

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

*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 retrospectivity will receive preference.*

- APPLICATIONS** : Department of Cooperative Governance and Traditional Affairs to be submitted to: The HR Manager, P.O. Box 211, Bloemfontein, 9300 or hand delivered in the box provided in the entrance at the Oliver Tambo House, St Andrew Street, Bloemfontein or they may be sent via email: recruitment1@fscogta.gov.za. Please quote the reference number on your application.
- CLOSING DATE** : 30 April 2025
- NOTE** : Directions to applicants Applications must be submitted on the new Z 83 forms, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. Please further note that the new Z 83 forms must be filled properly, in full and signed off accordingly and applicants are not required to attach copies of qualifications, but such application forms should be accompanied by a very detailed Curriculum Vitae. Please further note that only short-listed candidates will submit proof of relevant qualifications (Separate application for every vacancy). The onus is on the applicants to ensure that their applications are sent, or hand delivered timeously. Short-listed 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 will be required must please attach proof of the level of their qualifications after evaluation on all applications. Please note that all shortlisted candidates will be expected to fill in the Processing Notification Form (Background Screening Request) giving this department permission to conduct suitability checks. Prospective candidates may be required to undergo security vetting, disclose her/ his financial interests and social media checks, among others. Successful candidates will be required to enter into an employment contract and a performance agreement. Successful candidates on level 13 and higher must have completed Nyukela Certificate and will undergo a Competency Test. No faxed or late 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.

**MANAGEMENT ECHELON**

- POST 13/90** : **CHIEF FINANCIAL OFFICER REF NO: COGTA 01/2025**
- SALARY** : R1 436 022 per annum (Level 14), all-inclusive package. 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 and car allowance.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and a minimum 5 years of experience at a SMS management level or equivalent. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentations as part of the interview. Extensive knowledge and understanding of relevant policies and legislations, e.g. PFMA, PSA, PSR, Treasury Regulations, PPPFA, GRAP, LRA, BCEA, NT's MCS, etc. Special requirements (skills needed): Financial

		management; Strategic planning; Project management; Financial GRC; Financial reporting, Auditing, etc.
<b><u>DUTIES</u></b>	:	Provide support and financial advisory services to the Head of the Department and executive authority; Manage the budget of the Department effectively and efficiently; Provide responses to parliamentary enquiries; Participate in parliamentary engagements like Portfolio Committee, etc.; Facilitate AGSA audits; Advice and support the management of the Department; Strategically direct and control the finances of the Department; Maintains financial policies. Provide strategic guidelines for the Department financial strategic business plan; Control the execution of the financial strategic business plan; Provide effective financial management to ensure the following: Development, implementation and maintenance of transparent internal control systems; Compliance with policies, plans, procedures, laws, regulations, contracts; Safeguarding of assets; Accomplishment of established objectives and goals for operations or programs; Exercise sound budgeting and budgetary control practices; Submission of financial reports; Corrective actions and preventative measures; Reliability and integrity of information. Strategically guide, manage and coordinate all activities in the Chief Directorate towards ensuring the effective and efficient functioning of the Chief Directorate. Ensure compliance with key legislative and other regulatory requirements applicable to the Chief Directorate. Ensure sound financial and supply chain management within the Chief Directorate. Overall manage and develop the resources of the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	STR Ramakarane at 066 487 4900
<b><u>POST 13/91</u></b>	:	<b><u>CHIEF DIRECTOR: MUNICIPAL INTERGOVERNMENTAL SUPPORT AND CAPACITATION REF NO: 02 /2025</u></b>
<b><u>SALARY</u></b>	:	R1 436 022 per annum (Level 14), all-inclusive package. 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 and car allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
	:	An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and minimum of 5 years of experience at a Senior Management level. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program (Nyukela) as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS. All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentation as part of the interview.
<b><u>DUTIES</u></b>	:	It will be expected from the suitable candidate to strategically plan, direct, coordinate, manage and oversee the effective and efficient rendering of the following support services, including overseeing the development and successful implementation of related policies and implementation of strategies. For the following services: e.g. Ensure the development of the Chief Directorate 5-year Strategic Plan, Annual Performance Plan in line with the priorities as set out in the MTDP and monitor the performance of the directorate against its strategic objectives and the Provincial Programme of Action, including implementing remedial steps where and when necessary, towards improving the performance of the Municipalities and the Directorate. Oversee the performance of the following directorates: Disaster Management, Intergovernmental Relations, Municipal Finance and Municipal Monitoring and Performance. Manage the drafting and implementation of the intervention plans in Municipalities. Monitor municipal capacity building and municipal support. Manage the allocated resources of the Chief Directorate. Manage performance of the Chief Directorate. Manage sound employment relations. Manage employee conditions of service in the Chief Directorate. Facilitate coaching mentorship, training and development for service delivery efficacy in the Chief Directorate. Establish, implement and maintain effective and efficient

		communication and leadership oversight. Manage, maintain and safeguard assets. Monitor the effective management of audit processes in the Chief Directorate. Monitor planning and reporting of the Chief Directorate programs. SS Dhlamini at 066 055 4674
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 13/92</u></b>	:	<b><u>DIRECTOR: COMMUNICATION, ICT AND AUXILIARY SERVICES REF NO: 03 /2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), all-inclusive package. 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 and car allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and a minimum of 5 years of experience at a Middle/Senior Managerial level. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentation as part of the interview. Candidates will also be expected to do practical presentation as part of the interview.
<b><u>DUTIES</u></b>	:	To develop a departmental communication and Information Technology policy and plan in line with national and provincial frameworks and to ensure the successful implementation thereof in the department. To promote a conducive environment to the positive image of the department, both inside and outside the public services, by evaluating, sensitizing and rendering advice on matters affecting the image of the Department and Free State Provincial Government. To ensure that is managed effectively and efficiently in the department and to promote e-government in enhancing delivery service. To manage Information Technology, Corporate Communication and Auxiliary Services for the Department. Promote integrated governance in the unit, through alignment of activities relating to: Help desk, Presidential Hotline, National Provincial and MEC Outreach programmes, meetings and National Publications. Managing all resources of the Directorate. Duties to be aligned to the GITO functions as per DPSA.
<b><u>ENQUIRIES</u></b>	:	Mr. LS Mokoena at: 066 487 5032
<b><u>POST 13/93</u></b>	:	<b><u>DIRECTOR: MUNICIPAL FINANCIAL SUPPORT REF NO: COGTA 04 /2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), all-inclusive package. 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 and car allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and 5 years of experience at a Middle/Senior Managerial level. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentation as part of the interview.

- DUTIES** : To support the Accounting Officer towards compliance with the provisions of the Public Finance Management Act, 1999 and executing delegated responsibilities entrusted to the post of Municipal Financial Support as per financial delegations. To support municipalities to table credible Annual Financial Statements for auditing as contemplated in section 188 of the Constitution. Advising and supporting Municipalities towards compliance with Legislation and Regulations as determined by the Act in respect of their finances. Advising and supporting Municipalities towards compliance with requirements for enabling Internal Control environment. Monitor and advise Municipalities in the implementation of the Municipal Property Rates Act, 2004. Provide support and advice to Municipalities in the compilation of an Annual Draft Rates Policy, dealing with all comments and representations on the Annual Draft Rates Policy before Council approves for implementation and promulgation of a Rates Policy By-laws. Advising Municipalities with rating aspects, such as impermissible rates, phasing in of rates exemptions, reductions and rebates, and monitoring MPRA compliance with regard to the promulgation of resolutions to levy rates. Further monitors compliance with MPRA property rates ratios in respect of “cent amount in a rand” levied and annual rates increase. Render secretarial and administrative support to Valuation Appeal Boards in the Province.
- ENQUIRIES** : Ms SS Dhlamini at 066 055 4674
- POST 13/94** : **OFFICE MANAGER IN THE OFFICE OF THE HOD REF NO: COGTA 05 /2025**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive package. 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 and car allowance.
- CENTRE REQUIREMENTS** : Bloemfontein  
: An appropriate bachelor's degree or equivalent qualification (NQF level 7) as recognized by SAQA and a minimum of 5 years of experience at a Middle/Senior Managerial level. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentations as part of the interview.
- DUTIES** : Manage Engagements of the Head of Department. Ensure that the Personal Assistant compiles realistic programmes of appointments and journeys for the Head of Department. Liaise with and/or sensitize the Head of Department regarding priority appointments. Render administrative support services. Set up and maintain systems in the Office of the Head of Department that will contribute towards improving efficiency in the office. Ensure, oversee and advise on the effective flow of information and documents to and from the Office of the Head of Department. Oversee the safekeeping of all documentation in the Office of the Head of Department. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders. Draft responses with regard to more complex issues for internal and external stakeholders. Prioritize matters to be attended to by the Head of Department. Co-ordinate and compile reports of a transverse nature for the HOD and advise/sensitize the Head of Department on reports to be submitted (for example to Provincial Departments, Municipalities, Components etc.). Follow-up on reports to be submitted (for example by Provincial Departments, Municipalities, Components, etc.) to the Office of the Head of Department. Compile presentations for the Head of Department. Execute research, analyze information and compile complex documents for the Head of Department. Research and compile comprehensive documents for the Head of Department with regard to issues forthcoming from meetings such as FOHOD, MINMEC etc. Compile EXCO Memoranda and PROPAC

memoranda. Scrutinize complex submissions/reports and make notes and/or recommendations for the Head of Department with regard to the documents. Provide support to the Head of Department with regard to meetings. Scrutinize documents to determine actions/information/documents required for the meeting. Collect and compile information for the Head of Department with regard to issues that need to be discussed at meetings. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation to adequately prepare the Head of Department. Arrange for the placements of items on the agenda of meetings chaired by the Head of Department and ensure circulation thereof. Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Manage the budget of the Office of the Head of Department. Determine and collate information with regard to the budget needs of the Office of the Head of Department. Keep record of expenditure commitments, monitor expenditures and alert the Head of Department with regard to possible over-and under spending. Identify the need to move funds between items and compile submissions for this purpose. Manage the human resource aspects related to the staff in the Office of the Head of Department including the leave register, telephone accounts etc. Remain up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the Head of Department. Keep abreast with the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. remain abreast with the procedures and processes that apply in the Office of the Head of Department.

- ENQUIRIES** : STR Ramakarane at 066 487 4900
- POST 13/95** : **DIRECTOR: BUDGET AND FINANCE REF NO: COGTA 06 /2025**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive package. 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 and car allowance.
- CENTRE REQUIREMENTS** : Bloemfontein  
: An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and 5 years of experience at a Middle/Senior Managerial level. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentation as part of the interview.
- DUTIES** : Provide strategic direction, manage and administer the Directorate. Provide a budget preparation and control services to the Department. Provide budget management systems, policies, internal controls, reports and oversight for the Department in accordance with Government Regulatory Framework. Assist and represent the Chief Financial Officer with regard to budget management and all other related financial matters. To manage, control and compile the budget and cash flow of the Department together with the compilation of compliance reports in terms of various Acts. To conduct special investigation towards preventing financial fraud within the Department. To develop and ensure the successful implementation of a Departmental Strategy/ Policy on finances of the Department, including reporting formats, accounting practices, etc. To ensure that the finances of projects in the Department are managed effectively. To manage accountancy services in the Department. To plan, co-ordinate and manage financial resources.
- ENQUIRIES** : Ms. N. Molikoe at 082 668 6610

<b><u>POST 13/96</u></b>	:	<b><u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: COGTA 07 /2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), all-inclusive package. 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 and car allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An appropriate bachelor's degree or equivalent qualification (NQF7) as recognized by SAQA and 5 years of experience at a Middle/Senior Managerial level. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Program as endorsed by the National School of Government. This is a Public Service specific training program which will be applicable for appointments at SMS level, and it must be noted that no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). All the shortlisted candidates for SMS must undertake a pre-entry practical exercise (Competency Assessment) as part of the interview process based on the technical or generic requirements of the post. Candidates will also be expected to do practical presentation as part of the interview.
<b><u>DUTIES</u></b>	:	Develop and manage the demand and acquisition processes. Develop, manage and maintain logistical information and supply chain management of the fund. Provide effective movable assets and liability management services. Manage all resources of the Directorate. The successful candidate will be responsible for the following duties: Provide support service to the Chief Financial Officer and other Senior Managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and Treasury Regulations. Provide strategic direction with regard to Supply Chain Management functions to the Directorate and the department. Manage Assets, Logistics, Contract Management as well as Acquisition sub-directorates. Manage the Department's LOGIS System, and database of all services to the department. Provide assistance with the determination of bid evaluation criteria and compilation of tender documents, evaluation of bids and recommendation to the Bid Committees. Liaise with relevant role players in the financial environment regarding transversal matters. Manage and negotiate contracts for and on behalf of the organization. Manage and organize resources to achieve the strategic objectives of the organization and directorate. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain and Asset Management. Management of procurement risk arising from contracts and asset disposals. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management.
<b><u>ENQUIRIES</u></b>	:	Ms. N Molikoe at 082 668 6610
<b><u>POST 13/97</u></b>	:	<b><u>DIRECTOR: IDP &amp; LED REF NO: COGTA 08/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), all-inclusive package. 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 and car allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An appropriate qualification at NQF level 7 in Economics, Development Studies, or equivalent qualification (postgraduate degree will receive preference). 5 years of experience at a Middle/Senior Managerial level. Recommendations: Proven expertise in integrated development planning, local economic development, and stakeholder engagement. Strong analytical, leadership, and communication skills. Knowledge of legislation and frameworks governing cooperative governance and economic development.
<b><u>DUTIES</u></b>	:	Development of an Integrated Development Planning Framework for Municipalities aligned to the Free State and Development Growth Strategy and

Provincial Spatial Framework. Oversee the implementation of the LED Policy Framework within the Municipalities. Manage the Economic Research, Statistical Modelling and analysis for IDP's and LED. Develop and Implement Support Programmes on IDP's and LED. Manage the financial resources of the Directorate. Lead and coordinate integrated development planning processes within the Free State province. Develop, implement, and monitor effective local economic development strategies to stimulate sustainable growth and job creation. Provide strategic support and guidance to municipalities to ensure alignment with provincial development objectives. Facilitate partnerships between government, private sector, and civil society for developmental programs. Ensure compliance with legislation, policies, and frameworks relating to IDP and LED.

**ENQUIRIES** : S. Dhlamini at 066 0554674

**OTHER POSTS**

**POST 13/98** : **DEPUTY DIRECTOR MONITORING AND EVALUATION REF NO: COGTA 09/2025**

**SALARY** : R896 436 per annum (Level 11), all-inclusive package. 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, car allowance.

**CENTRE REQUIREMENTS** : Bloemfontein  
 : Appropriate 3-Year Degree or equivalent qualification and practical demonstration of knowledge and skills as well as a valid code 8. Additional qualifications in strategic planning and/or performance management and monitoring will be added advantage. Five (5) years' experience within the monitoring, reporting and evaluation environment. Among others, the application must possess communication, organizing, analytical, problem solving, conflict management and must be able to work under pressure.

**DUTIES** : Develop, maintain and facilitate the successful implementation of the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). Develop the Department's (quarterly) Monitoring and Evaluation Reporting Template in line with the Department's Annual Performance Plan as well as the Annual Report Framework of the Department. Monitor and report on the performance of the Department in relation to the following: Departmental Annual Performance Plan. Provincial Programme of Action (SOPA and/or MEC Budget Injunctions). The above includes the following: Develop and advise managers and senior managers on the template to be used for the capturing of monthly, quarterly and annual performance information (progress). Keep and maintain source documents towards validating quarterly and annual performance information. Consolidate and evaluate quarterly non-financial performance information and advise supervisors and managers on matters related thereto towards ensuring that all required progress is accurate and complete. Collect and collate signed-off quarterly performance information (progress) and capture such on the electronic QPR System once quality assured by the Deputy Director Strategic Management. Assist and advise managers on the drafting of technical performance indicators, especially in relation to source documents pertaining to the performance indicator. Analyze the quarterly and annual performance of the Department, identify challenges related to the non-achievement of performance targets and render advice thereon. Represent the Department in national and/or provincial meetings on matters related to monitoring and evaluation. Collect and collate signed-off inputs from all relevant managers towards drafting the Annual Report of the Department in line with the requirements of National and Provincial Treasury. This includes the preparation of the Department's Annual Performance Report for inclusion in the Annual Report.

**ENQUIRIES** : Mr. LS Mokoena at 066 487 5032

**POST 13/99** : **DEPUTY DIRECTOR ICT (GITO) REF NO: COGTA 10/2025**

**SALARY** : R896 436 per annum (Level 11), all-inclusive package. 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, car allowance.

**CENTRE  
REQUIREMENTS**

: Bloemfontein  
: Bachelor's Degree or National Diploma (NQF:6/7) in Information Technology. Three to five (3- 5) years Assistant Director or equivalent Level experience in a relevant IT Support Field. A valid driver's license. Recommendations: Knowledge of broad ICT procedures and ICT security practices are recommended. Skills & Knowledge: Knowledge of IT Technical Support, IT Networks and the DPSA CGICT Framework, training, administration, career, management, strategic planning, report procedures and research. Technical Expertise, Project Management, Functional Ability, Quick Thinking, Diagnostic Action Research, Strategic and Conceptual, Orientation, Innovation Thinking, Problem Solving, Communication, Team Player, Coaching and Developing People, Self-driven, Interpersonal. Understanding, Departmental Organizational Knowledge, Networking and Influencing skills.

**DUTIES**

: Align the departments information management system and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of its strategic plan: Establish an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans to give effect to the strategic direction and management plans of the department to Manage IT Governance. 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 an adherence to the policies and strategies as contained in the different plans, policies etc. Manage and develop departmental ICT strategies and policies. Represent the relevant department at the GITO Council: Attend GITO Council: meetings. Report on issues from the GITO Council meetings. Promote effective management of information and information technology as enabler as strategic resources: Apply an enterprise wide approach to the use of information management, (Information technology systems and infrastructure included) in support the business units and business processes, bridging diverse systems to establish a client-focused service strategy, eliminating unnecessary duplication, increase overall coordination and control, and rapidly introduce new systems and technology to improve service delivery. Development information and technology system infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalize unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department. Promote the Utilization of technology as a key enabler for the future in delivering information and services and promote its use in the reengineering/transformation of government service delivery. Manage effectiveness maintenance of hardware, software and licensing. Create and enabling environment for other managers to perform their functions more effectively and efficiently: Close communication as part of the top management team of the department with the top echelon of the department to promote the utilization of information. Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies. Change the culture of the department to embrace an enterprise-wide information 84 management technology approach. This requires the visible, strong and continuous support of senior managers. Take a leadership role in knowledge management. Manage IT backup process. Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and / or other suppliers of information management and information technology goods and services: Manage the standardization of equipment software according to policy. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework: Manage IT Risk Register. Manager network integrity (WAN System in relation to SLAs / MOUs). Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the Departmental IT unit and staff. Management of Financial Resources and Assets. Provide 3rd line IT

		support to the department. Responsible for AG Audit Outcomes, Manage IT infrastructure and IT security.
<b><u>ENQUIRIES</u></b>	:	Mr. LS Mokoena at 066 487 5032
<b><u>POST 13/100</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: COGTA 11/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), all-inclusive package. 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 and car allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein Appropriate NQF Level 7 qualification in Labour Law/ Labour Relations or Law or equivalent qualification. 3 – 5 years' experience as Assistant Director or equivalent level in Labour Relations, Law, or Labour Law. Recommendations: Relevant experience in conducting investigations, handling of grievances, conciliation and arbitration, as presiding officer as well as public service experiences. The successful candidate must have knowledge and good understanding of Labour Act, Public Service Act 1994, Public Service Regulations 2016. Employment Equity Act 1998. Basic Conditions of Employment Act 1997, Individual Grievances Regulations 2016, Treasury Regulations, PFMA. The candidate will be required to display a high level of diplomacy. Expected to work long hours and travelling. Excellent verbal, liaison and writing skills.
<b><u>DUTIES</u></b>	:	Direct and manage the implementation of sound labour and service relation system for dealing with misconduct and incapacity in the Department. Direct and manage the implementation of sound labour and service relations system dealing with grievances of employees in the Department. Manage the expenditure plan of the sub-directorate in relation to the Directorate's budget and strategic business plan. Develop labour relation policies. Manage the investigation of misconduct and grievance cases to advise appropriately thereon. Advise management on all labour relations matters to minimize unfair labour practices. Represent the department in bilateral discussions with organized labour unions. Perform and manage administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. LS Mokoena at 066 487 5032
<b><u>POST 13/101</u></b>	:	<b><u>DEPUTY DIRECTOR: COOMUNICATION REF NO: 12/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), all-inclusive package. 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 and car allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein Appropriate NQF Level 7 qualification in Labour Law/ Labour Relations or Law or equivalent qualification. 3 – 5 years' experience as Assistant Director or equivalent level in Communication or related field. Recommendations: Good communication and writing skills, organizational management, events management. Appropriate public service experience in a communication, public relations or media environment, which include facilitating client and stakeholder collaboration; communication campaign development; people management; external communication; internal communication; and risk and reputation management. Inherent requirement of the job: Valid Code (B/EB) driver's license.
<b><u>DUTIES</u></b>	:	Manage the Communication sub-directorate of Communication. Assist in developing Communication Guidelines to be utilized within the department. Coordinate and facilitate all external events in the department such as Imbizo outreach programmes, outside broadcasts, national commemorative days, etc. Provide advice and guidance to management on communication related matters. Provide supervisory function and support to staff and the unit. Facilitating stakeholder engagement and collaboration. Develop and implement appropriate internal and external communication plans aligned with the Provincial Communication Strategy, including monitoring and evaluation of these campaigns. Responsible for risk identification, media liaison, and reputation management. Align strategic messaging across all communication channels, including obtaining the necessary health data and information

- timeously to develop communication strategies, plans, and campaigns. People management, including task allocation and performance management.
- ENQUIRIES** : Mr. LS Mokoena at 066 487 5032
- POST 13/102** : **CANDIDATE ENGINEERS REF NO: COGTA 13 /2025 (X2 POSTS)**
- SALARY** : R795 924 per annum (OSD), all-inclusive package. 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 and car allowance.
- CENTRE REQUIREMENTS** : Bloemfontein  
: No previous experience required. Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering or equivalent as recognized by SAQA. Current registration with Engineering Council of South Africa (ECSA) as Candidate Engineer. A valid driver's license. Computer literacy. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act and Regulations. Engineering Profession Act of 2000.
- DUTIES** : To perform all aspects of engineering activities that result in progress in technology and engineering applications under supervision as prescribed by ECSA at the level of candidate towards registration as an engineer. Assist with monitoring of wastewater treatment plan, Civil related matters. Assist in monitoring civil engineering projects. Maintenance of health facilities. Strategic Briefing Documentation. Infrastructure Plans. Strategies, policies and procedures. Research/literature studies and interaction with relevant professional development boards/councils. Effective and efficient resources management.
- ENQUIRIES** : Mr. Toona at 066 487 4868
- POST 13/103** : **PROFESSIONAL TOWN AND REGIONAL PLANNER PRODUCTION GRADE A REF NO: COGTA 14/2025 (X2 POSTS)**
- SALARY** : R795 924 per annum (OSD), all-inclusive package. 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 and car allowance.
- CENTRE REQUIREMENTS** : Bloemfontein  
: B Degree in Urban/Town and Regional Planning or relevant qualification. Three years' post qualification Town and Regional Planning experience required. Valid driver's license. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Recommendations: Technical Competencies: Programme and project management, Town and Regional Principles and methodologies. Research and development. Computer-aided applications. Town and Regional knowledge of legal compliance, Creating high performance culture, technical consulting, Professional judgment.
- DUTIES** : Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Adhere to legal requirements in town and regional planning. Co-ordinate the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Provide support in the compilation and adoption of technical and planning standards, norms and guidelines. Implement planning legislation. Guidelines, policies and regulations. Co-ordinate site clearance processes in terms of Project Execution plans. Support the planning and design of sustainable human settlement. Provide assistance with the compilation of Land Use Scheme. The successful candidate will perform the following duties: Support Town Planning process in accordance with South African Policies, Acts, Regulations, and Industry Guidelines following MISA and Municipal Norms and Practices. Support municipalities to compile Spatial Development Framework (SDF) as part of IDP processes. Support municipalities to compile guidelines and evaluation of land use management schemes (LUMS). Support municipalities in implementation and management of Town Planning Schemes in compliance with legislative requirements.
- ENQUIRIES** : Mr. MS Selogilwe at 066 487 4895

**POST 13/104** : **ASSISTANT DIRECTOR COMMUNICATIONS REF NO: COGTA 15 /2025 (X2 POSTS)**

**SALARY** : R468 459 per annum (Level 09), basic salary  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : NQF-6, in Communication or Media, Journalism, Public Relations or Marketing studies and 3-years' experience in related field. Recommendations: Good communication and writing skills, organizational management, events management. Appropriate public service experience in a communication, public relations or media environment, which include facilitating client and stakeholder collaboration; communication campaign development; people management; external communication; internal communication; and risk and reputation management. Inherent requirement of the job: Valid Code (B/EB) driver's license.

**DUTIES** : Develop, monitor and maintain communications and special program strategies and policies. Co-ordinate all corporate communication activities that include both external and internal communication, special programs, marketing and corporate identity management responsibilities. Produce material for Departmental online media, in order to keep employees informed of current affairs. Coordinate and manage Departmental events in order to promote the image of the Department and the Executing Authority. Develop communication strategies and policies in line with the communication framework. Manage human resources and the assets of the Sub-directorate to ensure the smooth running of the Sub-directorate.

**ENQUIRIES** : Mr. LS Mokoena at 066 487 5032

**POST 13/105** : **ASSISTANT DIRECTOR: DATA AND INFRASTRUCTURE MANAGER REF NO: COGTA 16 /2025**

**SALARY** : R468 459 per annum (Level 09), basic salary  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : 3 Year tertiary qualifications in relevant area and/or extensive administrative experience in the IT-related field. Driver's license. 5 years applicable experience. Recommendations: Broad ICT procedures and practices. ICT Security practices. Information Management practices. Budgeting procedures and practices. Broad administrative knowledge. Personnel Evaluation procedures. Human resource management practices. Analytical Skills; Writing Skills and Computer literacy.

**DUTIES** : Manage operational level Data and Information Management in the Department. Manage and control ICT Infrastructure management in the department. To manage and control ICT Security management in the department. Provide assistance to DITC. General staff supervision and management of the resources of the Department by means of planning, coordination, monitoring and improvement of work.

**ENQUIRIES** : Mr. LS Mokoena at 066 487 5032

**POST 13/106** : **ASSISTANT DIRECTOR: ICT SERVICE CENTRE REF NO: COGTA 17 /2025**

**SALARY** : R468 459 per annum (Level 09), basic salary  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : 3 Year tertiary qualifications in relevant areas and/or extensive administrative experience in the IT related field. Driver's license. 5 years applicable experience. Recommendations: Broad ICT procedures and practices. ICT Security practices. Information Management practices. Budgeting procedures and practices. Broad administrative knowledge. Personnel Evaluation procedures. Human resource management practices. Analytical Skills; Writing Skills and Computer literacy.

**DUTIES** : To manage both first- and second-line support to all users within the department. To support the development, management and control of ICT Systems including the departmental website. To manage the planning, implementation and maintenance of both external and internal information technology projects e.g. the roll-out of IT within the respective district offices. To plan, coordinate and manage ICT training for the component and the department at large. procedures. Sage ICT training for the component and the department at large. To develop and ensure the successful implementation of ICT procurement policies and strategies. To ensure the rendering of an effective and efficient secretariat and advisory service to the Departmental IT

Committee in line with procurement and asset management procedures. SITA liaison and service level management (agreements). Keep and maintain a register of all IT equipments in the Department, including the disposal thereof in terms of Treasury regulations.

**ENQUIRIES** : Mr. LS Mokoena at 0664875032

**POST 13/107** : **ADMINISTRATIVE OFFICER REF NO: COGTA 18/ 2025**

**SALARY** : R325 101 per annum (Level 07), basic salary  
**CENTRE** : Bloemfontein

**REQUIREMENTS** : Grade 12 or equivalent. Recommendations: A minimum of applicable experience in administration of which one year supervisory/ team leader. Experience in rendering of secretarial or administrative services. Understanding of the Public Services, more specifically pertaining to Traditional Affairs is recommended. Computer literacy, Planning and organizing skills, Communication skills (verbal and written), Customer service; Creative thinking Customer Service Orientation; Problem solving skills, Interpersonal relations.

**DUTIES** : Manage and support the administrators in dealing with the administrative matters of the Specialized Support, Advice and Intervention rendered in the various municipalities. Will be responsible for all the logistical services such as travellings, meeting arrangements, liaison with all the stakeholders in the various municipalities and assist the department to arrange the public participations in the identified areas that need the departmental interventions.

**ENQUIRIES** : Ms SS Dhlamini at 066 055 4674

**POST 13/108** : **ADMINISTRATIVE OFFICER REF NO: COGTA 19/2025**

**SALARY** : R325 101 per annum (Level 07), basic salary  
**CENTRE** : Bloemfontein, Institutional Support

**REQUIREMENTS** : Grade 12 or equivalent. Recommendations: In-depth knowledge and experience in customary law as well as traditional practices such as initiations. Facilitate establishment and recognition of Traditional healers Institutions, Provincial Interfaith Committees and Cultural Organizations at provincial, district and local level. Render advice on and promote cultural practices for local traditional communities. Provide capacity and development of Traditional Healers Institutions, African Traditional Churches and Cultural Organizations. Promotes partnerships with sector departments and related stakeholders.

**ENQUIRIES** : Mr. PA Moloi at 066 4874864

**POST 13/109** : **ADMINISTRATIVE OFFICER (X5 POSTS)**

**SALARY** : R325 101 per annum (Level 07), basic salary  
**CENTRE** : Namahali Tribal Council Ref No: COGTA 20/2025  
Bolata Tribal Council Ref No: COGTA 21/2025  
Mabolela Tribal Council Ref No: COGTA 22/2025  
Matsieng Tribal Council Ref No: COGTA 23/2025  
Dinkoeng Tribal Council Ref No: COGTA 24/2025

**REQUIREMENTS** : Grade 12 or equivalent. Recommendations: A minimum of 3 years' experience in administration of which one year supervisory/ team leader. Experience in rendering of secretarial or administrative services. Understanding of the Public Services more specifically pertaining to the Traditional Affairs is recommended.

**DUTIES** : Manage office facilities and risk services in the unit. Ensure effective and efficient financial management; Manage the human resources of the office. To render effective and efficient administration Services and support to the Traditional Council, provide supervisory functions to the traditional council personnel. Handle office administration, which include to render a registry service towards ensuring the safekeeping of all the officials records, complaints received from community members and/or official documents. Screen, transfer and handle all telephonic calls as well as other enquiries (internal and external clients). Manage office supplies. Prepare and/or type correspondence. Receive and/or refer visitors. Handle various administrative matters, which include the following: Open and register civil cases. Keep and maintain a register of livestock information. Collect monies (for the purchasing of wood, court fines, site fees, etc.) and issue receipts. Arrange auctions. Ensure that initiation processes comply with the law. Accompany security guards to incidents of reported crimes (e.g. theft etc.) and submit a report thereon to the Morena for

further attention. Administer the budget of the Traditional Council and arrange the payment of financial and related claims. Render effective secretariat and administrative support services to meetings arranged by and/or for Traditional Council, which include to prepare agendas and related documents and distribute to all stakeholders. Take basic minutes of meetings and distribute such to all stakeholders. Prepare and handle all logistical arrangements for meetings, register deaths and the communication thereof to the municipality for the making of funeral arrangements. Communicate deaths to the Headman towards ensuring that the Traditional Council is properly represented at funerals. Hire official property such as tractors, community halls, etc. to the community. Confirm the use of the library. Ensure, in liaison with community members, government departments and NGO's. The successful implementation of community projects (e.g. with regard to water, feeding, agriculture/crops, HIV and AIDS, home-based care and childcare forums, projects involving the elderly, etc.). This includes the following: Ensure that information pertaining to community projects are widely spread and distributed in the community. Arrange information / training sessions in liaison with representatives from the responsible lead department. Assist with the implementation of community projects such as the project dealing with the provision of computer access to the youth. Assist and/or support the community on various matters related to government affairs such as the completion of official forms, the payment of social grants, etc. and handle all community enquiries on government matters.

- ENQUIRIES** : Mr. PA Moloi at 066 4874864
- POST 13/110** : **PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER: HOUSE OF TRADITIONAL LEADERS REF NO: COGTA 25/2025**
- SALARY** : R325 101 per annum (Level 07), basic salary  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 12 with proven ability to apply knowledge and skills. Secretarial qualification. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate. Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective, produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.
- DUTIES** : To provide a secretarial/receptionist support service to the manager. To render administrative support services. To provide support to the Director regarding meetings. To support the Director with the administration of the directorate's budget.
- ENQUIRIES** : Mr. MP Mokoena at 082 729 6334
- POST 13/111** : **PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: COGTA 26/2025**
- SALARY** : R325 101 per annum (Level 07), basic salary  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 12 with proven ability to apply knowledge and skills. Secretarial qualification. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate. Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective. Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.
- DUTIES** : To provide a secretarial/receptionist support service to the Chief Financial Officer. To render administrative support services. To provide support to the Chief Financial Officer regarding meetings. To support the Chief Financial Officer with the administration of the chief directorate's budget.
- ENQUIRIES** : Ms. N. Molikoe at 083 762 7455

**POST 13/112** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: SPECIALISED SUPPORT, ADVICE AND INTERVENTION UNIT REF NO: COGTA 27/2025**

**SALARY** : R325 101 per annum (Level 07), basic salary  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 12 with proven ability to apply knowledge and skills. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate, have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective. Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

**DUTIES** : To provide a secretarial/receptionist support service to the Deputy Director General. To render administrative support services. To provide support to the Deputy Director General regarding meetings. To support the Deputy Director General with the administration of the directorate's budget.

**ENQUIRIES** : Ms. SS Dhlamini at 066 055 4674

**POST 13/113** : **PERSONAL ASSISTANT TO DIRECTOR: INSTITUTIONAL SUPPORT DIRECTORATE REF NO: COGTA 28/2025**

**SALARY** : R325 101 per annum (Level 07), basic salary  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 12 with proven ability to apply knowledge and skills. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate. Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective. Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

**DUTIES** : To provide a secretarial/receptionist support service to the manager. To render administrative support services. To provide support to the Director regarding meetings. To support the Director with the administration of the directorate's budget.

**ENQUIRIES** : Mr. PA Moloi at 066 487 4969

**POST 13/114** : **PERSONAL ASSISTANT TO THE DIRECTOR: LEGAL SERVICES AND MUNICIPAL POLICY ADVICE REF NO: COGTA 29/2025**

**SALARY** : R325 101 per annum (Level 07), basic salary  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 12 with proven ability to apply knowledge and skills. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate. Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective. Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

**DUTIES** : To provide a secretarial/receptionist support service to the Director. To render administrative support services. To provide support to the Director regarding meetings. To support the Director with the administration of the chief directorate's budget.

**ENQUIRIES** : Adv M Mantso at 066 487 5063

**POST 13/115** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: CORPORATE SERVICES DIRECTORATE REF NO: COGTA 30/2025**

**SALARY** : R325 101 per annum (Level 07), basic salary  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 12 with proven ability to apply knowledge and skills. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate. Have good interpersonal relations, Work under

pressure, Work in a team, Judge circumstances objective. Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

**DUTIES** : To provide a secretarial/receptionist support service to the Chief Director. To render administrative support services. To provide support to the Chief Director regarding meetings. To support the Chief Director with the administration of the chief directorate's budget.

**ENQUIRIES** : Mr. LS Mokoena at 066 487 5032

**POST 13/116** : **PERSONAL ASSISTANT TO THE DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: COGTA 31/2025**

**SALARY** : R325 101 per annum (Level 07), basic salary  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 12 with proven ability to apply knowledge and skills. Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of public service and/or MS Office. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate. Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective. Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

**DUTIES** : To provide a secretarial/receptionist support service to the Director. To render administrative support services. To provide support to the Director regarding meetings. To support the Chief Director with the administration of the directorate's budget.

**ENQUIRIES** : Mr. LS Mokoena at 066 487 5032

**POST 13/117** : **SUPPLY CHAIN CLERKS REF NO: COGTA 32/2025 (X2 POSTS)**

**SALARY** : R228 321 per annum (Level 05), basic salary  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Recommendations: Knowledge and understanding of general administration and office administration. Skills in the following: Proven computer literacy in MS Office (MS Word, Excel, Outlook); Written and verbal communication skills; Planning and organizing skills; Interpersonal relations; Basic analytical skills; Numeric skills; Critical thinking.

**DUTIES** : To administer requisitions for Procurement, Ledger Management, perform order administration and document distribution, Perform office administration and end-user service delivery, Asset Management and control accountability. Maintains the Departmental Asset Register on Logis. Capture balance adjustments on BACP for assets. Movement of assets from one asset list to another on selection BAMV. Co-ordinating stock tacking/ asset verification. Assist with asset identification during audit, sport checks and so forth. Maintains the relevant filing systems.

**ENQUIRIES** : Mr. T. Nkhetse at 066 253 2554

**POST 13/118** : **DRIVER REF NO: COGTA 33/2025**

**SALARY** : R163 680 annum (Level 03), basic salary  
**CENTRE** : Traditional Affairs QwaQwa  
**REQUIREMENTS** : Grade 10 or equivalent and possession of a valid driver's license. Recommendations: Knowledge of the area in which the functions will be performed. Knowledge of the procedures to operate motor vehicles e.g. procedures to obtain authorities, complete the logbooks and consumable e.g. petrol, maintenance and inspection of such motor vehicles, etc.

**DUTIES** : Render an effective and efficient driver service for Traditional Affairs which includes collection, delivery and distribution of documents. Transportation of authorized officials, assets and or delivers submissions, fetching the mail from the post offices to their different destinations.

**ENQUIRIES** : Mr PA Moloi at 066 487 4969

**POST 13/119** : **DRIVER REF NO: COGTA 34/2025**

**SALARY** : R163 680 annum (Level 03), basic salary  
**CENTRE** : Traditional Affairs QwaQwa

- REQUIREMENTS** : Grade 10 or equivalent experience. and possession of a valid driver's license. Recommendations: Knowledge of the area in which the functions will be performed. Knowledge of the procedures to operate motor vehicles e.g. procedures to obtain authorities, complete the logbooks and consumable e.g. petrol, maintenance and inspection of such motor vehicles, etc.
- DUTIES** : Render an effective and efficient driver service for Traditional Affairs which includes collection, delivery and distribution of documents. Transportation of authorized officials, assets and or delivers submissions, fetching the mail from the post offices to their different destinations.
- ENQUIRIES** : Mr PA Moloi at 066 487 4969
- POST 13/120** : **CLEANER REF NO: COGTA 35/2025**
- SALARY** : R138 486 annum (Level 02), basic salary  
**CENTRE** : Free State House of Traditional Leaders  
**REQUIREMENTS** : Minimum educational qualification: Ability to read and write.  
**DUTIES** : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Ensure that cleaning equipment is clean after usage and securely stored. Optimal support to supervisor and colleagues. Effectively use of cleaning agents as well as elementary stock control. Effective utilization of cleaning materials and equipment.
- ENQUIRIES** : Mr. M Mokoena at 082 729 6334
- POST 13/121** : **CLEANER REF NO: COGTA 36/2025**
- SALARY** : R138 486 annum (Level 02), basic salary  
**CENTRE** : Bolata Tribal Council  
**REQUIREMENTS** : Minimum educational qualification: Ability to read and write.  
**DUTIES** : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Ensure that cleaning equipment is clean after usage and securely stored. Optimal support to supervisor and colleagues. Effectively use of cleaning agents as well as elementary stock control. Effective utilization of cleaning materials and equipment.
- ENQUIRIES** : Mr. PA Moloi at 066 487 4969
- POST 13/122** : **CLEANER REF NO: COGTA 37/2025**
- SALARY** : R138 486 annum (Level 02), basic salary  
**CENTRE** : Maboela Tribal Council  
**REQUIREMENTS** : Minimum educational qualification: Ability to read and write.  
**DUTIES** : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Ensure that cleaning equipment is clean after usage and securely stored. Optimal support to supervisor and colleagues. Effectively use of cleaning agents as well as elementary stock control. Effective utilization of cleaning materials and equipment.
- ENQUIRIES** : Mr. PA Moloi at 066 487 4969

#### **DEPARTMENT OF HEALTH**

- CLOSING DATE** : 02 May 2025
- NOTE** : Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV and application must submit copies of qualifications, identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need to be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only

shortlisted candidates for a post will be required to submit certified documents on or the day of the interview following communication from HR.as well as recently certified copies of all qualification(s), including a Senior certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan.

#### **OTHER POSTS**

**POST 13/123** : **PROFESSIONAL NURSE SPECIALTY - ADVANCED/CHILD PSYCHIATRIC NURSING SCIENCE -PNB1-2 REF NO: HP/01/2025 (X3 POSTS)**

**SALARY** : Grade 1: R476 367 – R559 548 per annum  
Grade 2: R538 99 - R723 954 per annum  
plus 13th Cheque, Housing Allowance, Medical Aid (optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Free State Psychiatric Complex  
: Grade 12. Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic course of Advanced /Child Psychiatric with a duration of at least 1-year qualification. Current registration with the SANC (2025/2026). Knowledge and Skills: Knowledge of the legal framework appropriate for nursing practice. Good Communication Skills and interpersonal relationship. Knowledge of Mental Health act, procedures and legislation. Computer literacy.

**DUTIES** : Provide more complex and advanced comprehensive nursing treatment and care to patients in specialty unit a cost effective, efficient and equitable manner. Give direction and supervision for the implementation of the Nursing plan (clinical practice / quality patient care) as a shift leader. Implement standards, practices, criteria and indicators for quality Nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to Nursing and health care. Maintain a constructive working relationship with Nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure that a holistic nursing care services is delivered to all patients in a cost effective, efficient and equitable manner by the unit. Ensure compliance to professional and ethical practice. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.

**ENQUIRIES APPLICATIONS** : Me. ME Semelo Tel No: (051) 407 9207  
: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 13/124** : **PROFESSIONAL NURSE SPECIALTY (MIDWIFERY)- PHC) (PNB1 – PNB2) REF NO: H/P/02/2025 (X5 POSTS)**

**SALARY** : Grade 1: R476 367 – R559 548 per annum  
Grade 2: R583 989 - R723 954 per annum

		plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Lejweleputswa District (OMBU)
	:	Matric, Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Current registration with SANC (2025/2026). <b>Grade 1:</b> A minimum of 4 years appropriate / recognisable experience in nursing after registration with SANC as a Professional Nurse. <b>Grade 2:</b> A minimum of 14 years appropriate/ recognisable experience in nursing after registration with SANC as Professional Nurse. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1 year- post-basic nursing qualification in Advanced Midwifery, with a duration of a least 1 year, accredited with SANC as Professional Nurse of the period referred to above. A valid driver's license will be added advantage. Knowledge and Skills: Good communication; Interpersonal relations; Ability to work under pressure; Computer literacy. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.
<b><u>DUTIES</u></b>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me. NF Gigi Tel No: (057) 352 2706
	:	<a href="https://ihealth.fshealth.gov.za/e-Recruitment">https://ihealth.fshealth.gov.za/e-Recruitment</a>
<b><u>POST 13/125</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY - PHC) (PNB1 – PNB2) (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R476 367 – R559 548 per annum Grade 2: R583 989 - R723 954 per annum plus 13th cheque, housing allowance, medical aid (optional), employee must meet the prescribed requirements
<b><u>CENTRE</u></b>	:	Lejweleputswa District – Kgotsong - Welkom Ref No: H/P/03/2025 Lejweleputswa District – Tshepong - Welkom Ref No: H/P/04/2025 Lejweleputswa District – Bophelong - Welkom Ref No: H/P/05/2025 Lejweleputswa District – Bophelong - Allanridge Ref No: H/P/06/2025 Lejweleputswa District – Dealsville (Dealsville) Ref No: H/P/07/2025
<b><u>REQUIREMENTS</u></b>	:	Diploma\Degree in Nursing or equivalent that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with SANC 2025/2026. A minimum of 4 years appropriate\recognizable experience in nursing after registration with SANC as a Professional Nurse. Grade 2: A minimum of 14 years appropriate\recognizable experience in Nursing after registration with SANC as a Professional Nurse. At least 10 years of the period referred to above must be appropriate\recognizable experience after obtaining the 1-year post-basic qualification Health assessment treatment and care (Primary Health Care). Knowledge and Skills: Good interpersonal and communication skills. Health and Safety Act, Health Act, Nursing Act Planning and Organizing skills, Effective Communication skills Co-ordination skills, Collaboration skills, Computer Literacy Skills, Time Management Skills, Problem Solving skills, Report writing skills, Facilitation Skills.
<b><u>DUTIES</u></b>	:	Provision of quality comprehensive community health care. Provide primary preventative health care. Provide curative health care services. Referral to health support services. (rehabilitation, oral health etc. Doctors etc.Specialist). Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients' clinical conditions. Promoting scientific quality nursing care. Individual consultation session. Identify community needs. Initiate minor ailment treatment. Initiate community participation. Coordinate between hospital and community. Maintaining professional secrecy and preventing medico- legal risks. Attend and participate in doctors' visit. Arrange admission and outpatient appointments. Function as a member of the therapeutic team. Continuous evaluation of nursing care and

nursing services. Assessment of personal services delivery towards patients. Provision of administration services: Plan and organize daily tasks in clinics in co-operation with Clinical Manager. Complete and control Health Information data of all patients and activities as per policy. Ordering and control of stationary, medical stock, consumables as per delegation in absence of personnel responsible for different services. Ensure the safekeeping of stock assets. Ordering and control of medication as necessary as per delegations in absence of Pharmacist Assistant. Control of medicine prescribed to patients as per EDL. Up to date knowledge of appropriate legislation, regulations and departmental policies. Involvement with community meetings and committees in co-operation with Operational Manager. Identify needs for financial planning and indirect control of expenditure. Provision of education services; Clinical teaching, training and continuous evaluation of sub-category nursing personnel and support services in the clinic Manger. Teaching patients on one-to one basis. Personnel development, ie. Assessing in-service training, and implementing of training programme in co-operation with clinical Manager. Usage of equipment and machinery: Usage of basic medical equipment. Research responsibility, to assist in regional and departmental projects. Direct and indirect involvement with medical research. Involvement with matching research to the needs of the community.

**ENQUIRIES  
APPLICATIONS**

: Me. NF Gigi Tel No: (057) 352 2706  
: <https://ihealth.fshealth.gov.za/e-Recruitment>

**POST 13/126**

: **PHYSIOTHERAPY ASSISTANT REF NO: H/P/08/2025 (X2 POSTS)**

**SALARY**

: Grade 1: R217 092 - R248 226 per annum, OSD  
Grade 2: R252 840 – R294 249 per annum, OSD  
plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE  
REQUIREMENTS**

: Lejweleputswa District Office  
: Grade 12, Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a Physiotherapy Assistant. Current registration with HPCSA for 2025/2026. Valid driver's license. Knowledge and Skills: They should have good verbal and written communication skills, ability to work in a team as well as ability to work under pressure in changing environment. Additionally, they should be able to relive colleagues as the need arises and work closely with other disciplines. Wheelchair repair courses will be an advantage.

**DUTIES**

: Conduct basic assessment and carry out treatment in consultation with registered Physiotherapist and per scope of practice, assist Physiotherapist with patient's treatment sessions, follow clinical/ treatment protocol in professional manner, train and educate patients on use of assistive devices. Inform physiotherapist and supervisor about the patient progress, document, treatment carried out. Participate in health promotion activities through education of individuals and the community. Provide outreach service-screening and treatment of patient. Conduct clinics and the group and other related initiatives as directed by Physiotherapist. Prepare treatment areas and physiotherapy equipment. Compile daily and monthly statistics. Attend monthly staff meetings. Participate in staff development actives and participate in CPD duties.

**ENQUIRIES  
APPLICATIONS**

: Me. NF Gigi Tel No: (057) 352 2706  
: <https://ihealth.fshealth.gov.za/e-Recruitment>