



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 9/2012

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POST: DEPARTMENT OF SOCIAL DEVELOPMENT

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.


DEPARTMENT OF THE PREMIER

DATE: 2012/03/06

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

www.fs.gov.za



FREE STATE PROVINCIAL GOVERNMENT

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.

DEPARTMENT OF SOCIAL DEVELOPMENT

Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. 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 courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed 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 application was unsuccessful.

POST: RISK ANALYST X 2
REFERENCE NO: FS 49/12
SALARY: Salary level 9 – A basic salary of R 221 058 per annum.
CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- A Bachelor's degree or diploma in Risk Management/ Internal Auditing as major subjects.
- Experience in the development and implementation of Risk Management Systems/ Strategies.
- 1-3 years practical experience in risk management services.
- Knowledge of risk management processes and techniques.
- Knowledge of legislation applicable to risk management.
- Good presentation, communication skills & computer literate.
- Valid driver's license

RECOMMENDATION:

- E-Learning Certificate in Public Sector Risk Management Framework will serve as an added advantage.

DUTIES:

- Assist with the development, maintenance and implementation of a risk management strategy, risk management framework, risk management plan and risk policies.
- Assist with the development of risk management processes to ensure compliance to the risk management plan.
- Conduct workshops on identification, analysis, assessment and measurement of risk with management
- Maintain and update the risk register to determine the effectiveness of progress concerning risk management in the department.
- Conduct education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management in the department.
- Assist to review the implementation of risk management processes to ensure compliance in the department.
- Report on the implementation of risk management action plan.

ENQUIRIES:

Mr. T.S. Pitso, Telephone number: 051 400 0216

APPLICATION FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT TO BE SUBMITTED TO:

The Department of Social Development, Private Bag X 20616, Bloemfontein, 9300. Attention: Ms. S.D. Lebakeng – Human Resource Management (Recruitment Section) Liberty Life Building, Tel No: (051) 407 0749 or place applications in an application box at Liberty Life Building, ground floor Bloemfontein.

CLOSING DATE: 20-March-2012