

response, etc). Disseminate Early Warning Information through the various modes of communication to all stakeholders. Monitor compliance to the Early Warning information by all stakeholders. Render support on mitigation projects especially linked to fire disasters which include support to the Fire Protection Associations. Render advice to relevant stakeholders on risk prevention via the collection of information and providing early warning advisories. Assess weather and climatic impacts on agricultural related activities. Support the implementation of all Agricultural Disaster Relief Funds. Gather information for financial relief to identified disaster affected stakeholders in accordance with the nature and severity of the disaster. Monitor the impact of the relief assistance to stakeholders. Represent the Department at the relevant Risk and Disaster Management forums. Perform all administrative and related functions. Give inputs towards policy. Keep abreast of latest national and international quality developments, prescripts, and policies procedures. Liaise with all key stakeholders in Early Warning Systems and Disaster Risk Management, e.g. National Agro-meteorological Committee, National and provincial Disaster Advisory Forum, Early Warning Committee as well as Provincial and municipal Disaster Management Centres, etc. Compile and submit relevant reports as required. Comply with Public Service prescripts and Departmental policies. Ensure customer satisfaction.

**ENQUIRIES**

:

Dr M Ramorena at 064 542 5429

**POST 15/220**

:

**ADMINISTRATIVE CLERK REF NO: AC/2025 (X2 POSTS)**

**SALARY**

:

R228 321 per annum (Level 05)

**CENTRE**

:

Glen (Transport Services and Facilities Management)

**REQUIREMENTS**

:

A grade 12 certificate or equivalent. No previous experience required

**DUTIES**

:

Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange traveling and accommodation. Keep and maintain the attendance register of the component. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash.

**ENQUIRIES**

:

Mr Matlakala at 060 311 0329

**POST 15/221**

:

**DRIVER / MESSENGER REF NO: DM/2025**

**SALARY**

:

R193 359 per annum (Level 04)

**CENTRE**

:

Qwa Qwa

**REQUIREMENTS**

:

Grade 10 or ability to read and write. Valid Driver's license

**DUTIES**

:

To render a clerical support/messenger/ operator service in the relevant office. Collect and deliver documentation and related items in the department and other departments. Copy and send / deliver documents. Assist in the registry with the opening of files and filing of documents. Handle the mail register. Do shredding of documents. Ensure proper asset management of vehicles and equipment. To render driver functions. Drive light and medium moto vehicles to transport passengers and deliver items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribe records and logs books with regard to the vehicle and the goods handled.

**ENQUIRIES**

:

Mr L Moloi at 081 038 2231

**DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL 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 representativity will receive preference.***

**APPLICATIONS**

:

Quoting the reference number, applications must be sent to [recruitment2@destea.gov.za](mailto:recruitment2@destea.gov.za) or hand delivered at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.

**FOR ATTENTION**

:

Mesdames. K Majafa/ M Parkies

**CLOSING DATE**

:

23 May 2025 at 16:00

**NOTE**

:

Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) and must be accompanied by a recently updated comprehensive CV only (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on