



education

Department of  
Education  
FREE STATE PROVINCE

**Enquiries: R VORSTER**  
**Reference no.: S4/1**

MG: /2022

TO:

SUPERINTENDENT – GENERAL: EDUCATION  
DEPUTY DIRECTORS-GENERAL  
CHIEF FINANCIAL OFFICER  
CHIEF DIRECTORS  
DIRECTORS  
PUBLIC SERVICE UNIONS  
EDUCATIONAL INSTITUTIONS

**HUMAN RESOURCES ADMINISTRATION CIRCULAR NO14 OF 2022: PS14 OF 2022**

**VACANCY CIRCULAR FOR PUBLIC SERVANT POSTS: HRA CIRCULAR 14 OF 2022:  
PS14 OF 2022**

Attached for your attention and information, please find the above circular.  
Kindly bring the contents thereof to the attention of all personnel concerned.

**MEC: EDUCATION**

**DATE:** \_\_\_\_\_

## FREE STATE PROVINCIAL GOVERNMENT

### DEPARTMENT OF EDUCATION

#### ADVERTISING OF VACANT PUBLIC SERVANT POSTS: HEAD OFFICE: HRA CIRCULAR NR 14 OF 2022: PS14 OF 2022

#### 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.

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 reference 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 citizens/Permanent resident permit holders must attach a copy of his/her Permanent Resident Permit on his/her application form.

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: 20 JULY 2022**

## **APPLICATIONS FOR ALL POSTS:**

Please submit your application, quoting the relevant reference 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).

### **SOCIAL WORK MANAGER GRADE 1 ECD** **EARLY CHILDHOOD DEVELOPMENT DIRECTORATE** **SOCIAL DEVELOPMENT SUB DIRECTORATE** **REFERENCE NR PS 14/2022/01**

**SALARY:** R 806 811 per annum

**CENTRE:** HEAD OFFICE (Bloemfontein)

**REQUIREMENTS:** Appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP as a Social Worker. A Minimum of 10 years appropriate experience in Social Work after registration.

#### **DUTIES:**

Provide a social work service of the highest, most advanced and specialized nature within (a) defined area(s) or specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient economical, and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with the new developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

**ENQUIRIES:** Ms. R Vorster ☎ (051) 404 1969

### **SOCIAL WORK SUPERVISOR GRADE 1 ECD** **EARLY CHILDHOOD DEVELOPMENT DIRECTORATE** **SOCIAL DEVELOPMENT SUB DIRECTORATE** **REFERENCE NR PS 14/2022/02**

**SALARY:** R 389 991 PA

**CENTRE:** HEAD OFFICE (Bloemfontein)

**REQUIREMENTS:** Appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP as a Social Worker. A Minimum of 7 years appropriate experience in Social Work after registration.

**DUTIES:** Provide a social work service of the highest, most advanced and specialized nature within (a) defined area(s) or specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Supervise a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with the new developments in the social work and management fields. Perform and/or ensure that all the administrative functions required in the unit are performed.

**ENQUIRIES:** Ms. R Vorster ☎ (051) 404 1969

**ASSISTANT DIRECTOR: (3 YEAR CONTRACT POST)**  
**EARLY CHILDHOOD DEVELOPMENT DIRECTORATE**  
**SOCIAL DEVELOPMENT SUB DIRECTORATE**  
**REFERENCE NR PS 14/2022/03**

**SALARY:** A basic annual salary of R382 245.00 – R450 255.00pa (Level 9).

**CENTRE:** Bloemfontein Head Office

**REQUIREMENTS:** An appropriate 3 year degree/diploma or equivalent qualification with Civil/Building construction as a subject. Applicable experience at a supervisory level. Valid Code B/EB Driver's license

**DUTIES:** Manage the Administration of the ECD Infrastructure grant. Management of subordinates. Manage and compile reports

**ENQUIRIES:** Ms R Vorster ☎ (051) 404 1969

**ADMINISTRATION CLERK (2 posts)**  
**EARLY CHILDHOOD DEVELOPMENT DIRECTORATE**  
**SOCIAL DEVELOPMENT SUB DIRECTORATE**  
**REFERENCE NR PS 14/2022/04**

**SALARY:** Level 5 - A basic salary of R176 310 – R207 681 per annum.

**CENTRE:**

POST 1: LEJWELEPUTSWA: WELKOM: REF NR PS14/2022/04

POST 2: MANGAUNG: BLOEMFONTEIN: REF NR PS 14/2022/05

**REQUIREMENTS:** N6 qualification.

**RECOMMENDATIONS:** Knowledge of Computer (Excel and Word) will be essential.

**DUTIES:** Assist with general office administration in the office of ECD. Handling of files, typing and keeping records up to date, handling telephone enquiries and any other admin official duties as may be assigned.

**ENQUIRIES:** Ms R Vorster ☎ (051) 404 1969