



FREE STATE PROVINCE

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.

CLOSING DATE: 8 July 2016

POST: OFFICE MANAGER: OFFICE OF THE HOD

REF NO: FS 01/16

SALARY: Level 13 – An all – inclusive package of R 864 177 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: PROVINCIAL OFFICE (Bloemfontein)

REQUIREMENTS

Appropriate Bachelor's Degree/National Diploma or equivalent qualification in Public Administration/ Public Management. Extensive relevant working experience in managing office of the Head of the Department.

DUTIES:

The Office Manager is responsible to the Head of the Department for the overall management of the Office of the HOD. The Office Manager will be responsible to the Head of Department for the Office's overall performance and the realization of the performance agreement, Manage resources of the Office efficiently, effectively, and economically in accordance with the principle of fairness and equality as outlined in Government Policy, including the effective utilization staff, maintenance of discipline, the promotion of sound labour relations and employment equity and proper use and care of State property, Ensuring that all aspects of the management and organization are kept under review and ensuring that they best suit the business needs of the HR component's component, Contributing to the development and formulation of policy, including assessing the impact and practicality of proposed policy changes and ensuring that the office is in a position to implement change expeditiously and efficiently, Executing delegations and/or adhering to the approved scheme of delegation applicable to the Department of Social Development, The Office Manager will be responsible for the budget of the office of the HOD, Ensure that accounts are kept and that financial procedures are being adhered to, and for the proper, effective and efficient use of the component's resources within the law as well as to provide such information as may be requested by the Head of the Department to enable an internal audit of the component's books, The Office Manager shall participate in policy and management structures of the department and shall be responsible for the co-ordination and integration of

activities of the component with that of the rest of the department, The Office Manger shall further be responsible for ensuring a consultative and participative approach to the policy process with the relevant stakeholders.

ENQUIRIES:

Mr. J.M.W. Linström (051) 4000 304, Provincial Office

POST: CENTRE MANAGER

REF NO: DC 19/01/16

SALARY: Level 11 – An all-inclusive package of R 612 822 per annum. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for structuring of the flexible portion and which may include a 13thcheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE: BEYERS NAUDE SUBSTANCE ABUSE DEPENDANCY HALF WAY HOUSE (Clarens in Ditlhabeng Municipality)

REQUIREMENTS:

An appropriate Bachelor’s Degree in Social Work or Bachelor’s Degree in Health /and Allied Professions(current registration with appropriate body), Current registration with SA Social Service for Council Service Professions, 6-10 years relevant working experience in Substance abuse Valid Driver’s License, Computer literacy

RECOMMENDATION

Specialized knowledge of Substance abuse and conversant with Acts and Policies pertaining to Substance Abuse Good Leadership and management skills within a multidisciplinary environment.

DUTIES:

Management of the Residential Care Centre, Facilitate and plan development programmes for service users, Implementation of strategic and operational plans, Ensure effective budgetary planning, administration and financial management, Facilitate and monitor the development of relevant internal policies, Ensure good governance through effective management of systems, processes and resources, Manage and Develop Performance of personnel.

ENQUIRIES:

Ms. R.C.Senatle (051) 409 0630 Provincial Office

POST: SOCIAL WORK SUPERVISOR GRADE 1 (GENERIC SERVICES)

REF NO: DC 19/02/16

SALARY: Salary: R 318 102 – 368 766 per annum. (The grade and salary on appointment will be determined by the successful candidate’s previous appropriate experience)

CENTRE: BEYERS NAUDE SUBSTANCE ABUSE DEPENDANCY HALF WAY HOUSE (Clarens in Ditlhabeng Municipality)

REQUIREMENTS:

Appropriate Bachelor’s Degree in Social Work, Current Registration with the South African Council for Social Services Professions (SACSSP) as a Social Worker, A minimum of 7 years appropriate experience in Social Work

DUTIES:

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from social instability in any form. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service, Keep up to date with new developments in the social work field, Supervise all administrative functions required in the unit.

ENQUIRIES:

Ms. D. Monare (051) 409 0629/ 063 Provincial Office

POST **PROFESSIONAL NURSE GRADE 2 (SPECIALITY NURSING - PHC)**

REF NO: **DC 19/03/16**

SALARY: **A basic salary of R 390 216- 479 928 per annum. (The salary will commensurate with relevant years of previous experience in nursing)**

CENTRE: **BEYERS NAUDE SUBSTANCE ABUSE DEPENDANCY HALF WAY HOUSE (Clarens in Ditlhabeng Municipality)**

REQUIREMENTS:

Appropriate national diploma/degree in nursing, Current registration with the South African Nursing Council
A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing

DUTIES:

Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices, Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant a health facility, Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the primary health facility, Demonstrate a basic understanding of Human Resource and Financial policies and practices

ENQUIRIES:

Ms. D. Monare (051) 409 0629/ 063 Provincial Office

POST: **SOCIAL AUXILIARY WORKER GRADE 1 X2**

REF NO: **DC 19/04/16**

SALARY: **A basic salary of R 121 560- 136 824 per annum (The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience)**

CENTRE: **BEYERS NAUDE SUBSTANCE ABUSE DEPENDANCY HALF WAY HOUSE (Clarens in Ditlhabeng Municipality)**

REQUIREMENTS:

Grade 12 or equivalent qualification, Current registration with the SACSSP as a Social Auxiliary Worker

DUTIES:

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.

ENQUIRIES:

Ms. D. Monare (051) 409 0629/ 0639 Provincial Office

POST: PERSONAL ASSISTANT HOD'S OFFICE

REF NO: FS 02/16

SALARY: Salary level 8 – A basic salary of R 262 272 per annum.

CENTRE: PROVINCIAL OFFICE (Bloemfontein)

REQUIREMENTS:

Appropriate Degree/National Diploma in Administration or equivalent qualification, Computer literacy, Office management, Report writing skills.

DUTIES:

Manage engagements of the HOD to improve service delivery, Implement administrative measures to ensure the efficient functioning of the office of the HOD, Assist the HOD with regard to meetings attended so as to enable the HOD to efficiently execute her/his duties, Ensure the safe-keeping of all documentation in the office of the HOD to be in line with the Archive Legislation, Handle travel arrangements for the HOD and assist him/her with personal matters to enable them to attend to their duties, Set up and maintain systems in the office of the HOD that will contribute towards improving efficiency in the office, Promote professional behavior and ethics in the office of the HOD to enhance the image of the Public Service

ENQUIRIES:

HOD's Office Mr. R. Botha (051) 409 0621

POST: ADMINISTRATION OFFICER

REF NO: DC 19/05/16

SALARY: Salary level 7 – A basic salary of R 211 194 per annum.

CENTRE: BEYERS NAUDE SUBSTANCE ABUSE DEPENDANCY HALF WAY HOUSE(Clarens in Ditlhabeng Municipality)

REQUIREMENTS:

Appropriate Bachelor's Degree /National Diploma in Human Resources Management/Public Administration or appropriate equivalent qualification or Grade 12 with extensive relevant working experience, Computer Certificate

DUTIES:

Monitor outsourced services, Handle all enquiries related to human resources, Liaison with service providers and service government departments, Handle Budget of the institution, Maintain filing system, Handle procurement of goods and services in the institution, Manage the Performance and Development of personnel.

ENQUIRIES:

Ms. D. Monare (051) 409 0629/ 0639 Provincial Office

POST: SECRETARY HOD's OFFICE

REF NO: FS 03/16

SALARY: Salary level 5 – A basic salary of R 142 461 per annum.

CENTRE: PROVINCIAL OFFICE (Bloemfontein)

REQUIREMENTS:

Grade 12/ National Certificate (Vocational), relevant degree or National Diploma will be an added advantage
A high level of Computer literacy, (Ms Word, Ms Excel, PowerPoint (Typing speed and accuracy of (45 wpm)

DUTIES:

Receive all internal and external stakeholders who visit the office of the HOD and ensure that appointments are coordinated to ensure effective diary management, Render secretarial services to the HOD including typing documents, sending the facsimile message and making photocopies to ensure that the office runs smoothly, Ensure that all documents in the office of the HOD are filed and kept safety to ensure easy access to information, Ensure that guests to the office of the HOD are received in such a manner that the professional image of the office is enhanced, To obtain quotations for goods and services in compliance with policies and regulations

ENQUIRIES:

HOD's Office Mr. R. Botha (051) 409 0621

POST: HOUSEKEEPING SUPERVISOR X2

REF NO: DC 19/06/16

SALARY: Salary level 4 – A basic salary of R 119 154 per annum.

CENTRE: BEYERS NAUDE SUBSTANCE ABUSE DEPENDANCY HALF WAY HOUSE (Clarens in Ditlhabeng Municipality)

REQUIREMENTS:

Grade 12/ National Certificate (Vocational) with extensive relevant working experience in household, Computer Literacy

DUTIES:

Provide support to household sections, Perform administrative duties, Manage Performance and Development of personnel

ENQUIRIES:

Ms. D. Monare (051) 409 0629/ 0639 Provincial Office

POST: SWITCHBOARD OPERATOR

REF NO: DC 19/07/16

SALARY: Level 4 – A basic salary of R 119 154 per annum.

CENTRE: BEYERS NAUDE SUBSTANCE ABUSE DEPENDANCY HALF WAY HOUSE (Clarens in Ditlhabeng Municipality)

REQUIREMENTS:

Grade 12/ National Certificate (Vocational) with appropriate experience, Computer Literacy

DUTIES:

Operate switchboard, Produce and submit monthly reports to the supervisor, Receive official messages for officials who are out of the office, Send and receive faxes ,Make photocopies, Keep relevant registers

ENQUIRIES:

Ms. D. Monare (051) 409 0629/ 0639 Provincial Office

POST: DRIVER / MESSENGER

REF NO: DC 19/08/16

SALARY: Salary level 3 – A basic salary of R 100 545 per annum.

CENTRE: BEYERS NAUDE SUBSTANCE ABUSE DEPENDANCY HALF WAY HOUSE (Clarens in Ditlhabeng Municipality)

REQUIREMENTS:

Grade 12/National Certificate (Vocational), A valid driver's license, Professional Drivers Permit

DUTIES:

Transport goods/stock, Administrative procedures pertaining to driving e.g. completion of logbooks, trip authorities etc

Provide internal and external messenger services on a daily basis, Collecting mail from the Post Office and sorting of mail

ENQUIRIES:

Ms. D. Monare (051) 409 0629/ 0639 Provincial Office

POST: CLEANER X2

REF NO: DC 19/09/16

SALARY: Level 2 – A basic salary of R 84 096 per annum.

CENTRE: BEYERS NAUDE SUBSTANCE ABUSE DEPENDANCY HALF WAY HOUSE (Clarens in Ditlhabeng Municipality)

REQUIREMENTS:

ABET or equivalent qualification, Ability to use cleaning equipment

DUTIES:

Clean and create an orderly working environment e.g. cleaning floors, lavatories, utensils, kitchens, offices, boardrooms, windows and residential place, Operate cleaning machines, Fill water bottles, Manage the allocated cleaning material and cleaning equipment

ENQUIRIES:

Ms. D. Monare (051) 409 0629/ 0639 Provincial Office

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

The Department of Social Development, Private Bag x 20616, Bloemfontein 9300. Attention Ms. M.V. Mophethe – Human Resource Management (Recruitment Section) Civilia Building, Tel No: (051) 407 0734/0746 or place applications in an application box at 14 Elizabeth Street, Civilia Building, Bloemfontein 9300.

CLOSING DATE: 8 July 2016