expected to submit copies of qualifications, driving license and identity document. Separate applications must be submitted for every vacancy. A detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered and 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. Failure to comply with the procedure outlined above will lead to an application being rejected. Applicants are requested to complete Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant reference number for each post applied for. (Only an originally, new (1 January 2021) completed Z83 form will be accepted – copies will be disqualified). Applicants who terminated their services with voluntary severance packages may not apply; Faxed applications will not be accepted; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. Previous employment will be verified. Applicants' educational qualifications will be verified, references will be checked, and security clearance/criminal checks will be conducted. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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 has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates will be vetted and level 13 and higher must undergo a Competency test. This advertisement will also appear on the website of the Department at www.education.fs.gov.za Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service must be part of the Government Employee Medical Scheme (GEMS) to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

OTHER POSTS

- POST 04/51** : **STAFF NURSE GRADE 1 TO GRADE 3: ROSENHOF SPECIAL SCHOOL: REF NO: PS4/2024/01**
- SALARY** : R209 112 – R362 187 per annum

<u>CENTRE</u>	:	Rosenhof Special school, Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12. Qualification that allows registration with the SANC as Staff Nurse. Registration with the SANC as an Enrolled Nurse, Driver's license. Recommendation: 3 years' experience in working with youth with severe emotional and behavioural challenges will be an added advantage. SN 1: None SN 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC. SN 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC. Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patients' needs, requirements nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patients' needs, requirements.
<u>ENQUIRIES</u>	:	Me. NE Davids Tel No: (051) 522 6771
<u>POST 04/52</u>	:	<u>CHILD AND YOUTH CARE WORKER GRADE 1 – GRADE 3: ROSENHOF SPECIAL SCHOOL</u> <u>REF NO: PS4/2024/02</u>
<u>SALARY</u>	:	R174 711 – R231 042 per annum
<u>CENTRE</u>	:	Rosenhof Special School, Bloemfontein
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate as well a Child Youth & Care Certificate or equivalent qualification. recommendation: Appropriate 3 years' experience in working with youth with severe emotional and behavioural challenges will be an added advantage.
<u>DUTIES</u>	:	To support and assist educators and learners in addressing the barriers to learning by creating social conditions for effective learning and teaching at the school. To render integrated and developmental child and youth care services to learners who are experiencing emotional, social and behavioural barriers to learning. Promote the optimum holistic development of learners in need of care and protection. Assess and develop and Individual Developmental Plan (IDP) for learners using the Developmental Assessment Model. Review the Individual Developmental Plans. Develop and implement the developmental support programme for learners. Keep records (process notes and progress reports) on individual learners under your care, including daily observations and information about activities.
<u>ENQUIRIES</u>	:	Me. NE Davids Tel No: (051) 522 6771