



the premier

Office of the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 14/2020

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

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.

OFFICE OF THE PREMIER

DATE:11/03/2020.....

Human Resource Advice, Co-ordination and Management Directorate
P.O. Box 517, Bloemfotein, 9301

OR Tambo House, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein
Tel: (051) 403 3542 email: Eric.moloko@fspremier.gov.za



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, identity document and a C.V. (Separate application for every vacancy). **Applicants are requested to complete the Z83 form properly and in full. Application that are hand delivered will be expected to complete a register as proof at security entrance at the Foyer of Old Standard Bank Building, Charlotte Maxeke Street, where they must be placed in the appropriate marked box. No Applications will be accepted by staff in the offices in the building.** 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.

NOTE: All short listed candidates will be subjected to screening. Successful candidate will be expected to enter into a performance agreement and undergo security vetting.

POST:

REFERENCE NO:

SECURITY OFFICER X 35

- DC 19/01/20 THABO MOFUTSANYANA SECURE CARE CENTRE X7
- DC 20/01/20 FEZILE DABI DISTRICT (SASOLBURG X3, KROONSTAD X2)
- DC 17/28/20 PROVINCIAL OFFICE X9 (BLOEMFONTEIN)
- DC 17/29/20 BOTSHABELO HAVEN X5
- DC 20/02/20 MATETE MATCHES SECURE CARE CENTRE X2
(KROONSTAD)
- DC 17/30/20 LEMO MALL X2
- DC 17/32/20 FDC - BOTSHABELO X1
- DC 17/31/20 BOTSHELO OFFICE – THABA-NCHU X4

SALARY:

REQUIREMENTS:

Salary level 3 – A basic salary of R122 595 per annum.

Basic Security Officer's course (Grade C). Basic Education and Training (NQF level 3), 3 years' experience within security operation in Public Service. PSIRA registration.

DUTIES:

Perform access control. Ensure that unauthorized persons and dangerous objects do not enter the building/premises. Ensure safety in the building and the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Ensure that all incidents are recorded in the occurrence book/registers. Operate control room security equipment's.

ENQUIRIES:

Mr. MW Molahloe 051 407 0702

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

PROVINCIAL OFFICE: Department of Social Development, Private Bag x 20616, Bloemfontein 9300. Attention Ms. M.V. Mophethe – 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. Tel No: 083 555 9270.

LEMO MALL (Bloemfontein) Department of Social Development, No. 46 Lemo Mall, Heidedaal, Bloemfontein 9300, Tel. No. 083 55 9270.

BOTSHELO OFFICE (Thaba Nchu): Department of Social Development, 831 Poloko Road Thaba Nchu 9781, Tel. No: 083 555 9270

FDC OFFICE BOTSHABELO: Department of Social Development, No. 31 Blue Street, Industrial Area Botshabelo 9781, Tel. No: 083 555 9270

THABO MOFUTSANYANA SECURE CARE: Department of Social Development 10194 Mampoi Road, Phuthaditjhaba 9868. Tel. No: 083 555 9270

FEZILE DABI DISTRICT: Department of Social Development 20 Cross Street, Kroonstad 9500. Tel No: 083 555 9270

BOTSHABELO HAVEN: Department of Social Development 423 B Section, Botshabelo 9781, Tel No: 083 555 9270

MATETE MATCHES (Kroonstad): Department of Social Development 39 Smaldeel Road, Maokeng 9500, Tel No: 083 555 9270

CLOSING DATE: 18 MARCH 2020 AT 16H00