

## DEPARTMENT OF EDUCATION

### ADVERTISING OF VACANT PUBLIC SERVANT POSTS: CIRCULAR PS 3 OF 2023 PLEASE NOTE:

- **THAT THIS IS A VACANCY LIST FOR CONTRACT POSTS FOR A 12 MONTHS PERIOD WITHIN THE DEPARTMENT OF EDUCATION.**
- **APPLICANTS MUST BE IMMEDIATELY AVAILABLE TO ASSUME DUTY**
- **APPLICANTS WHO HAVE ALREADY APPLIED PREVIOUSLY MUST REAPPLY**

FREE STATE PROVINCIAL GOVERNMENT

## DEPARTMENT OF EDUCATION

### ADVERTISING OF VACANT PUBLIC SERVANT POSTS: HEAD OFFICE: PS 3 OF 2023: PROVINCIAL ADMINISTRATION: FREE STATE DEPARTMENT OF EDUCATION

It is the intention to promote representivity 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 application 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. **Pre-entry certificate for the Senior Management Services posts is compulsory.**

**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, or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete 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; Faxed and e-mailed applications will not be accepted; 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 had 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

This advertisement will also appear on the website of the Department at [www.education.fs.gov.za](http://www.education.fs.gov.za).

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.

**CLOSING DATE: 02 JUNE 2023**

#### **APPLICATIONS FOR ALL POSTS:**

Please submit your application, quoting the relevant REF NO 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).

**POST:** PROJECT MANAGER (1 post): REF NO: PS3/2023/01  
(12 MONTHS CONTRACT APPOINTMENT)

**SALARY:** R 40 800 pm (All-inclusive package)

**CENTRE:** Bloemfontein: Head Office

**REQUIREMENTS:** An appropriate three year or four-year bachelor's degree or equivalent qualification. A valid driver's license.

**RECOMMENDATIONS:** A qualification or experience in project and financial management will be an added advantage. Advance computer skills. Good liaison, planning, organizational, project and stakeholder management skills. Good report writing skills. Focused and task oriented and prepared to serve in line with being a public servant.

**KEY PERFORMANCE AREAS:** The incumbent will be responsible for the coordination and financial management of the conditional BEEIP grant. The incumbent must be able to take initiative with regards to resolving challenges. Ability to work in a team and interact with other provincial departments and other relevant stakeholders will be an added advantage. Manage the District Development Plan. Effective monitoring and control systems. Mediate in disputes and queries related to the project. Management of training and development program. Ensure effective and quality support is provided to Education Assistants and General School Assistants. Prepare and provide provincial performance reports about the project. Report to the Provincial Project Team. Budget and Financial management. Project and Risk Management. Work closely with Districts. Ability to work with stakeholders.

**DUTIES:** The incumbent will be responsible for providing strategic leadership in the management of the provincial conditional grant for BEEIP. Conditional grant management includes among others, government budgeting and procurement processes, development of business plans and grant frameworks, reporting, monitoring, and performance evaluation. Ensuring submission of statutory reports for compliance with applicable legislation and frameworks. The incumbent must be able to take initiative with regards to resolving challenges in the effective management of the grant. As a new conditional grant, the successful candidate is also expected to provide training and or initiate training and workshops for personnel and officials. Prepare presentations and reports for the department. Managing coordinators who are based at district level.

**ENQUIRIES:** MS R VORSTER 051 4041969

**POST:** PROJECT ADMINISTRATOR (1 post): REF NO:PS3/2023/02  
(12 MONTHS CONTRACT APPOINTMENT)

**SALARY:** R 29 700 pm (All-inclusive package)

**CENTRE:** Bloemfontein: Head Office

**REQUIREMENTS:** An appropriate three year or four-year Bachelor's degree or equivalent qualification. A valid driver's license.

**RECOMMENDATIONS:** A qualification or experience in project and financial management will be an added advantage. Advance computer skills. Good liaison, planning, organizational, project and stakeholder management skills. Good report writing skills. Focused and task oriented and prepared to serve in line with being a public servant.

**KEY PERFORMANCE AREAS:** The incumbent will be responsible for the administration of the conditional BEEIP grant. The incumbent must be able to take initiative with regards to resolving challenges. Ability to work in a team and interact with other provincial departments and other relevant stakeholders will be an added advantage. Administrate the District Development Plan. Effective monitoring and control systems. Assist with administrative issues regarding disputes and queries related to the project. Administration of the training and development program. Ensure effective and quality administrative support is provided to Education Assistants and General School Assistants. Prepare and provide provincial performance reports about the project. Report to the Provincial Project Team. Budget and Financial management. Project and Risk Management. Work closely with Districts. Ability to work with stakeholders.

**DUTIES:** The incumbent will be responsible for providing strategic administration of the provincial conditional grant for BEEIP. Conditional grant administrative management includes among others, government budgeting and procurement processes, development of business plans and grant frameworks, reporting, monitoring and performance evaluation. Ensuring submission of statutory reports for compliance with applicable legislation and frameworks. The incumbent must be able to take initiative with regards to resolving challenges in the effective management of the grant. Prepare presentations and reports for the department.

**ENQUIRIES:** MS R VORSTER 051 4041969

**POST:** TRAINING ADMINISTRATOR (1 posts): REF NO: PS3/2023/03  
(12 MONTHS CONTRACT APPOINTMENT)

**SALARY:** R 29 700 pm (All-inclusive package)

**CENTRE:** Bloemfontein: Head Office

**REQUIREMENTS:** An appropriate three year or four-year Bachelor's degree or equivalent qualification. A valid driver's license.

**RECOMMENDATIONS:** A qualification or experience in project and financial management will be an added advantage. Advance computer skills. Good liaison, planning, organizational, project and stakeholder management skills. Good report writing skills. Focused and task oriented and prepared to serve in line with being a public servant.

**KEY PERFORMANCE AREAS:** The incumbent will be responsible for the administration of the conditional BEEIP grant. The incumbent must be able to take initiative with regards to resolving challenges. Ability to work in a team and interact with other provincial departments and other relevant stakeholders will be an added advantage. Administrate the District Development Plan. Effective monitoring and control systems. Assist with administrative issues regarding disputes and queries related to the project. Administration of the training and development program. Ensure effective and quality administrative support is provided to Education Assistants and General School Assistants. Prepare and provide provincial performance reports about the project. Report to the Provincial Project Team. Budget and Financial management. Project and Risk Management. Work closely with Districts. Ability to work with stakeholders.

**DUTIES:** The incumbent will be responsible for providing strategic administration of the provincial conditional grant for BEEIP. Conditional grant administrative management includes among others, government budgeting and procurement processes, development of business plans and grant frameworks, reporting, monitoring and performance evaluation. Ensuring submission of statutory reports for compliance with applicable legislation and frameworks. The incumbent must be able to take initiative with regards to resolving challenges in the effective management of the grant. Prepare presentations and reports for the department.

**ENQUIRIES:** MS R VORSTER 051 4041969

**POST:** DATA MANAGEMENT COORDINATOR (1 posts): REF NO: PS3/2023/04  
(12 MONTHS CONTRACT APPOINTMENT)

**SALARY:** R 29 700 pm (All-inclusive package)

**CENTRE:** Bloemfontein: Head Office

**REQUIREMENTS:** An appropriate three year or four-year bachelor's degree or equivalent qualification. A valid driver's license.

**RECOMMENDATIONS:** A qualification or experience in project and financial management will be an added advantage. Advance computer skills. Good liaison, planning, organizational, project and stakeholder management skills. Good report writing skills. Focused and task oriented and prepared to serve in line with being a public servant.

**KEY PERFORMANCE AREAS:** Create and enforce policies for effective data management. Formulate techniques for quality data collection to ensure the adequacy, accuracy, and legitimacy of data  
Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects  
Establish rules and procedures for data sharing with upper management, external stakeholders etc. Support Districts and schools on the daily use of data systems and ensure adherence to legal and company standards. Assist with PYEI-BEEI reports and data extraction when needed. Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades, etc.). Ensure PYEI-BEEI digital databases and archives are protected from security breaches and data losses. Troubleshoot data-related problems and authorize maintenance or modifications.

**DUTIES:** Creating and enforcing policies for effective PYEI-BEEI data management. Formulating management techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data. Devising and implementing efficient and secure procedures for data management and analysis with attention to all technical aspects

**ENQUIRIES:** MS R VORSTER 051 4041969

**POST:** HEAD OFFICE PROJECT COORDINATOR (1 post)  
(12 MONTHS CONTRACT APPOINTMENT)  
BLOEMFONTEIN HEAD OFFICE (1 Post) Ref Nr.  
PS03/2023/05

**SALARY:** R18 500 pm (All-inclusive package)

**CENTRE:** Bloemfontein Head Office

**REQUIREMENT:** An appropriate three year or four-year bachelor's degree or equivalent qualification. A valid driver's license.

**RECOMMENDATIONS:** A qualification or experience in project and financial management will be an added advantage. Advance computer skills. Good liaison, planning, organizational, project and stakeholder management skills. Good report writing skills. Focused and task oriented and prepared to serve in line with being a public servant.

**KEY PERFORMANCE AREAS:** The incumbent will be responsible for the coordination and financial management of the conditional BEEIP grant at District level. The incumbent must be able to take initiative with regards to resolving challenges. Ability to work in a team and interact with other districts and other relevant stakeholders will be an added advantage. Coordinate the District Development Plan. Effective monitoring and control systems. Mediate in disputes and queries related to the project. Management of training and development program in the district. Ensure effective and quality support is provided to Education Assistants and General School Assistants in the district. Prepare and provide District performance reports about the project. Report to the Provincial Project Manager. Budget and Financial management. Project and Risk Management

**DUTIES:** The incumbent will be responsible for coordinating the work in the district regarding the grant for BEEIP. Coordination of the grant budget and procurement processes, execution of business plans and grant frameworks, reporting, monitoring and performance evaluation. Ensuring submission of statutory reports for compliance with applicable legislation and frameworks. The incumbent must be able to take initiative with regards to resolving challenges in the district regarding the effective coordination of the grant. As a new conditional grant, the successful candidate is also expected to assist with arrangements regarding training and workshops for personnel and officials. Managing administrative assistant at district level.

**ENQUIRIES:** MS R VORSTER 051 4041969

**POST:** ADMINISTRATIVE ASSISTANT (1 post)  
(12 MONTHS CONTRACT APPOINTMENT)  
BLOEMFONTEIN HEAD OFFICE (1 Post) Ref Nr. PS3/2023/06

**SALARY:** R 13 500.00pm (All-inclusive package)

**CENTRE:** Bloemfontein Head Office

**REQUIREMENTS:** Applicable N5 Qualification.

**DUTIES:** The incumbent will be responsible for all administrative duties in respect of the work in the district regarding the grant for BEEIP. Administrative tasks regarding the grant budget and procurement processes, assisting with the administration of business plans and grant frameworks, reporting and monitoring. Assist with submission of reports. The incumbent must be able to take initiative with regards to administrative challenges in the district regarding the effective administration of the grant.

**ENQUIRIES:** MS R VORSTER 051 4041969