



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 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 (a transcript of results must be attached), 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.

DEPUTY DIRECTOR MONITORING AND EVALUATION: CHIEF DIRECTORATE STRATEGIC PLANNING, MONITORING AND EVALUATION (REF NO: PWI 16/12)

SALARY: MMS Level 11 – An all-inclusive package of R612 822.00 per annum. The remuneration package consists of basic salary (75% or 70%), the Government's contribution to the Government Employee Pension Fund and a 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, housing allowance and medical aid assistance.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A three-year bachelor's degree or equivalent NQF level 6 qualification in Administration/Business Administration/Economic and Management Studies. Monitoring and evaluation/strategic planning experience. An understanding of strategy development, implementation, facilitation and performance evaluation.

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

DUTIES: Ensure the development of a departmental monitoring and evaluation system, ensuring proper implementation and effect annual updates of the system. Co-ordination and assistance with the development and implementation of strategies, tools and frameworks to monitor and evaluate the effective performance of the various components, including providing advise to management on the interventions to address failure to meet the targets as outlined in the annual performance plan. Providing training to the management in the utilization of the Monitoring and Evaluation System. Monitor the verification of information submitted in relation to the monthly reports and overall organizational performance in relation to the department's objectives and priorities. Evaluate and ensure the quality and correctness of reports submitted in respect of the provincial and departmental strategic documents. Facilitate implementation of strategic objectives with clear buy-in from the management team. Develop systems for tracking success in the implementation of the indicators. Undertake analysis of departmental performance against National and Provincial policies/strategies/priorities and recommend actions to improve performance. Manage the resources of the subdirectorates to ensure efficient and effective utilization thereof.

ENQUIRIES: Ms J Motsie, Director Research, Monitoring and Evaluation, Tel. No 051 492 3897

CLOSING DATE: 28 SEPTEMBER 2016

FINANCIAL MANAGER: FINANCIAL STATEMENTS DIRECTORATE FINANCE (REFERENCE NO: PWI 16/13)

SALARY: Salary level 9 – A basic salary of R 311 784.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Applicants must be in possession of an appropriate three-year B Comm Accounting degree. 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. Knowledge of medium term expenditure framework budget process and procedures. Skills and knowledge of finance, budgeting, strategic management and financial reporting, 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

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

CLOSING DATE: 28 SEPTEMBER 2016

ASSISTANT DIRECTOR COMPLIANCE AUDITING: DIRECTORATE INTERNAL AUDIT (REF NO: PWI 16/14)

SALARY: Salary level 9 – A basic salary of R 311 784.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A national diploma/degree in Auditing and/or Accounting. Good understanding of the Audit process and Audit approaches. Good communication (verbal and written) skills. Effective report writing. Computer literacy. Knowledge of Teammate will serve as an advantage. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of internal audit standards. Registration with SA Institute of Internal Auditors will be a strong recommendation. Computer skills (MS Word, Excel, Power-point, etc)

DUTIES: Assist the Chief Audit Executive with the development of the 3-year rolling internal audit plan for the department. Assist the Chief Audit Executive with the planning of audit projects for the department. Develop and supervise the execution of the audit programme regarding governance processes associated with the activities under review. Supervise audit programme steps/procedures that achieve the engagement objectives. Supervise audit fieldwork, which include planning and monitoring timeframes and staff responsible for audit assignments. Submitting continuous reports to the Audit Committee and Management on the efficient delivery of programmes and achievement of objectives. Evaluate and develop conclusions on audit findings, which include drafting final internal audit reports. Discuss internal audit reports with the Chief Audit Executive, Audit Committee and line managers where applicable. Manage and transfer auditing skills to junior Internal Auditors.

ENQUIRIES: Ms R Mocwaledi, Director Internal Audit, Tel. No 051 492 3817

CLOSING DATE: 28 SEPTEMBER 2016

ASSISTANT DIRECTOR SCM RISK MANAGEMENT AND COMPLIANCE: DIRECTORATE SUPPLY CHAIN MANAGEMENT (REF NO: PWI 16/15)

SALARY: Salary level 9 – A basic salary of R 311 784.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate bachelor's Degree or equivalent qualification in Commercial/ Economic/ Financial services plus relevant and appropriate experience. Administrative experience. Knowledge of Supply Chain Management and related prescripts. Knowledge of Public Finance Management Act and Treasury Regulations. Computer skills. Valid Driver's License

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

DUTIES: Render a Supply Chain Management advisory services to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote effective Supply Chain environment. Promote effective Supply Chain management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective Supply Chain practices. Monitor and evaluate Supply Chain Management policies, practices and procedures. Provide Supply Chain information and knowledge. Maintain database and draw relevant reports in relation to the implementation of the Supply Chain policies, procedures and practices. Manage the selection, generation and presentation of Supply Chain information taking into account the strategic and operational information requirements. Approve and verify all documents and transactions on LOGIS/BAS according to delegations. Prepare reports on supply chain management issues and statistics. Compile monthly reconciliation's and finalization of outstanding payment/submissions/ recommendations.

ENQUIRIES: Mr KS Radebe, Director Supply Chain Management, Tel. No 051 492 3864

CLOSING DATE: 28 SEPTEMBER 2016

ASSISTANT DIRECTOR: ASSET MANAGEMENT AND DISPOSALS REFERENCE NO: PW 16/16)

SALARY: Salary Level 9 – A basic salary of R 311 784.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelors degree/Diploma at NQF level 6 in the relevant field plus experience in procurement and asset management. Valid Driver's License. Administrative experience. Experience in procurement of assets.

RECOMMENDATIONS: Planning and organizing skills. Communication

(Written and verbal) skills. Supervisory skills. Monitoring and evaluation skills. Ability to work independently and under pressure.

Knowledge of BAS and LOGIS systems.

DUTIES: Develop and implement processes and procedures for efficient and effective management of assets. Execute delegated powers with regard to applicable functions. Render effective and efficient execution of all functions pertaining to asset management. Actively participate in the drafting of the asset management policy. Manage effective and timely procurement of assets and payment thereof. Manage the annual stock take and submit consolidated stock report. Identify stock discrepancies and disposal processes. Assist in the development of a departmental plan for acquisition of assets. Develop and implement a policy for disposing the redundant assets. Ensure optimal utilization of assets. Prepare relevant reports for Management. Establish the movable asset register. Attend to applicable human resource issues (training, performance evaluations, etc)

ENQUIRIES: Ms L Khumalo, Director SCM Assets (Telephone No: 051 492 3868)

CLOSING DATE: 28 SEPTEMBER 2016

LEGAL ADMIN OFFICER MR3: OSD (2 Posts): DIRECTORATE LEGAL SERVICES (REF NO: PWI 16/17)

SALARY: OSD MR-3 - A basic salary of R210 837.00 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS: LLB and 2 years or more appropriate post qualification experience

RECOMMENDATIONS: Computer literacy. Good interpersonal, communication and writing skills

DUTIES: The successful candidate will be responsible for the follow functions: Assist in the preparation of draft legislation and /or legal documents with regard to matters related to the department and render advice on the correct and successful implementation thereof. Provide legal interpretations/ opinions on matters related to the department render advice on the legal implications of management decisions. Assist the department with litigations. Develop and ensure that a departmental litigation database is kept and maintained. Represent the department in various legal meetings and /or before within and outside the department, both on a national and or provincial level. Assist to draft, edit and administrate contracts. Develop and monitor the contract management system. Research and market legislative case law development.

ENQUIRIES: Adv K Moletse, Director Legal Services, Tel. No 051 492 3719

CLOSING DATE: 28 SEPTEMBER 2016