the premier
Office of the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 02/2026

ADVERTISEMENT OF POSTS: 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: Office of the Premier.

Department of
Social Development
Manager
Communications

OFFICE OF THE PREMIER

DATE: 11/03/2026

Human Resource Advice, Co-ordination and Management Directorate
P.O. Box 517, Bloemfotein, 9301 Tel: (051) 403 3542
OR Tambo House, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfontein

FREE STATE PROVINCIAL GOVERNMENT

FREE STATE PROVINCE ***The 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 this post and candidates whose appointment/promotion/transfer will promote representativity will receive preference.***

DEPARTMENT OF SOCIAL DEVELOPMENT

NOTE Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, for SMS (senior management service) posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully 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 interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the 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, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 or 24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In the filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

APPLICATIONS : Please forward your application quoting the relevant reference number, The Department of Social Development, Private Bag x 20616, Bloemfontein 9300. Attention Ms. AW Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or E-mail to **Recruitment@fssocdev.gov.za.** Tel No: 083 555 9270

Department of Social Development Manager Communications

CLOSING DATE : 20 March 2026

POST : **CENTRE MANAGER: THEKOLOHELONG WELFARE CENTRE REF NO:DSDFS 41/26**

SALARY : R896 436 per annum (Level 11), all-inclusive remuneration package.
CENTER : Thekolohelong Welfare Centre
REQUIREMENTS : An appropriate Bachelor's degree in Social Work. Current registration with the appropriate South African Council for Social Service Professions. A minimum of 6-10 relevant working experience. Computer literacy. Valid Driver's License. (Applicants are not submitting copies/attachments/ certificates/ID/Driver license/qualifications on application, **only when shortlisted)**
DUTIES : Management of the Residential Care Centre. Facilitate and plan development programmes for elderly. Implementation of strategic and operational plans. Ensure effective budgetary planning, administration and financial management. Facilitate and monitor the development of relevant internal policies. Manage provision of integrated development and therapeutic services to elderly in need of care. Ensure good governance through effective management of systems,

processes and resources. Manage and Develop Performance of personnel. Ensure good governance through effective management of systems, processes and research.

ENQUIRIES : Ms. M.J. Mphatsoe: 083 462 2059. Applications be email to **Recruitment@fssocdev.gov.za**.

POST : **DEPUTY DIRECTOR: SALARIES AND TRANSFER PAYMENTS REF NO: DSDFS NO 09/26**
(This is a re-advertisement, applicants who previously applied need not re-apply).

SALARY : R896 436 per annum (Level 11), all-inclusive remuneration package.
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 6. A 3 years relevant experience in Financial Accounting at supervisory/management (ASD) level. A valid driver's license. Extensive knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of BAS and PERSAL. Salary Payroll Management.

DUTIES : Manage the Salary administration and transfer payments sub-directorates. Monitor the Policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Expenditure management – ensure that payments for compensation of employees, goods and services, transfers and subsidies and reporting are efficiently and effectively performed. Oversee the Debt management in the Department. Accounting – To provide financial administration and accounting services (ledgers/journals, accounting, and reporting (interim and annual financial statements). Supervise human resource/ staff, allocate and ensure quality of work, personnel development.

ENQUIRIES : Ms. N.P.P Mtirara at 051 409 0605. Applications be e-mail to **Recruitment@fssocdev.gov.za.**

POST : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (BANKING AND REVENUE) REF NO: DSDFS11/26**
(This is a re-advertisement, applicants who previously applied need not re-apply).

SALARY : R468 459 per annum. (Level 9)
CENTRE: Provincial Office (Bloemfontein)
REQUIREMENTS : A relevant tertiary qualification in financial management at NQF level 6. A valid driver's license. Minimum of 3 years relevant supervisory experience.

DUTIES : Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Oversee and monitor income against budget and review reconciliations. Oversee and undertake the development of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Supervise human resource/ staff, allocate and ensure quality of work, personnel development.

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ENQUIRIES : Mr. M.J. Molise at 051 409 0511. Applications be email to **Recruitment@fssocdev.gov.za.**

POST : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (BOOKKEEPING SERVICES) REF NO: DSDFS 12/26**
(This is a re-advertisement, applicants who previously applied need not re-apply).

SALARY : R468 459 per annum. (Level 9)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : A relevant tertiary qualification in financial management at NQF level 6. A valid driver's license. Minimum of 3 years relevant supervisory experience.

DUTIES : Oversee verification of source documents. Oversee the quality assurance and verification of transactions on LOGIS and BAS. Ensure that the expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Authorize the payments of Goods & Services on the accounting systems. Supervise human resource/ staff, allocate and ensure quality of work, personnel development.

ENQUIRIES : Mr. M.J. Molise at: 051 409 0511. Applications be email to **Recruitment@fssocdev.gov.za.**

POST : **ASSISTANT DIRECTOR: FINANCIAL PLANNING BUDGET MONITORING AND REPORTING REF NO: DSDFS 27/26**
(This is a re-advertisement, applicants who previously applied need not re-apply).

SALARY : R468 459 per annum. (Level 9)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : A relevant tertiary qualification in financial management at NQF level 6. Minimum of 5 years relevant experience in Public Sector Financial Administration. Knowledge and understanding of the PFMA, Treasury Regulations and budget related issues in the Public Sector. High level of computer literacy especially in Excel and PowerPoint.

DUTIES : Ensure effective budget process through facilitation of and assisting with compiling of all budget planning and other budget related documents. Ensure that all budget processes are in accordance with the PFMA and Treasury Regulations. Ensure that accurate and reliable expenditure reports and presentations are compiled to present the expenditure information of the department internally and externally. Continuous monitoring of budgets - expenditure trends, actual expenditure, commitments, deviations and projections. Assist Programme Managers with effective management of allocated budgets. Control of SCOA segments and BAS codes related to budgeting. Assist with shifting of funds and virements as well as the reporting thereof. Perform administration functions for the section. Monitor performance of employees, determine workflow requirements and training needs.

ENQUIRIES : Ms. Sonja van der Merwe 066 487 6197. Applications be email to **Recruitment@fssocdev.gov.za.**

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POST : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DSDFS 42/26**

SALARY : R468 459 – R551 823 per annum (Level 9)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : National Diploma (NQF level 6) as recognized by SAQA in Labour Relations or equivalent qualification. 3-4 years' experience in conducting misconduct investigations, handling of grievances and conciliation and arbitration. A valid drivers' license. Knowledge of Labour Relations Act, 66, 1995. Knowledge of Collective Agreements. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Act and Regulations. Knowledge of DPSA guidelines. Processes of the CCMA, PSCBC and GPSSBC, Interpretation of policies and collective agreement. Willingness to travel and work extended hours

DUTIES To assist with the Development of labour relation policies. To coordinate/conduct investigation on misconduct and grievance cases to advise appropriately thereon. To Advise management on all labour relations matters in order to minimize unfair labour practices. To present the Department in bilateral discussion with organized labour unions. To perform and manage administrative and related functions. To manage resources to ensure that the objectives of the component are achieved. Supervise human resource/ staff, allocate and ensure quality of work, personnel development.

ENQUIRIES : Mr. K. Makhema 066 487 6107. Applications be email to **Recruitment@fssocdev.gov.za.**

POST : **SENIOR HUMAN RESOURCE OFFICER REF NO:DSDFS 31/26 X3 POSTS**
(This is a re-advertisement, applicants who previously applied need not re-apply).

SALARY : R325 101 per annum. (Level 7)
CENTER : Provincial Office (Bloemfontein)
REQUIREMENTS : National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management/ Public Administration/ Public Management or equivalent. Valid Driver's License. 3-5 years' experience in Human Resource Administration. Extensive knowledge of PERSAL, PERSAL Training Courses in Service Conditions, HR Provisioning and Service Termination

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR provisioning, Appointments, Transfer, Probationary periods, Implementation of conditions of service benefits (Leave, Housing, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension and allowances, recommend (approve) transactions in PERSAL according to delegation. Prepare reports on Human Resource administration issues and statistics, termination of service. Initiation of submissions. Handle human resource administration enquiries and statistics. Knowledge: knowledge of registry duties, practices as well as the ability to capture data, working knowledge and understanding of the legislative framework governing the public services. Understanding of the work in registry.

Knowledge of storage and retrieval procedures in terms of the working environment. Supervise human resource/ staff, allocate and ensure quality of work, personnel development.

ENQUIRIES : Ms. S.D. Lebakeng 066 486 6668. Applications be email to **Recruitment@fssocdev.gov.za**.

POST : **LABOUR RELATIONS OFFICER REF NO:DSDFS 43/26**

SALARY : R325 101 per annum. (Level 7)
CENTER : Provincial Office (Bloemfontein)
REQUIREMENTS : National Diploma (NQF Level 6) as recognized by SAQA in Labour Relations or equivalent qualification. Valid Driver's License. Knowledge: Labour Relations Legislation Processes of Labour Relation matters. Knowledge of the Public Service processes of the CCMA, PSCBC and GPSSBC

DUTIES : Handle misconduct cases, grievances and disputes in line with relevant legislations/resolutions to ensure proper resolution thereof. Advise management on all labour relations matters in order to minimize unfair labour practices. Capture information of misconduct cases, grievances and dispute on employee relations management information system for record keeping purposes. Provide a secretariat service to the Departmental consultative committee

ENQUIRIES : Mr. K Makhema 066 487 6107. Applications be email to **Recruitment@fssocdev.gov.za**.

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POST : **HUMAN RESOURCE PRACTITIONER REF NO: DSDFS 44/26**

SALARY : R325 101 per annum. (Level 7)
CENTER : Provincial Office (Bloemfontein)
REQUIREMENTS : National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management/ Public Administration/ Public Management or equivalent. 1-2 years relevant experience in Human Resource Planning. Valid Driver's License Knowledge: Human Resource Environment, Policies/implementation strategies and knowledge of Human Resource Management Legislation/Directives.

DUTIES : To participate in the development and implementation of policies, present and coordinate information sessions in the Department in order to contribute to an effective and well-informed workforce. To render a human resource advisory service to the Department to promote an effective human resource environment. Participate in the development of the three-year MTEF Plan to contribute towards the achievement of the Departmental strategic goals and objectives. Participate in the compliance with Employment Equity Plan to comply with the Employment Equity Act.

ENQUIRIES : Ms. A.W. Molalenyane 083 555 9270 . Applications be email to **Recruitment@fssocdev.gov.za**.

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

The Department of Social Development, Private Bag x 20616, Bloemfontein 9300. Attention Ms. AW Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or E-mail to **Recruitment@fssocdev.gov.za**. Tel No: 083 555 9270

CLOSING DATE: 20 MARCH 2026