

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

**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, driver's license, identity document and a CV. 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. 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.

**APPLICATIONS FOR THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE TO BE SUBMITTED TO:** Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 **OR** Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. **\*NO APPLICATIONS WILL BE ACCEPTED BY STAFF IN OFFICES IN THE BUILDING.**

**CLOSING DATE:** 15 June 2017

## POST: ASSISTANT DIRECTOR RENTING AND LEASING

(REFERENCE NO: PWI 17/04)  
DIRECTORATE PROPERTY PORTFOLIO

**SALARY:** Salary level 9 – A basic salary of R334 545.00 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate National diploma/degree or equivalent NQF level 6 qualification in Property Management/Finance/Administration. Relevant. Knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) (OHS Act), the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) (PPPFA), Supply Chain Management, Treasury Regulations. Knowledge of contracts and administration of leases is a strong recommendation. Computer literacy. A valid driver's license.

**DUTIES:** Render administrative support with regard to the processing of renting and leasing applications in respect of the property-related contracts. Regular updating of the asset register in respect of leased state properties. Inspection of state properties and reflect findings in the assessment report. Procure leased properties to be utilized by Client Departments (offices, land and official housing). Procure fixed property or rights in fixed property. Keep track of the property market and its trends. View tendered or identified properties. Draft lease agreements, submissions and other documents resulting from negotiations. Negotiate with property owners/landlords for leased accommodation. Advise clients on issues relating to leasing of accommodation. Follow-up with relevant parties on conveyance processes regarding the acquisition of property. Draft reports and submissions. Supervise staff.

**ENQUIRIES:** Mr MJ Seetsi, Director Property Portfolio, Tel. No 051 410 7539

## POST: ASSISTANT DIRECTOR ASSETS AND FACILITIES

(REFERENCE NO: PWI 17/05)  
DIRECTORATE PROPERTY PORTFOLIO

**SALARY:** Salary level 9 – A basic salary of R 334 545.00 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate National diploma/degree or equivalent NQF level 6 qualification in Property Management/Finance/Administration. Relevant. Knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) (OHS Act), the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) (PPPFA), Supply Chain Management, Treasury Regulations. Knowledge of contracts and administration of leases is a strong recommendation. Computer literacy. A valid driver's license.

**DUTIES:** Management of the allocation of office and rental accommodation. Ensuring the optimal utilization of office space and accommodation. Determination of the renting tariffs for the government property. Providing solutions to queries relating to the allocation of office space and other accommodation issues. Compilation of monthly reports. Conduct regular inspections at state properties to ensure that properties are used for the intended purposes, and to establish that occupants are legal. Keep track of developments with regards to property management trends. Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in good time. Preparation of reports to top management and all relevant stakeholders. Managing the performance of sub-ordinates and resources to enhance productivity of the unit.

**ENQUIRIES:** Mr MJ Seetsi, Director Property Portfolio, Tel. No 051 410 7539

## POST: FINANCIAL MANAGER: FINANCIAL STATEMENTS (1 POST)

(REFERENCE NO: PWI 17/06)  
DIRECTORATE FINANCE

**SALARY:** Salary level 9 – A basic salary of R 334 545.00 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** Applicants must be in possession of an appropriate B Comm Accounting/Internal Auditing degree or equivalent NQF level 6 qualification. Knowledge of relevant Acts/Legislation like the PFMA, Treasury Regulations, etc. Knowledge of financial norms and standards. Computer literacy. Experience in financial management systems/state budgeting processes/internal auditing. Skills and knowledge of finance/budgeting/auditing/strategic management/financial reporting, etc will be beneficial.

**RECOMMENDATIONS:** Computer literate, in particular in the following programmes: Excel; MS Word; Power Point; and Internet.

**DUTIES:** Compilation of financial statements (quarterly and annually). Monitor and report on expenditure trends. Support management with the implementation of the PFMA. Ensure sound financial planning and control. Establish and maintain cash flow control. Assist management with compiling the multi-term budgets. Ensure that sound financial management principles are established and maintained. Ensure credibility of data with regard to budget, expenditure and projections. Compile monthly reports. Train and support officials employed in financial components. Supervise staff.

**ENQUIRIES:** Me N Jordaan, Director Finance (Tel: 051 492 3783)