



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 EDUCATION

ADVERTISING OF VACANT PUBLIC SERVANT POSTS:
HRA 7 OF 2015/ PS3 OF 2015

Directions to applicants: All applications must be submitted on a Z.83 form, obtainable from any Public Service Department, as well as from FSDoE, or the official website: (www.fsdoe.fs.gov.za). Applications must be accompanied by original certified, copies of formal and informal qualifications, valid driving license (where specified), identity document and detailed C.V. Separate applications must be submitted for every vacancy. Applicants must clearly quote the relevant reference number on application forms and on the envelope and forward the applications to the address as indicated in the advertisement. **N.B.:** Please note that: Incomplete and late applications will not be considered. Failure to comply with the procedure outlined above, will lead to an application being rejected. 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. Applicants educational qualifications will be verified, references will be checked and security clearance/criminal checks/vetting will be conducted. 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). 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 may be expected of short listed applicants to undertake a competency test and / or make a presentation as requested by the interviewing panel. The appointments to some of the below posts are subject to the signing of an Annual Performance Agreement and obtaining a security clearance.

APPLICATIONS FOR THE DEPARTMENT OF EDUCATION TO BE SUBMITTED TO: Director: HRA, Private Bag X 20565, Bloemfontein (Katheho Building, 106 Selborne Ave)

This advertisement will also appear on the website of the Department at www.education.fs.gov.za.

CHIEF DIRECTOR PHYSICAL RESOURCES MANAGEMENT REF NO PS3/2015/01

SALARY: Level 14 - An all-inclusive salary package of R988 152 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** Degree in Built Environment or Post Graduate Degree in Management. Preference will be given to a Built Environment Degree. 5-8years' experience as a senior manager. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To strategically manage the infrastructure portfolio of the Department. **Key Responsibilities:** Manage infrastructure strategies, policies, systems, plans and norms & standards. Manage the delivery of the infrastructure programmes/projects. Manage equipment, leases, acquisitions, disposals and related supportive resources. Manage the infrastructure budget. Manage people Provide strategic leadership and guidance. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

DIRECTOR PHYSICAL RESOURCES PLANNING AND PROPERTY MANAGEMENT REF NO PS3/2015/02

SALARY: (Level 13) - An all-inclusive salary package of R819 126.00pa. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** Degree in Built Environment and / or Post Graduate in Management. (Degree in Built Environment will be the preferred qualification.) 5 years' experience as a middle manager. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To develop and manage strategies, policies, systems, norms/standards and plans related to immovable assets, associated equipment and property management. **Key Responsibilities:** Manage the physical resources planning framework, prioritisation model(s), Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analyses. Finalise infrastructure planning documents. Direct property management. Manage people. Manage finances. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

CHIEF TOWN AND REGIONAL PLANNER: INFRASTRUCTURE PLANNING REF NO PS3/2015/03

SALARY: R694 026 – R1 297 038: The Department will award a higher salary depending on the expertise of the applicant. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** Degree in Town and Regional Planning. Registered as a Professional Town and Regional Planner with SACPLAN. Six years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Key Responsibilities:** Manage town planning as part of infrastructure planning. Direct town planning analyses to develop and maintain a physical resources planning framework. Direct spatial modelling for infrastructure planning. Review utilisation of facilities from a town planning perspective, undertake cost benefit analysis and make inputs to the preparation of the User Asset Management Plan. People management. Undertake research. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

GIS TECHNICIAN: INFRASTRUCTURE PLANNING REFERENCE NO PS3/2015/04

SALARY: R270 255 - R362 334: The Department will determine the salary notch based on years of experience post professional registration. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** National Diploma in GIS or equivalent qualification. Registered as a Professional GIS Technician with PLATO. Three years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Key Responsibilities:** Perform technical GIS activities for infrastructure planning through utilisation of education information systems. Contribute to the design of an appropriate spatial database for infrastructure planning in line with existing education information systems. Use GIS equipment, software, data and products. Provide training to end users. Participate in regular systems audits and implementation of GIS standards. Undertake research. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

QUANTITY SURVEYOR: INFRASTRUCTURE PLANNING REF NO PS3/2015/05

SALARY: R541 275 – R725 733: The Department will determine the salary notch based on years of experience post professional registration. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Three years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Key Responsibilities:** Customise quantity surveying and cost norms/standards for all schools. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project lists and Budgets. Undertake research. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

CHIEF CIVIL/STRUCTURAL ENGINEER: INFRASTRUCTURE PLANNING REF NO PS3/2015/06

SALARY: R805 446 – R1 527 855: The Department will award a higher salary depending on the expertise of the applicant. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** Degree in Engineering. Registered as a Professional Engineer with ECSA. [Civil/structural engineer]. Six years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure policies, systems, projects, norms and standards aligned to the Provincial Infrastructure Delivery Management System [IDMS]. **Key Responsibilities:** Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessments and credibility of technical information. Manage adherence to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

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MECHANICAL ENGINEER: INFRASTRUCTURE PLANNING Reference NO PS3/2015/07

SALARY: R625 335 – R842 235: The Department will determine the salary notch based on years of experience post professional registration. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** Degree in Engineering. Registered as a Professional Engineer with ECSA. Three years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. **Key Responsibilities:** Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

CHIEF CIVIL/STRUCTURAL ENGINEER: INFRASTRUCTURE PROGRAMMES/ PROJECTS AND MAINTANANCE Reference NO PS3/2015/08

SALARY: R805 446 – R1 527 855: The Department will award a higher salary depending on the expertise of the applicant. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** Degree in Engineering. Registered as a Professional Engineer with ECSA. [Civil/structural engineer]. Six years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure policies, systems, projects, norms and standards aligned to the Provincial Infrastructure Delivery Management System [IDMS]. **Key Responsibilities:** Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessments and credibility of technical information. Manage adherence to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Manage people. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

ENGINEER [CIVIL/STRUCTURAL]: INFRASTRUCTURE PROGRAMMES/ PROJECTS AND MAINTANANCE REF NO PS3/2015/09

SALARY: R625 335 – 842 235: The Department will determine the salary notch based on years of experience post professional registration. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** Degree in Engineering. Registered as a Professional Engineer with ECSA. [Civil/structural engineer or Electrical or Mechanical Engineer]. Three years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. **Key Responsibilities:** Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

CHIEF ARCHITECT : INFRASTRUCTURE PROGRAMMES/PROJECTS AND MAINTENANCE

REF NO PS3/2015/10

SALARY: R694 026 – R1 297 038. The Department will award a higher salary depending on the expertise of the applicant. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015 **REQUIREMENTS:** Bachelor of Architecture. Registration with the SACAP as a Professional Architect. Six years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. **Key Responsibilities:** Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

CHIEF QUANTITY SURVEYOR: INFRASTRUCTURE PROGRAMMES/ PROJECTS AND MAINTANANCE REF NO PS3/2015/11

SALARY: R694 026 – R1 297 038: Department will award a higher salary depending on the expertise of the applicant. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Six years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. **Key Responsibilities:** Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

QUANTITY SURVEYOR: INFRASTRUCTURE PROGRAMMES/PROJECTS AND MAINTANANCE REF NO PS3/2015/12

SALARY: R541 275 – R725 733: The Department will determine the salary notch based on years of experience post professional registration. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Three years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. **Key Responsibilities:** Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

CHIEF WORKS INSPECTOR: STRUCTURAL: INFRASTRUCTURE PROGRAMMES/ PROJECTS AND MAINTENANCE REF NO PS3/2015/13

SALARY: (Level 8) R242 382 – R285 513pa **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To plan and execute inspections on infrastructure projects and implement condition assessments. **Key Responsibilities:** Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs.

Implement inspections on all building projects Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

WORKS INSPECTOR: INFRASTRUCTURE PROGRAMMES/PROJECTS AND MAINTANANCE (2 POSTS) POST 1: ELECTRICAL: REF NO PS3/2015/14 POST 2: STRUCTURAL: REF NO PS3/2015/15

SALARY: (Level 6) R158 094 – R186 225pa **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To implement inspections on infrastructure projects and implement condition assessments. **Key Responsibilities:** Prepare specifications for work. Developbill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

WORKS INSPECTOR: MOTHEO DISTRICT (4 POSTS) 2 POSTS: ELECTRICAL: REF NO PS3/2015/16 2 POSTS: STRUCTURAL: REF NO PS3/2015/17

SALARY: (Level 6) R158 094 - R186 225pa **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To implement inspections on infrastructure projects and implement condition assessments. **Key Responsibilities:** Prepare specifications for work. Developbill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

WORKS INSPECTOR: MOTHEO DISTRICT WORKS INSPECTOR: LEJWELEPUTSWA DISTRICT (4 POSTS) 2 POSTS: ELECTRICAL: REF NO PS3/2015/18A (MOTHEO), PS3/2015/18B (LEJWELEPUTSWA) 2 POSTS: STRUCTURAL: REF NO PS3/2015/19A (MOTHEO), PS3/2015/19B (LEJWELEPUTSWA)

SALARY: (Level 6) R158 094 – R186 225pa **CENTRE:** BLOEMFONTEIN & WELKOM AS INDICATED ABOVE **REQUIREMENTS:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To implement inspections on infrastructure projects and implement condition assessments. **Key Responsibilities:** Prepare specifications for work. Developbill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

WORKS INSPECTOR: THABO MOFUTSANYANA DISTRICT (6 POSTS) 3 POSTS: ELECTRICAL: REF NO PS3/2015/20 3 POSTS: STRUCTURAL: REF NO PS3/2015/21

SALARY: (Level 6) R158 094 – R186 225pa **CENTRE:** WITSIESHOEK/BETHLEHEM **REQUIREMENTS:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To implement inspections on infrastructure projects and implement condition assessments. **Key Responsibilities:** Prepare specifications for work. Developbill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

WORKS INSPECTOR: FEZILE DABI DISTRICT (3 POSTS)

SALARY: (Level 6) R158 094 – R186 225pa **CENTRE:** WITSIESHOEK/BETHLEHEM **REQUIREMENTS:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To implement inspections on infrastructure projects and implement condition assessments. **Key Responsibilities:** Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs.

1 POST: ELECTRICAL: REF NO PS3/2015/22
2 POSTS: STRUCTURAL: REF NO PS3/2015/23

SALARY: (Level 6) R 158 094 - R 186 225 pa **CENTRE:** SASOLBURG **REQUIREMENTS:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To implement inspections on infrastructure projects and implement condition assessments. **Key Responsibilities:** Prepare specifications for work. Developbill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

CHIEF WORKS INSPECTOR: ELECTRICAL: THABO MOFUTSANYANA DISTRICT REF NO PS3/2015/24

SALARY: (Level 8) R242 382 – R285 513pa **CENTRE:** WITSIESHOEK/BETHLEHEM **REQUIREMENTS:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years' experience post qualification. Valid Drivers' Licence. Computer literate. **DUTIES: Main Role:** To plan and execute inspections on infrastructure projects and implement condition assessments. **Key Responsibilities:** Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances. **ENQUIRIES:** Ms R Vorster, Telephone 051 404 4392 **CLOSING DATE:** 31 JULY 2015

ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: PS33/2015/25

SALARY: Salary level 9 – A basic salary of R288 135 – 348 063 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** Diploma in Real Estate or related Property Management fields. Valid Driver's Licence. Computer literate. Three years' experience post qualification. **DUTIES:** To assist to implement property administration functions. Implement land affairs matters. Update Immoveable Asset Register. Administer leases. Administer Municipal Accounts. Administer use of utilities. **ENQUIRIES:** Mrs A van Heerden, Tel: 051 404 4598 **CLOSING DATE:** 31 JULY 2015

ASSISTANT DIRECTOR: FINANCE: INFRASTRUCTURE: TWO POSTS REF NO: PS33/2015/26

SALARY: Salary level 9 - A basic salary of R288 135 – 348 063 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** Diploma in Commerce or Accounting or Economics. Valid Driver's Licence. Computer literate. Three years' experience post qualification. **DUTIES:** To assist with the coordination of all Financial Management functions. Extract, analyse and validate financial information for infrastructure projects/programmes. Provide financial administration services for all infrastructure Programmes and Projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation. **ENQUIRIES:** Mrs A van Heerden, Telephone: 051 404 4598 **CLOSING DATE:** 31 JULY 2015

STATE ACCOUNTANT: FINANCE: INFRASTRUCTURE REF NO: PS33/2015/27

SALARY: Salary level 7 - A basic salary of R195 177 – R229 914 per annum. **CENTRE:** BLOEMFONTEIN **REQUIREMENTS:** A relevant 3 year National Diploma in State Finance or equivalent qualification. Computer literacy and valid driver's licence. **DUTIES:** To assist with the following: Extract and analyse relevant infrastructure financial information. Provide financial administration for all infrastructure Programmes and Projects. Provide assistance to ensure compliance to the financial policies and prescripts in terms of infrastructure. Update and maintain a document management system for all financial documentation that comply with requirements of the Auditor General. **ENQUIRIES:** Mrs A van Heerden, Tel: 051 404 4598 **CLOSING DATE:** 31 JULY 2015