

**PROVINCIAL ADMINISTRATION: FREE STATE
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 can be hand delivered at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein or sent via email.
- FOR ATTENTION** : Mesdames. K Majafa/ M Parkies at (066) 487 2908
- CLOSING DATE** : 25 July 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 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 the applicants to ensure that their applications are posted, or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and proof of the level of their qualifications after evaluation will be required when shortlisted. E-mailed 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 applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. Note: Only shortlisted candidates will be required to submit certified copies of qualifications. Failure to do so will result in your application being disqualified. Kindly take note that the email size limit is 4MB. You are therefore kindly requested to send documents separately, should they exceed the allowed limit

OTHER POSTS

- POST 23/131** : **TRADE ADVISOR: INVESTIGATIONS REF NO: DESTEA 02/07/25**
- SALARY** : R397 116 per annum (Level 08)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Degree in Bcom Law/ Bachelor of Law (LLB) or related field. Three years' experience within consumer-related issues. A valid driver's license. Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework. Knowledge of the Consumer Protection legislation, in particular Consumer Protection Act. Computer literacy and a valid driver's license.
- DUTIES** : Investigate alleged unfair business practices suffered by the consumers and mediate the two parties (consumer and business) at the Consumer Court; i.e continuously engage with suppliers and consumers about the case lodged, implement the five key steps of investigation and close the case after being resolved. Advise consumers on the possibility of winning the cases as well as the financial implications, therefore. In instances where the business does not comply with the outcomes of the case, present the merits of the case to the Enforcement component for further handling. Provide reports monthly, quarterly on cases resolved and outstanding cases as well as the summary of the outcomes to the Head of Department.
- ENQUIRIES** : Adv. R Pitso at 064 805 4466
- APPLICATIONS** : Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
- POST 23/132** : **TRADE ADVISOR: CONSUMER EDUCATION AND RESEARCH REF NO: DESTEA 03/07/25**
- SALARY** : R397 116 per annum (Level 08)

- CENTRE REQUIREMENTS** : Bloemfontein
 : A Degree in Bcom Law/ Bachelor of Law (LLB) or related field. Three years' experience within consumer-related issues. A valid driver's license. Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework. Knowledge of the Consumer Protection legislation, in particular Consumer Protection Act. Computer literacy and a valid driver's license.
- DUTIES** : Conduct information sessions and awareness campaigns on all the issues relating to Consumer rights. Contribute to the development of Consumer educational materials and ensure efficient and effective dissemination of the material to the Consumers, Business and Stakeholders. Conduct research on issues relating to Consumer right and advise the department on the latest information available that can be utilised when conducting Consumer education. Work closely with academic institutions so as to ensure that consumer education becomes part of the curriculum. Based on the research conducted and the recommendations made to the Department, contribute to the development and amendment of the Consumer Affairs.
- ENQUIRIES APPLICATIONS** : Adv. R Pitso at 064 805 4466
 : Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
- POST 23/133** : **TRADE ADVISOR: ENFORCEMENT REF NO: DESTEA 04/07/25**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum (Level 08)
 : Bloemfontein
 : A Degree in Bcom Law/ Bachelor of Law (LLB) or related field. Three years' experience within consumer-related issues. A valid driver's license. Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework. Knowledge of the Consumer Protection legislation, in particular Consumer Protection Act. Computer literacy and a valid driver's license.
- DUTIES** : Coordinate Conciliation Hearing between the aggrieved Consumer and the Business (Defendant). Develop and update the database on sheriffs for each magistrate court in different cities of the country. Assist the Prosecutor with compiling all the necessary information required for each file in preparation of the Consumer Affairs Court Sitting. Compile reports on all cases that appeared before the Consumer Affairs Court. Ensure that accounts on return of service (selective bodies which participate in the Consumer Affairs Court) are paid. Render administrative support function to the division.
- ENQUIRIES APPLICATIONS** : Adv. R Pitso at 064 805 4466
 : Applications can be hand delivered or sent via email to recruitment2@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.

DEPARTMENT OF HEALTH

- CLOSING DATE** : 18 July 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. 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 the 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]. 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 23/134** : **CLINICAL MANAGER: MEDICAL GRADE 1 REF NO: H/M/01/2025**
- SALARY** : R1 422 810 - R1 576 977 per annum, (A portion of the package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Forensic Pathology Services (Thabo Mofutsanyane District)
: Matric, Appropriate qualifications that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical officer (MBCHB). Current registration with HPCSA (2025/2026). A Minimum of five (5) years appropriate experience as medical officer. Computer Literacy. Valid Driver's License Knowledge and Skills: Post graduate qualification in Forensic Pathology and Knowledge of rendering Forensic Medico-Legal Service will be an added advantage. Knowledge of good communication skills and customer care management. Knowledge of good administrative procedures relating to specific rendering of Forensic Medico-legal Services including laws and regulations.
- DUTIES** : Responsible for the leadership and management of the delivery of Forensic Medico-Legal Directorate in the Free State Province and ensure that quality assurance is maintained when rendering forensic services. Actively contribute to the formulation and implementation of Forensic Pathology Services and Clinical Forensic Medicine Operational Plan. Assist Forensic Pathology Services Directorate in the discharge of any responsibilities which have been delegated to perform Autopsies in Forensic Mortuaries throughout the province. Develop and monitor Service Operational Procedures (SOP) for the performance of Autopsies in the province. Participate in Management activities and attend all applicable Management meetings, and liaise with Forensic Medico-Legal Unit with University of Free State for rendering of Medico-Legal Services within the Province. Report to the office of directorate of Forensic Pathology Services.
- ENQUIRIES APPLICATIONS** : Dr RJ Khoali Tel No: (051) 430 7973 / 060 978 6215
: To: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 23/135** : **MEDICAL OFFICER GRADE 1-3 REF NO: H/C/01/2025 (X2 POSTS)**
- SALARY** : Grade 1: R1 001 349 - R1 078 116 per annum
Grade 2: R1 142 553 - R1 247 202 per annum
Grade 3: R1 322 352 - R1 647 630 per annum
Plus 13th Cheque, Housing, Medical Aid (optional), Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Forensic Pathology Services (Bethlehem Mortuary and Botshabelo Mortuary)
: Matric. Appropriate qualifications (MBCHB) that allow registration with Health Professions Council of South Africa (HPSA) as Medical Officer. Current registration with HPCSA (2025/2026). Computer Literacy and Valid Driver's License. Attach proof of working experience endorsed by Human resource.
Grade 1: None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as

Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa **Grade 2:** Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employees to whom it is not required to perform Community Service, as required in South Africa Knowledge and Skills: Good problem solving and interventional skills. Sound communication skills (both verbal and written). Knowledge of public sector forensic Medico-Legal death investigations and applicable legislation pertaining to practice of and provision of Forensic Pathology Services. Ability to work within the team. Good planning and organizational skills. Post graduate qualification in Forensic Pathology will added advantage.

DUTIES : Responsible for the management of Forensic Medico -Legal death investigations within the designated Forensic Mortuaries. Participate in and attend critical stakeholders' meetings. Ensure that quality assurance is maintained when rendering forensic Services. Assist the Forensic Pathology Services Directorate in the discharge of any responsibilities related to Forensic medico-legal death investigations in the designated including performance of autopsies. Actively contribute to the formulation of Forensic Pathology Services Operational plan. Participate in developing and monitoring service operational procedures (SOP) for the performance of autopsies.

ENQUIRIES : Dr RJ Khoali Tel No: (051) 430 7973 / 060 978 6215
APPLICATIONS : To: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 23/136 : **PHARMACIST GRADE 1-3**

SALARY : Grade 1: R848 862 - R960 948 per annum
 Grade 2: R917 634 - R972 612 per annum
 Grade 3: R1 001 349 - R1 062 183 per annum
 A portion of the package can be structured according to the individual's personal needs.

CENTRE : Pharmaceutical Services: Medical Depot (Procurement Division)
REQUIREMENTS : Matric. B Pharm degree, Registration with South African Pharmacy Council (SAPC) as Pharmacist. Appropriate experience in drug supply management as well as computer literacy. **Grade 1:** None after registration as Pharmacist with the SACP in respect of SA qualified employees. One-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years relevant experience after registration as Pharmacist with the SACP in respect of SA qualified employees. 6-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 13 years relevant experience after registration as Pharmacist with the SACP in respect of SA qualified employees. 14-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Good problem solving and interventional skills. Sound communication skills (both verbal and written). Knowledge of public sector pharmacy and applicable legislation pertaining to practice of pharmacy and provision of pharmaceutical services. Ability to work within the team. Good planning and organizational skills.

DUTIES : Ensure availability of health commodities to all levels of care. Ensure procurement compliance in line with regulatory prescripts. Co-ordinate and manage upstream and downstream procurement activities. Ensure mitigation of risk within the section. Ensure effective and efficient supervision of personnel within the component. Serve in ad-hoc committees. Ensure development and

performance management of personnel. Ensure proper record management system within the section. Manage and co-ordinate demand data and estimates of health commodity. Implement Provincial Pharmaceutical and Therapeutics Committee (PPTC) resolutions.

**ENQUIRIES
APPLICATIONS**

: Mr. TW Khetsekile Tel No: (051) 411 0578
: To: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 23/137

: **ASSISTANT MANAGER SPECIALTY PNB-4 (OBSTETRIC AND
GYNAECOLOGY) REF NO: H/M/01/2025**

SALARY

: R755 355 – R863 667 per annum. Plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE
REQUIREMENTS**

: Pelonomi Tertiary Hospital
: Diploma/Degree in nursing or equivalent qualifications that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (2025/2026). Registration with the South African Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Obstetric and Gynae, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level. A qualification in Health Care Management or Nursing Administration will be added as Advantage. Knowledge and Skills: Knowledge of the Public Service Act and Regulations and Public Finance Management. Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team 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 and basic understanding of Human Resource and Financial policies and practices.

DUTIES

: Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standard and professional / legal framework. Provision of effective support Nursing Service. Coordination of provision of effective training and research. Maintain professional growth / ethical standard and self-development. Manage and control risks. Skills of report writing and data management. Provide relevant health information to health care users to assist in achieving optimal health care rehabilitation.

APPLICATIONS

: Send To: <https://ihealth.gov.za/e-Recruitment>

POST 23/138

: **ASSISTANT DIRECTOR RADIOGRAPHER GRADE 1-2 REF NO:
H/D/01/2025 (X1 POST)**

SALARY

: Grade 1 R638 856 – R807 243 per annum. Plus 13th Cheque, Housing Allowance, Medical Aid (optional), Employee must meet the prescribed requirements.

**CENTRE
REQUIREMENTS**

: Pelonomi Tertiary Hospital
: Matric, qualification to Radiographer that allows registration with the Health Professions Council of South Africa in Diagnostic Radiography. Current registration with the HPCSA as an independent practitioner as Diagnostic Radiographer. A minimum of 10 years appropriate experience after registration with the HPCSA in the relevant profession, of which 5 years must be appropriate experience in Management. Knowledge and Skills: Knowledge of philosophy underpinning practice in radiography. Knowledge of code of conduct arising from professional and statutory sources. Knowledge of pathological processes and their imaging appearance. Knowledge of Computed Tomography (CT), Fluoroscopy and/or MRI will be an added advantage. Sound knowledge of public service legislations, policies and procedures. Sound knowledge of Radiation Protection. Sound knowledge of Diagnostic Radiography practice and ethos. Sound knowledge of Diagnostic Radiography equipment policies and protocols. Good communication and

<u>DUTIES</u>	: interpersonal skills. Knowledge of relevant Health and Safety prescripts. Computer literacy essential. Good interpersonal skills. : Support the Radiography Manager in order to meet the objective of the department and a provision of a 24 hours radiography service. Supervise a 24 hours Radiography service. Manage the sub-component by supervising staff, performing relevant administrative functions, chairing meetings and conducting performance assessments through PMDS. Ensure efficient and effective control and use of all equipment, assets and resources including consumables and staff belonging to the Cost Centre. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Manage the quality assurance programmes as required by the radiation control directorate and department of Health; Ensure diagnostic services comply with relevant standards, legislation and current government initiatives to improve health services. Manage the provision of clinical training and supervision for junior and student radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology, encourage a multidisciplinary approach by fostering working relationships with other departments in order to render quality services. Ensures that the Radiography department complies with radiation protection services, Occupational Health and Safety and Infection Control, Labour relations requirements. Strengthen and monitor the implementation of equipment maintenance programme. Supervise and execute all clinical procedures competently to prevent complications. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the Interview.
<u>ENQUIRIES APPLICATIONS</u>	: Me EN Raphela Tel No: (051) 405 1932 : Send To: https://ihealth.gov.za/e-Recruitment
<u>POST 23/139</u>	: <u>OPERATIONAL MANAGER NURSING SPECIALTY (THEATRE) REF NO: H/M/02/2025 (X1 POST)</u>
<u>SALARY</u>	: R693 096 – R789 861 per annum. Plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	: Pelonomi Tertiary Hospital : Matric, Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse (2025/2026). A post basic nursing qualification with a duration of at least 1 year accredited with SANC in one of the specialty. A minimum of 9 years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. A post basic qualification in Health Care Management or Nursing Administration will be an added advantage. Knowledge and Skills: Good communication skills and interpersonal relations. Ability to work under pressure. Computer literacy. Nursing administration. Knowledge of people management, financial management and conflict management. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Demonstrate and basic understanding of Human Resource and Financial polices and practices.
<u>DUTIES</u>	: Ensure clinical nursing practice by the nursing team (unit) 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, supervisor, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit leave to ensure good nursing care by the nursing team. Work effectively and amicable, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring the unit adheres to the principles of Batho Pele. Able to develop contract, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

APPLICATIONS : Send To: <https://ihealth.gov.za/e-Recruitment>

POST 23/140 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: H/D 02/2025**

SALARY : R468 459 - R551 823 per annum. Plus 13th Cheque, Housing Allowance, Medical Aid (optional), Employee must meet the prescribed requirements.

CENTRE : Pharmaceutical Services: Medical Depot

REQUIREMENTS : Matric, Degree / Advance Diploma in Financial Management or equivalent at NQF 7. A minimum of 3 years' experience in the financial environment and supervisory level. Knowledge and Skills: Interpersonal and negotiation skills. Leadership, presentation, analytical skills. Knowledge of Financial Management and SCM.

DUTIES : Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee the correct capturing of banking details on the accounting system. Oversee and reconcile payment requests with budget provisioning and the availability of funds. Oversee that bank reconciliation are performed and are correct. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Liaison with debts in the most complex and problematic cases to determine payback conditions and time span. Oversee the identification and accurate recording of debts owed to the department. Oversee and monitor income against budget and review reconciliations. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Supervise employees to ensure an effective financial accounting service.

ENQUIRIES : Mr. VA Nakane Tel No: (051) 411 0535

APPLICATIONS : To: <https://ihealth.fshealth.gov.za/e-Recruitment>

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Applications should be addressed to various institution as per the application's need: Provincial Office: Please forward your application quoting the relevant reference number, Department of Social Development, Private Bag X20616, Bloemfontein, 9300. Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or E-mail to Recruitment@fssocdev.gov.za General enquiries: Ms MV Mophethe at 083 577 2009

CLOSING DATE : 21 July 2025

NOTE : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Received application using the incorrect application for employment (old Z83) will not be considered. Please ensure that the specific reference number is quoted correctly. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview. Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

OTHER POST

<u>POST 23/141</u>	:	<u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER (OFFICE OF THE MEC: SOCIAL DEVELOPMENT) REF NO: DSDFS 64/25 (X1 POST)</u>
<u>SALARY</u>	:	R896 436 per annum
<u>CENTRE</u>	:	Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	A recognized Bachelor's degree/ National Diploma in Public Administration/Management or relevant equivalent qualification at NQF level 6 with 3-4-year relevant administrative experience. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.
<u>DUTIES</u>	:	Manage administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and database to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classification. Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. Brief the Head of Office of the MEC on matters with regard to the executive authority's portfolio on the agenda of executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render executive council support service to the executive authority. Manage the distribution of memoranda to executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of executive council and alert the Head of Office of the MEC of actions to be taken and due dates. Supervise employees. General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively
<u>ENQUIRIES</u>	:	Mr. PI Mosole, Office Manager at 083 405 0734