

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : applications for all posts: Please submit your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street – Box at Security and or Private Bag X20565, Bloemfontein, 9300). OR: e-mail to erecruitment@fseducation.gov.za , 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.
- CLOSING DATE** : 22 November 2024
- 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 posted, 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 posted, 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 initialed on both pages and clearly quoting the relevant REF NO number for each post applied for. Applicants are informed that applications, copies of qualifications 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. Correspondence will only be entered into with shortlisted applicants. 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.

MANAGEMENT ECHELON

<u>POST 41/71</u>	:	<u>DIRECTOR: ELEMENTARY EDUCATION & DEVELOPMENT REF NO: PS6/2024/01</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), an all-inclusive salary package. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein, Head Office Relevant B Degree qualification or equivalent qualification as recognized by SAQA. (NQF LEVEL 7). Post Graduate Qualification will be an added advantage. 5 Years' proven experience at a Middle Management Level in ECD sector. Valid Code B/EB Drivers license. Pre-entry certificate for the Senior Management Services to be submitted prior to appointment. Recommendations: Strong conceptual and formulation skills; strong leadership skills with specific reference to the ability to display thought leadership and co-ordination of complex applications; strong interpersonal skills; excellent verbal and written communication skills; outstanding planning, organizational and people management skills; computer literacy; a highly developed interpretative and conceptualization/ formulation ability; the ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals and service providers and ability to deal with complex situations.
<u>DUTIES</u>	:	Ensure effective and efficient coordination and overall management of the ECD service in the province. To manage the implementation of strategic plan, Annual Performance Plan and the Operational Plan. To manage the performance of the unit in term of the Children's Act 38 of 2005 pertaining to partial care and Child Protection as well as the implementation of the National Curriculum Framework (NCF) and all other applicable legislations in the ECD sector. Ensure proper financial management and coordination in the ECD sector in line with the PFMA and related policies. Monitor and ensure timely transfer payments to ECDs. Ensure proper planning, coordination of professional development of Social Workers and ECD practitioners in the ECD sector. To ensure that Partial care database/registers are in place and monitored. Ensure that all ECD service is uploaded on the agreed upon Learner Management System. Ensure that capacity building support programs and training are conducted and monitored for ECD management and governance and output assessed. Ensure that the district quarterly review sessions are arranged and guidance is provided on the expected outcomes. Ensure the expansion of the ECD service within the province by providing the necessary support across the districts. Facilitate Inter-Sectoral Coordination to improve and better the ECD service.
<u>ENQUIRIES</u>	:	Mr. ET Montso Tel No: (051) 404 8426

OTHER POSTS

<u>POST 41/72</u>	:	<u>SOCIAL WORKER POLICY DEVELOPMENT: GRADE 1 REF NO: PS6/2024/02</u> Elementary Education & Development Directorate Permanent Grant Post
<u>SALARY</u>	:	R429 573 – R487 650 per annum, a basic annual salary.
<u>CENTRE</u>	:	Bloemfontein Head Office
<u>REQUIREMENTS</u>	:	Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions, Compulsory registration with SACSSP as a Social Worker, A minimum of 8 years appropriate experience in Social Work after registration as a Social Worker with SACSSP. A valid driving license. Grade 2:

A minimum of 18 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in Social Work Policy Development. Recommendations: Must be able to generate ideas and innovative approaches in order to contribute solutions to problems. Must be able to work effectively and cooperatively with persons of diverse backgrounds. Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms. Must be able to identify, define problems, analyze situations, apply critical thinking and develop solutions. Must be able manage and build cohesive work teams , work effectively within teams including social work teams, multidisciplinary teams and multi- sectoral teams. Must be able to operationalize and implement the strategic imperatives and policies. Must be able to build and maintain a network of professional relations. Must be able to plan and organize the work of the work unit and groups. Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Must demonstrate social work values and the principles of human rights and social justice.

DUTIES : Develop, implement and maintain social work policies, Ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Demonstrate an in depth understanding of complex and advanced human behaviour and social systems. Intervene efficiently and effectively at the points where people interact with their environment in order to promote social wellbeing. Assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resource efficiently and effectively. Provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Conduct social work research. Monitor, evaluate and quality assure all policies and legislation. Provide support to stakeholders. Review, develop, interpret, apply, provide guidance, analyze impact on social work policies, legislation, related legal and ethical social work practices and ensure that new policies are understood and implemented.

ENQUIRIES : Mr L Tladi at (066) 0159 086

POST 41/73 : **ADMIN OFFICER REF NO: PS6/2024/03**
Elementary Education & Development Directorate
Permanent Grant Post

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994 per annum (Level 07)
: Bloemfontein, Head Office
: An applicable 3 year Diploma or equivalent qualification (NQF 6). A valid Driver's license. Preference to candidates with relevant NQF Level 7 qualifications. Computer literacy and valid driver's license.

DUTIES : Chief User duties related to Supply Chain Management i.e. requisitioning and payments. Financial Management duties such as budgeting, commitment register and monthly compliance reporting. Supervising admin clerks.

ENQUIRIES : Mr L Tladi at (066) 0159 086

POST 41/74 : **WORKS INSPECTOR REF NO: PS6/2024/04 (X5 POSTS)**
Elementary Education & Development Directorate
Administration Sub Directorate
Permanent Grant Posts

SALARY CENTRE REQUIREMENTS : R255 450 – R300 912 per annum (Level 06), a basic annual salary
: Bloemfontein Head Office
: An applicable 3-year diploma or equivalent qualification in Building or Mechanical or Electrical or N3 with passed trade test or National Diploma in Engineering. 2 -3 years relevant experience and a Valid Driver's license.

DUTIES : Develop and interpret plans and sketches Prepare specifications and bill of quantities for maintenance and minor new work. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Brief contractors on projects and certify claims for fees. Ensure effective contract administration. Facilitate and

resolve problems emanating from projects and develop progress reports on projects. Ensure that SLA's are signed between the Department and the ECD centre. Gather and submit information in terms of the extended public works programme. Perform supervisory functions.

ENQUIRIES

: Mr L Tladi at (066) 0159 086

DEPARTMENT OF SOCIAL DEVELOPMENT



APPLICATIONS

: applications for the Department of Social Development to be submitted to: Fezile Dabi: Please forward your application quoting the relevant reference number, Department of Social Development, P.O. Box 695, Bloemfontein, 9300 or hand deliver to Department of Social Development, No: 20, KGI Building, Cross Street, Kroonstad 9500 or Email to Recruitment.feziledabi@fssocdev.gov.za

CLOSING DATE

: 22 November 2024

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 applications 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 POSTS

POST 41/75

: **MANAGER: COMMUNITY DEVELOPMENT GRADE 1 REF NO: DSDFS 08/24 (X1 POST)**

SALARY

: R920 082 per annum

CENTRE

: Fezile Dabi District (Kroonstad Office)

REQUIREMENTS

: National Senior Certificate plus appropriate three –year tertiary qualification. A minimum of 10 years recognizable experience in Community Development after obtaining the required qualifications. Knowledge of PFMA, Public Service Act, Treasury Regulation and Public Service Regulations. Knowledge of funding policy of the Department of Social Development. Computer literacy. Valid driver's license.

DUTIES

: Manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through efficient, effective and economical utilization of resources by the unit/sub directorate. Monitor, interpret and review legislation and policies to determine whether legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies, and develop new policies where required. Manage community development unit/sub directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new

developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research.

ENQUIRIES : Ms. MIK Martins, District Director Fezile Dabi at 083 443 8343

POST 41/76 : **COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 (X2 POSTS)**

SALARY : R429 573 per annum

CENTRE : Fezile Dabi District:

Kroonstad Ref No: DSDFS 09/24 (X1 Post)

Sasolburg Ref No. DSDFS 10/24 (X1 Post)

REQUIREMENTS : National Senior Certificate plus an appropriate three-year tertiary qualification. A minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Community Development knowledge, skills, attitudes and values to engage in the social development of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at points where people interact with their environments in order to promote self-empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. Understanding of social dynamics. Presentation, Problem solving skills, Computer skills, Written and verbal communication skills, Research and report writing skills, Financial management and Supervisory skills. Valid driver's license.

DUTIES : To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g. in departments/provinces, NGO, local community structures and faith-based organizations) and stakeholders to facilitate intersectoral collaboration, integrated planning and establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide community development practitioners to enhance their performance on community development and to 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. Supervise and advise community development practitioners to ensure an efficient and effective service.

ENQUIRIES : Ms. MIK Martins, District Director Fezile Dabi at 083 443 8343