

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT**

It is the Department's intention to promote Equity (race, gender and disability) through the filling of these posts with a candidate whose appointment/promotion/transfer will promote representativity in line with the numeric targets contained in our Employment Equity Plan.

- APPLICATIONS** : For The Department of Community Safety, Roads and Transport to be submitted to: Acting Chief Director: Fleet Management, Cnr Harvey & Rhodes Avenue, Oranjesig, Bloemfontein, 9300 or delivered by Hand at Government Garage Building, Bloemfontein. Applications can also be emailed in this address: fleetrecruitment@freetrans.gov.za
- CLOSING DATE** : 15 August 2025
- NOTE** : Department of Community Safety, Roads and Transport – Fleet Management trading entity, Directions to applicants: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed by the Applicant. The application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of Foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). 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 during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

OTHER POSTS

- POST 27/205** : **CHIEF ARTISAN GRADE A MECHANICAL (X3 POSTS)**
- SALARY CENTRE** : R480 261 per annum, (OSD)
: Bloemfontein Ref No: FMTE 01/07/2025
: Kroonstad Ref No: FMTE 02/07/2025
: Bethlehem Ref No: 03/07/2025
- REQUIREMENTS** : Appropriate Trade Test Certificate (Diesel Mechanic). 10 Years experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Experience in a Vehicle Mechanical environment would be preferred. Ability to communicate effectively in English at all levels. Technical report writing. Project Management. Computer aided technical applications. Knowledge of Legal Compliance. Problem solving and analysis. Decision making skills. Change Management. Planning and organising skills.

		Knowledge of Production process and skills. Financial Management. Technical design and analysis knowledge.
<u>DUTIES</u>	:	Supervision of workshop personnel and their workload. Ensuring internal training. Administration tasks. Assisting in budget requirements and spending of budget allocation. Control of stores and spares. Job-card admin via Computer system (OSIS). Attend relevant meetings. Ensure compliance of the OHAS Act.
<u>ENQUIRIES</u>	:	Mr. L Leiee at 082 498 7917
<u>POST 27/206</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: FMTE 06/07/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Qwawa Fleet Management
<u>REQUIREMENTS</u>	:	Grade 12. National Diploma in Public Administration/ Administrative Management/ Public Management/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience/supervisory level. A Valid driver's license. Skills and Competencies: Computer literacy (MS Word, Power Point, Excel and Outlook), Good communication skills (written and verbal), Problem solving skills, Report writing skills, Analytical skills, Administration skills, Planning and organizing skills; Confidentiality, Team player, Flexible, Accuracy, attention to detail and ability to work under pressure and independently.
<u>DUTIES</u>	:	Provide administrative support to Fleet Management; Provide support to Facilities Management function; Provide support to Fleet Management Operations; Supervise and develop administrative staff.
<u>ENQUIRIES</u>	:	Mr. L Leiee at 082 498 7917
<u>POST 27/207</u>	:	<u>ARTISAN FOREMAN GRADE A MECHANICAL (X3 POSTS)</u>
<u>SALARY</u>	:	R382 047 per annum
<u>CENTRE</u>	:	Bloemfontein Ref No: FMTE 04/07/2025 (X2 Posts) Kroonstad Ref No: FMTE 05/07/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate in Diesel or Electromechanical Minimum of 5years experience as an Artisan. A valid Driver's License. Valid driver's license (C1). Knowledge and Skills: Relevant legislation and Public Service Regulations, Knowledge of SLAs, Knowledge of legal compliance Knowledge in automotive, Knowledge in mechanical and electrical components, Knowledge of power machines, i.e motor, Knowledge of hydraulics system equipment's, Knowledge of electrical and mechanical analogues. computer skills, Communication, Creativity, Planning and Organizing and Conflict Management.
<u>DUTIES</u>	:	Supervise compliance of plant and equipment in the workshop/building facilities/site. Control and monitor the Maintenance and services rendered. Perform administrative and related functions. Maintain and advance expertise. Manage resources.
<u>ENQUIRIES</u>	:	Mr. L Leiee at 082 498 7917
<u>POST 27/208</u>	:	<u>CLEANER (X16 POSTS)</u>
<u>SALARY</u>	:	R138 436 per annum (Level 02)
<u>CENTRE</u>	:	Bloemfontein Ref No: FMTE 07/07/2025 (X7 Posts) Welkom Ref No: FMTE 08/07/2025 (X1 Post) Kroonstad Ref No: FMTE 09/07/2025 (X1 Post) Bethlehem Ref No: FMTE 10/07/2025 (X1 Post) Qwaqwa Ref No: FMTE 11/07/2025 (X6 Posts)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, And Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good Interpersonal relations and Knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Team work. Client focus and responsiveness. Be able to to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge Health and Safety measures. Working procedures in respect of working environment.
<u>DUTIES</u>	:	Cleaning of Offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and provide water during meetings. Refill aqua coolers/s. Washing walls and windows. Cleaning equipment and machinery. Cleaning all

general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipment.

ENQUIRIES : Mr. L Leiee at 082 498 7917

POST 27/209 : **GENERAL WORKER REF NO: FMTE12/07/2025 (X7 POSTS)**

SALARY : R138 486 per annum
CENTRE : Bloemfontein
REQUIREMENTS : ABET level 2 or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, And Skills: Basic literacy and numeracy. Able to read and write. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations Be able to work in a team. Be able to perform manual work. Show commitment and 55 loyalty. Must be punctual, productive and show good behaviour towards customers Communication skills.

DUTIES : Perform general assistant work. Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods.

ENQUIRIES : Mr. L Leiee at 082 498 7917

DEPARTMENT OF EDUCATION

APPLICATIONS : Place applications in the Box at Security Marked Public Service Applications at Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street Bloemfontein. Or use e-mail address specified for each position on the advert.

CLOSING DATE : 21 August 2025

NOTE : It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete ALL fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B.: Please note that: Incomplete and late applications will not be considered. (applications couriered, and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are couriered, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialled on both pages and clearly quoting the relevant Reference Number for each post applied for. Applicants are informed that applications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is

received within 4 months of the closing date, they must accept that their application has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates on level 13 and higher must undergo a Competency test. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Entry level requirement for SMS posts: In terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1, a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Government (NSG). The Course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Certificate to be submitted prior to appointment. Regarding e-mailed applications: Applications must be submitted as a Single document/One Attachment to the e-mail address specified for each position. (kindly note that e-mailed applications and attachments should not exceed 15mb). it remains the candidate's responsibility to ensure that their application is successfully submitted.

OTHER POSTS

<u>POST 27/210</u>	:	<u>CLINICAL NURSE PRACTITIONER: BLOEMFONTEIN AUTISM SCHOOL</u>
		<u>REF NO: PS8/2025/01</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum, (OSD)
<u>CENTRE</u>	:	Bloemfontein Autism School - Bloemfontein
<u>REQUIREMENTS</u>	:	A minimum of 4 years appropriate recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Basic qualification accredited with 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 a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212 in the relevant speciality. The following qualification will be an added advantage: Clinical nursing practitioner with Primary Health Care – PGS course. Driver's license. Preference will be given to candidates with a degree qualifications.
<u>DUTIES</u>	:	Manage and run the clinic. Assess medical conditions. Give medical care and support to learners. Hand out medication. Admit new learners with serious conditions. Refer and escort learners to different hospitals. Make follow-up evaluation regarding long term medication. Control ARV medication. Handle day to day medical problems. Give Information about family planning, HIV/AIDS, and relevant subjects.
<u>ENQUIRIES</u>	:	Ms T. Molotsi at 081 046 6712
<u>APPLICATIONS</u>	:	E-mail application to: erecruitment2@fseducation.gov.za
<u>POST 27/211</u>	:	<u>SOCIAL WORKERS</u>
<u>SALARY</u>	:	R325 200 – R382 374 per annum, Salary according to OSD. Salary notch will be determined taking years of experience after registration with the South African Council for Social Service Professions as Social Worker into consideration. Minimum notch.
<u>CENTRE</u>	:	Jimmie Roos Special School Re No: PS8/2025/02 (X1 Post) Ladybrand Special School Ref No: PS8/2025/03 (X1 Post) Fakkel Special School Ref No: PS8/2025/04 (X1 Post)
<u>REQUIREMENTS</u>	:	Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. A relevant 4-year degree in Social Work or an equal Qualification. Experience of multi-disciplinary teams and project management. Good interpersonal and management skills. Willingness to work irregular hours and to travel extensively. Knowledge of one of the African languages of the region. A qualification in Education and registration with SACE will be an added advantage. Computer literacy. Excellent English written and verbal skills. Knowledge of the National Curriculum Statement and White Paper 6. In-depth knowledge of policies governing education in general and inclusive education specifically. Preference will be given to candidates with a degree qualifications. Valid Driver's license.

<u>DUTIES</u>	:	Interviewing learners with challenging behaviours, do developmental assessments. Design and implement Individual Development Plans. Render Therapeutic Services. Parental guidance. Connecting with sources and services in the community. Multi professional teamwork. Writing of reports. Practice a sound administrative system. Organize social meetings and assist management.
<u>ENQUIRIES</u>	:	Ms E. Taljaardt Tel No: (051) 541 1015 (Jimmie Roos Special School) Mr T.J Boshofs Tel No: (016) 976 0470 (Fakkel Special School) Mr. J.A Dreyer Tel No: (051) 924 2049 (Ladybrand Special School).
<u>APPLICATIONS</u>	:	Jimmie Roos Special School , E-mail application to: erecruitment2@fseducation.gov.za Ladybrand Special School , E-mail application to: erecruitment4@fseducation.gov.za Fakkel Special School , E-mail application to: erecruitment4@fseducation.gov.za
<u>POST 27/212</u>	:	<u>STAFF NURSE: JIMMIE ROOS SPECIAL SCHOOL REF NO: PS8/2025/05 (X1 POST)</u>
<u>SALARY</u>	:	R220 614 – R250 500 per annum
<u>CENTRE</u>	:	Jimmie Roos Special School, Dewetsdorp
<u>REQUIREMENTS</u>	:	Grade 12. Qualification that allows registration with the SANC as Staff Nurse. Registration with the SANC as an Enrolled Nurse, Driver' license.3 years' experience in working with youth with severe emotional and behavioural challenges will be an added advantage. Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC. Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patients 'needs and requirements nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Ms E. Taljaardt Tel No: (051) 541 1015
<u>APPLICATIONS</u>	:	E-mail application to: erecruitment3@fseducation.gov.za
<u>POST 27/213</u>	:	<u>TEAM LEADER: CHILD AND YOUTH CARE WORKER</u>
<u>SALARY</u>	:	R203 748 – R230 700 per annum
<u>CENTRE</u>	:	Rosenhof Special School, Bloemfontein Ref No: PS8/2025/06 (X1 Post) Jimmie Roos Special School, Dewetsdorp Ref No: PS8/2025/07 (X2 Posts)
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate as well as a Child Youth & Care Certificate.
<u>DUTIES</u>	:	Be a team leader for the Child Youth & Care Workers regarding: Provide a home for the learners where they feel safe. Promote healthy relationships between learners and learners and staff, give guidance, orientate new learners, give emotional support, receive back absconded learners, search learners, adherence to daily time tables, supervise learners in their tasks at the hostel, see to orderly assembly, inspections, supervise hygiene, dress code and extra-mural activities, discipline learners where necessary, give attention, motivate learners, keep busy with activities over weekends, attend meetings, attend in service training, accompany learners to hospital, clinic, sports activities, camps, church and cultural events.
<u>ENQUIRIES</u>	:	Ms E. Taljaardt Tel No: (051) 541 1015 (Jimmie Roos Special School) Ms N. Davids Tel No: (051) 522 6771 (Rosenhof Special School)
<u>APPLICATIONS</u>	:	Rosenhof Special School , E-mail application to: erecruitment2@fseducation.gov.za Jimmie Roos Special School , (E-mail application to: erecruitment3@fseducation.gov.za)

<u>POST 27/214</u>	:	<u>CHILD AND YOUTH CARE WORKER: JIMMIE ROOS SPECIAL SCHOOL REF NO: PS8/2025/08 (X2 POSTS)</u>
<u>SALARY</u>	:	R184 320 – R206 802 per annum
<u>CENTRE</u>	:	Jimmie Roos Special School, Dewetsdorp
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate as well as a Child & Youth Care Certificate
<u>DUTIES</u>	:	Provide a home for the learners where they feel safe. Promote healthy relationships between learners and learners and staff, give guidance, orientate new learners, give emotional support, receive back absconded learners, search learners, adherence to daily time tables, supervise learners in their tasks at the hostel, see to orderly assembly, inspections, supervise hygiene, dress code and extra-mural activities, discipline learners where necessary, give attention, motivate learners, keep busy with activities over weekends, attend meetings, attend in service training, accompany learners to hospital, clinic, sports activities, camps, church and cultural events.
<u>ENQUIRIES</u>	:	Ms E. Taljaardt Tel No: (051) 541 1015
<u>APPLICATIONS</u>	:	E-mail application to: erecruitment3@fseducation.gov.za