

**PROVINCIAL ADMINISTRATION: FREE STATE
OFFICE OF THE PREMIER**

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.

MANAGEMENT ECHELON

- POST 12/106** : **DIRECTOR-GENERAL: FREE STATE PROVINCIAL GOVERNMENT REF NO: DG**
(5 year employment contract position)
- SALARY** : R2 259 984 per annum (Level 16), all-inclusive remuneration package plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. This appointment is subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Nominated candidates must attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- CENTRE REQUIREMENTS** : Bloemfontein (Free State Office of the Premier)
The candidate must be in possession of a post graduate qualification (NQF level 8) as recognized by SAQA as well as 10 years of experience at a senior management level. Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course. The duration of the course is 120 hours). SMS Pre-entry certificate should be submitted prior to appointment. The candidate must have knowledge of the following: Knowledge of the latest advances in public management theory and practice; Advanced knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge of global, regional and social affairs impacting on the provincial government of the Free State; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Free State; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge of intergovernmental and international relations; and Knowledge of communications, media management, public relations, public participation and public education. The candidate must be in possession of the following skills: In-house advisory and consulting skills; Strong conceptual, interpretative and formulation skills; Strong leadership skills with specific reference to the ability to display thorough leadership in context; Team-building and strong interpersonal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; Persuading and influencing skills; Conflict management skills; and Leadership skills.
- DUTIES** : Strategic management, guidance and advice in respect of the rendering of efficient and cost effective, transparent and responsive public administration, including: Professionally support the executive (Premier and Cabinet) in respect of high-level policies, strategies and provincial strategic stakeholder

engagement; Ensure that the provincial executive's policy development, strategic planning, programme and project implementation initiatives are informed by appropriate and reliable strategic management information; Provide executive governance support services; and Responsible for intergovernmental relations, intra-government co-operation and the co-ordination of actions and legislation of departments. Provide strategic management for the Free State Province, including: Functions of, and organizational arrangements in the public service; Employment and other personnel practices, including the promotion of broad representativity and human resources management and training in the public service; The salaries and other conditions of service of officers and employees; Labour relations in the public service; Information management and information technology in the public service; Public service transformation and reform; and Report to the Premier on a regular basis on the activities of the Department and on matters of substantial importance to the Administration. Provide People Management services to the Department, including: Participate in the recruitment of employees in the numbers and grades of appropriate to ensure the achievement of the Department's Strategic Plan; Motivate, train and guide employees within the Department to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Department; Monitor information capacity building within the Department; Ensure involvement in the compilation of a workforce plan for the Department; Promote sound labour relations within the Department; and Actively manage and promote the maintenance of discipline within the Department. Provide financial management services to the Department, including: Manage participation in the budgeting process at Departmental level and at branch level; Ensure the preparation of the Annual and Adjustment Budgets for the Department; Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department; Report to the Premier and relevant oversight role players/committees on all aspects of the Department's finances; Diligently perform all duties assigned to the post of Director-General; Assume overall accountability for the management, maintenance and safekeeping of the departmental assets; and Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.

- ENQUIRIES** : Ms. Limakatso Nqoko, Acting Chief Director: Corporate Reform, Office of the Premier, E-mail: limakatso.nqoko@fspremier.gov.za, at 063 688 6685
- APPLICATIONS** : Mr. M. Silwana, Office Manager: Office of the Director General, Office of the Premier, Attention: Ms. Matshidiso Modisapudi, Room 446, OR Tambo House, St Andrew Street, Bloemfontein, 9301. E-mail: matshidiso.modisapudi@fspremier.gov.za.
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. The Z83 form must be completed in full and signed by the applicant. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certifies copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. E-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from persons with disabilities are welcomed.
- CLOSING DATE** : 22 April 2025 at 16:00
- POST 12/107** : **HEAD OF DEPARTMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: HOD: AGRIC**
5-year employment contract position
- SALARY** : R1 741 770 per annum (Level 15), all-inclusive remuneration package plus a 10% non-pensionable Head of Department allowance. The remuneration

package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. This appointment is subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Nominated candidates must attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**CENTRE
REQUIREMENTS**

: Glen (Department of Agriculture and Rural Development)
 : The candidate must be in possession of an appropriate NQF level 8 as recognized by SAQA in Agriculture, Science, Economics, Business Management or Public Management as well as 10 years Senior Management experience. Valid driver's license (Code 8). Knowledge: Extensive knowledge and understanding of public service policies and procedures. Knowledge of the functioning of Provincial/National Government. Skills: Basic Knowledge of MS Word, Excel and PowerPoint. Competency in the principles of Corporate Governance. Professional leadership abilities. Strategic, Financial and people Management Skills. Transformation and Change management skills. Highest standard of ethical and moral conduct. Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course. The duration of the course is 120 hours). SMS Pre-entry certificate should be submitted prior to appointment.

DUTIES

: To perform all functions and the responsibilities attached to the post as Head of Department in terms of the Public Service Act and the Regulations issued in terms thereof which inter alia include the: Efficient and effective management and administration of the department; Effective utilization and training of staff; Maintenance of discipline; Promotion of sound labour relations; Proper use and care of state property; and Rendering of efficient and effective management system to the department, including resource management, financial management, information management and pro-active communication system. Manage and administer, as Accounting Officer, the budget vote of the Department of Agriculture & Rural Development to execute all responsibilities as set out in section 38 of the Public Finance Management act, 1999 (Act 29 of 1999) and Treasury Regulations. Develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the department. Assist and advice the Member of Executive Council in terms of his/her executive powers in relation to the Department, so as to ensure effective service delivery within the legal mandates of the enable him/her to make sound and informed decision in terms of his/her portfolio. Assist the Director-General as Head of the FSPG by means of the inter Departmental Management Committee as well as its Technical Committees to ensure coherent governance in the FSPG as a corporate entity, which inter alia include: Attendance of various Committees related to Agriculture and other matters of the province, so as to improve service delivery to the community; Participate with the development and implementation of the Free State Development Plan, so as to improve the corporate functioning of the Free state Provincial Government as a whole and Implement outcome-based performance system and annual priorities of the department and province as a whole. Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department and the public service as well as provincial and national legislation relevant to the portfolio, which inter alia include: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard.

- ENQUIRIES** : Dr. M. Phera, Deputy Director General: Corporate Administration and Co-ordination, Tel: 082 3315 188, E-mail: molefinyana.phera@fspremier.gov.za
- APPLICATIONS** : Dr. M Phera, Deputy Director General: Corporate Administration and Coordination, Office of the Premier, Attention: Ms. Ruth Sefali, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301. E-mail: ruth.sefali@fspremier.gov.za.
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. The Z83 form must be completed in full and signed by the applicant. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. E-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from persons with disabilities are welcomed.
- CLOSING DATE** : 22 April 2025 at 16:00
- POST 12/108** : **HEAD OF DEPARTMENT: DEPARTMENT OF SOCIAL DEVELOPMENT**
REF NO: HOD: SD
5-year employment contract position
- SALARY** : R1 741 770 per annum (Level 15), all-inclusive remuneration package plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. This appointment is subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Nominated candidates must attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- CENTRE REQUIREMENTS** : Bloemfontein (Department of Social Development)
: The candidate must be in possession of a post graduate qualification (NQF level 8) as recognized by SAQA as well as 10 years of experience at a senior management level. Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Individual applicants are expected to pay for the course. The duration of the course is 120 hours). SMS Pre-entry certificate should be submitted prior to appointment.
- DUTIES** : The administration and management of the Department is subject to the overall political vision and Executive Council (MEC). The Head of Department is an accounting officer and shall perform his functions as the Accounting Officer for the Department in accordance with the provisions of the Public Finance Management Act. The Head of Department is responsible for, and accountable to, the MEC for: The functioning of, and organizational arrangement in the public services within the Department; Employment and other personnel practices, including the promotion of board representivity as well as Human Resource Management and training; Labour relations, and public service transformation and reform; The Department's strategic direction, operations and performance; The realization of the outcome-based performance

management, and annual priorities and plans; and The effective and efficient management and administration of the Department, which includes the effective utilization, training & development of staff, the maintenance of discipline and the promotion of sound labour relations within the Department, and the proper use and care of state property. The Head of Department can be assigned to coordinate certain interdepartmental technical committees as deemed fit by the Executive Council. The Head of Department is the Chief Information Officer of the Department. The Head of Department shall be responsible for managing the Department in compliance with the law, relevant prescripts and within its budget. The Head of Department shall be responsible to the MEC for carrying out functions and duties of the Department, tendering free and frank advice to the MEC, the general conduct of the Department and the efficient and effective management of the activities of the Department. The Head of Department shall be responsive to the MEC's policy, information and support requirements and priorities taking into account the Department's capacity and budget. The Head of Department shall be responsible for the promotion of sound resource management in respect of: Human Resource, Financial Resource, Physical Resource, Information Resource and Statutory Resource. The Head of Department shall where necessary, delegate power vested in him without lessening the responsibility and accountability for action taken on his behalf. To enable the Head of Department to perform his/her duties and exercise the power entrusted to him/her, the MEC shall: Provide support for the efficient execution of the core responsibilities articulated in the agreement; Ensure regular consultation and review opportunities; Ensure an enabling environment for the Head of Department to deliver against the core responsibilities as set out in the agreement; and Ensure effective communication on all relevant matters pertaining to the aforementioned responsibilities to be executed by the Director-General. The relationship between the MEC and the Head of Department is pivotal to good government and administration. Within his/her relationship the Head of Department shall act with integrity and professionalism, within the law and with respect to the constitutional and legislative responsibilities of MEC.

- ENQUIRIES** : Dr. M. Phera, Deputy Director General: Corporate Administration and Co-ordination at 082 3315 188, E-mail: molefinyana.phera@fspremier.gov.za
- APPLICATIONS** : Dr. M Phera, Deputy Director General: Corporate Administration and Coordination, Office of the Premier, Attention: Ms. Ruth Sefali, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301. E-mail: ruth.sefali@fspremier.gov.za.
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. The Z83 form must be completed in full and signed by the applicant. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certifies copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. E-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from persons with disabilities are welcomed.
- CLOSING DATE** : 22 April 2025 at 16:00
- POST 12/109** : **HEAD OF DEPARTMENT: DEPARTMENT OF ECONOMIC DEVELOPMENT, SMALL BUSINESS, TOURISM AND ECONOMIC AFFAIRS REF NO: HOD-DESTE A**
5-year employment contract position
- SALARY** : R1 741 770 per annum (Level 15), all-inclusive remuneration package plus a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. This appointment is subject to the

signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Nominated candidates must attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE REQUIREMENTS

: Bloemfontein (DESTE A)
 : The candidate must be in possession of a post graduate qualification (NQF level 8) in Economics/Business Administration or any equivalent qualifications as recognized by SAQA as well as 10 years of experience at a senior management level. Potential applicants for posts in the Senior Management Service as well as existing SMS members who will progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course. The duration of the course is 120 hours). SMS Pre-entry certificate should be submitted prior to appointment.

DUTIES

: Give strategic direction and monitor the effective and efficient functioning of the department in terms of PSA,1994 (as amended) and the PSR including effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and proper use and care of state property, effective HRM, and performance and development of officials, including: Internal Audit: Promote good governance; Corporate Services: Ensure availability of skilled , Health and motivated workforce; Financial Management Services: Provide financial administration support; Risk Management: Provide enterprise risk management services; and Minimum Information Security Standard (MISS) and overall accountability for security at the Department. To function as the Accounting Officer of the Department in terms of Public Finance Management Act and Treasury Regulations, including: Convene departmental budget meetings and provide strategic direction and oversight for the department; and Ensure that allocations are in line with objectives of different departmental programs set to provide services as required. In addition also perform the following administrative responsibilities, including: Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; Provide the MEC with sufficient information and advice to enable a sound and informed decision; and Ensure development and implementation of a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the department. Oversee the enhancement of economic development, small business growth, development and sustainability in the Province and ensure- provision of economic development programmes and services; Provision of the integrated economic, trade and sector development services; Management and provision of business regulatory and consumer affairs services within the Province and Provide and oversight role for the Provincial State Owned Entities. Overseeing the adequate planning, growth, development and transformation of the Provincial Tourism Industry, including: Strengthen strategic partnerships for Tourism Development; Ensure facilitation and promotion of tourism for transformation of the sector within the Province and manage the departmental resorts for the benefit of attracting wide range of tourists; and Ensure development, implementation and execution of the departmental tourism strategic marketing plans in order to attract potential customer and retain existing ones. Oversee the implementation of air quality, biodiversity, Climate change, Compliance, Environmental impact, Protected areas, Pollution control, and waste management, including: Ensure the regulations and management of all bio-diversity, protected areas and conservation matters in a manner that facilitates sustainable economic growth and development in the Province; and Ensure regulation, management and provision of environmental management services in the Province through facilitation of skills development, employment creation and infrastructure development.

- ENQUIRIES** : Dr. M. Phera, Deputy Director General: Corporate Administration and Co-ordination at 082 3315 188, E-mail: molefinyana.phera@fspremier.gov.za
- APPLICATIONS** : Dr. M Phera, Deputy Director General: Corporate Administration and Coordination, Office of the Premier, Attention: Ms. Ruth Sefali, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301. E-mail: ruth.sefali@fspremier.gov.za
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. The Z83 form must be completed in full and signed by the applicant. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certifies copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. E-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from persons with disabilities are welcomed.
- CLOSING DATE** : 22 April 2025 at 16:00