

external and stakeholders e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES : Mangaung Metro: Ms M. Phori at 071 864 5734
Xhariep District: Ms M Ramainoane at 071 864 5643
Fezile Dabi District: Ms H Thooe at 074 645 5362

POST 02/228 : **NPO ADMINISTRATION CLERKS (X4 POSTS)**

SALARY : R228 321 per annum (Level 05)
CENTRE : Provincial Office Ref No: DSDFS 33/26 (X2 Posts)
Thabo Mofutsanyana District Ref No: DSDFS 34/26 (X2 Posts)

REQUIREMENTS : A grade 12 certificate or equivalent. Valid Driver's License. No previous experience required. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, knowledge and understanding of legislative framework governing the public service and knowledge of working procedures in terms of the working environment. Skills and competencies job knowledge, computer, communication, planning and organizing, interpersonal relations, language, flexibility, good verbal and written communication skills and teamwork.

DUTIES : Render general clerical support services, record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics, handle routine enquires, 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 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 the internal and external stakeholders in relation to procurement of goods and services, stock control of office stationery, arrange traveling and accommodation and provide financial administration support services in the component, capture and update expenditure in the component and check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Provincial Office: Mr L Saila at 066 487 6121
Thabo Mofutsanyana: Ms P Litabe at 066 486 6749

POST 02/229 : **SOCIAL AUXILIARY WORKER GRADE 1 REF NO: DSDFS 35/26 (X2 POSTS)**

SALARY : R192 972 per annum, (plus benefits), (OSD salary package)
CENTRE : Fezile Dabi District (Kroonstad Office)

REQUIREMENTS : An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and Social Auxiliary Certificate. Current registration with the South African Council for Social Service Professions (SACSSP). Knowledge and Skills: Demonstrate basic understanding of the South African social welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the South African context. Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Demonstrate a basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems. Use appropriate resources in service delivery to client systems. Work effectively with social workers and members of multi-sectoral teams in social service delivery. Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare. Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately. Provide an efficient research and administrative support service

		to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes and skills and a willingness to develop them further under the supervision of a social worker.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Ms M Martins at 060 987 6799
<u>POST 02/230</u>	:	<u>CLEANER REF NO: DSDFS 36/26 (X4 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	Junior Certificate or STD 8/Grade 10/ABET, or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Knowledge of basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.
<u>DUTIES</u>	:	Provide cleaning services. Keep and maintain cleaning materials and equipment. Request and manage the supply of cleaning materials and equipment. Implement and maintain hygiene and infection prevention measures.
<u>ENQUIRIES</u>	:	Mr Mahlaba at 066 485 9660
<u>POST 02/231</u>	:	<u>GROUNDSMAN REF NO 37/26</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Beyers Naude Halfway House
<u>REQUIREMENTS</u>	:	Junior Certificate or STD 8/Grade 10/ABET or equivalent qualification. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills.
<u>DUTIES</u>	:	Maintain premises and surroundings. clean premises by providing gardening services of routine nature, watering the garden, prune and trim flowers and trees, mow the grass, remove weeds, and garden refuse, apply insecticides. Cultivate the soil for trees and flowers, monitor and keep gardening equipment and tools in good condition. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Ms L Masangane at 066 486 6906
<u>POST 02/232</u>	:	<u>LAUNDRY AID REF NO 38/26</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Beyers Naude Halfway House
<u>REQUIREMENTS</u>	:	Junior Certificate or STD 8/Grade 10/AET/ABET, or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Knowledge of basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.
<u>DUTIES</u>	:	Sorting items based on fabric type, colour and washing instructions. Operate washing machines and dryers. Iron items, fold them neatly for storage and deliver. Ensure maintenance of laundry equipment. Notify management of low stock level. Keep laundry area organised and clean.
<u>ENQUIRIES</u>	:	Ms L Masangane at 066 486 6906

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.

<u>APPLICATIONS</u>	:	Dr. M Phera, Director General, 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
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