



education

Department of  
Education  
FREE STATE PROVINCE

Enquiries: R VORSTER  
Reference no.: S4/1

MG: /2025

TO:

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

**HUMAN RESOURCES ADMINISTRATION CIRCULAR NO 1 OF 2025 PS 1 OF 2025**

**VACANCY CIRCULAR FOR PUBLIC SERVANT POSTS: HRA CIRCULAR 1 OF 2025:  
PS 1 OF 2025: SPECIAL PROGRAMME POSTS**

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: 2025/02/13

## FREE STATE DEPARTMENT OF EDUCATION

### ADVERTISING OF VACANT PUBLIC SERVANT POSTS: HRA CIRCULAR PS 1 OF 2025: PROVINCIAL ADMINISTRATION: FREE STATE DEPARTMENT OF EDUCATION

It is the intention to promote representativity 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 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, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new 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; 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 has 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. 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.

Entry level requirement for SMS posts: In terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1, a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Government (NSG). The Course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Certificate to be submitted prior to appointment.

#### **CLOSING DATE: 16 May 2025**

**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).

**OR: e-mail to [erecruitment3@fseducation.gov.za](mailto:erecruitment3@fseducation.gov.za)**

Regarding e-mailed applications: **Applications must be submitted as a SINGLE document/ONE ATTACHMENT to the e-mail address specified for each position.** (kindly note that e-mailed applications and attachments should not exceed 15mb). it remains the candidate's responsibility to ensure that their application is successfully submitted. **CV should not be more than 3 pages.**

**POST:** **DEPUTY DIRECTOR: SPECIAL PROGRAMMES SUB DIRECTORATE: OFFICE OF THE MEC: EDUCATION: REF NO: PS1/2025/01**

**SALARY:** Level 11: All-inclusive annual salary package of R896 436PA – R1 055 958PA of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

**CENTRE:** BLOEMFONTEIN: HEAD OFFICE

**REQUIREMENTS:** A relevant B Degree or equivalent qualification as recognised by SAQA. (NQF LEVEL 7). Minimum of 5 years' experience in the management of resources post qualification. Knowledge of relevant legislation applicable to special programmes and a Valid Driver's licence.

**KEY RESPONSIBILITIES:** To manage and coordinate Special Programmes activities to ensure the service delivery and smooth flowing communication. To develop policy/strategies of special

programmes to ensure execution of and alignment with National frameworks. To co-ordinate the alignment of action plans on special programmes in the department of education to ensure effective and efficient execution of plans. Establishment of QLTC Structures at the Provincial and the District level. Ensure its functionality in all Schools in the Province. Monitor and provide advice on the establishment of Special Programme Forums in The Departments to oversee implementation of these special programmes. Attend Special Programme Committees both in the province and in partnership with all relevant key stakeholders and National Department of Education to keep abreast of the latest developments regarding special programmes and to provide inputs from a provincial perspective. To develop and facilitate the implementation of a departmental policy and operational plan with regard to Youth, Women and Disability (in line with provincial policy). To assist line-functionaries in the department with the implementation of such policy / plan. To co-ordinate all matters related to Youth, Women and Disability in the Department. To integrate activities related to Youth, Women and Disability in the Department. To initiate and facilitate special programmes related to Youth, Women and Disability in the Department. To monitor and evaluate the implementation of all legislation and the effectiveness of all programmes relating to Youth, Women and Disability in the department, in partnership with National Department of Education on Youth Built and Women's Built: Monitor/Evaluate/Analyze the implementation of special programme policies/strategies in the Department in order to report on progress and to make recommendations on possible changes. Overall management of the resources of the Sub-directorate to ensure the smooth running of the component.

**ENQUIRIES:** Mr M Tseeke ☐ (051) 404 8411

**POST:** **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES: OFFICE OF THE MEC: EDUCATION: REF NO P1/2025/02**

**SALARY:** Level 9 – A basic salary of R468 459.00PA – R551 823.00PA.

**CENTRE:** BLOEMFONTEIN: HEAD OFFICE

**REQUIREMENTS:** Degree/3-year diploma or equivalent qualification. Minimum of Three years' experience post qualification. Computer literacy and valid driver's licence.

**DUTIES:** Attend and assist the office of the MEC in the execution of its special programmes and other related matters. Develop and facilitate the implementation of departmental policies and programmes with regard to Gender, Youth, Disabilities, Children's Rights and Batho Pele. Support line functionaries regarding implementation of Gender, Youth, Disabilities, Children policies and the White Paper on Batho Pele. Co-ordinate, promote and implement all matters related to Youth, Gender, Disability, Children's Rights and Batho Pele in the department. Ensure the establishment of functional structures of Quality Learning and Teaching Campaign to the Province, Districts, Circuits and Schools. Ensure that all National importance days are observed and Celebrated by the Department. Provide technical advice on matters related to special programs and transformation to senior management. Liaise and communicate with both internal & external key stakeholders of the Department in relation to Gender, Youth, Disabilities and Batho Pele programmes. Coordinate and facilitate activities of moral regeneration movement with all stakeholders and the department.

**ENQUIRIES:** Mr M Tseeke ☐ (051) 404 8411