



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 TREASURY

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. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates will also be subjected to a competency assessment as well as a practical test. 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: ASSISTANT MANAGER: PERFORMANCE DEVELOPMENT AND MANAGEMENT SYSTEM
REFERENCE NO: FSPT 018/12

SALARY: Salary level 9 – A basic salary of R 221 058 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

- Degree/Diploma in Human Resources Management/ Public Management. Experience in undertaking research, analyzing information, making recommendations and preparing detailed reports.

RECOMMENDATION

- Knowledge of policy analysis and development, monitoring systems and processes, job analysis and performance development and management systems policies.

DUTIES:

- Facilitate the effective implementation of Performance Development and Management Systems.
- Render secretariat services and provide advice to all Performance Development and Management System Quality Assurance and Moderating Committees.
- Participate in the formulation of policies and procedures in respect of the Performance Development Management Systems.
- Partake in all the aspects of Provincial Performance Development and Management System forum activities.
- Provide training to all officials in the Department on all Performance Development and Management Systems related issues.
- Supervise officials in the Division.

ENQUIRIES:

Ms. FF Sithole (051) 403 3808

APPLICATIONS FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO:

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Provincial Government Building, Tel No: (051) 405 4274 or deliver by hand to Room 426(b), Provincial Government Building, Bloemfontein.

CLOSING DATE: 20 July 2012