

# 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.

FREE STATE PROVINCE

## DEPARTMENT OF POLICE, ROADS AND TRANSPORT

### 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 C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. 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 on all applications. 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. The shortlisted candidate will be subjected to criminal vetting, and Qualification Verification. People with disability are encouraged to apply.

### APPLICATIONS FOR THE DEPARTMENT OF POLICE, ROADS AND TRANSPORT TO BE SUBMITTED TO:

Head: Police, Roads and Transport, P.O Box 119, Bloemfontein 9300 or delivered by Hand to Medfontein Building at the Security, St Andrew Street Bloemfontein

**CLOSING DATE: 02- October-2015**

### **DIRECTOR: PLANNING AND PERFORMANCE OVERSIGHTX (1 POST)**

**REFERENCE NO: FS/ PR&T/DPPO/03/08/ 2015**

**SALARY:**Level 13- An all-inclusive package of R 864177.00 per annum. The remuneration package consists of the basic salary, Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in the terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE:**Bloemfontein x (1 Post)

**REQUIREMENTS:**An Appropriate Degree/Diploma in strategic management/ monitoring and evaluation/ policy planning.2-5 years applicable experience.

**DUTIES:** To ensure the development, maintenance and/or successful implementation of the Department's strategic planning policy and/or implementation strategy in line with national and or provincial frameworks. Conduct and/or supervise research projects towards ensuring that the Department's policy and/or strategy remains abreast with national and provincial guidelines, frameworks and/or best practices. Analyzing the State of the Province Address and the MEC's Budget Speech towards ensuring that all commitments applicable to the Department are identified and communicated to all managers. Ensure that resolutions taken during national and/or provincial meetings on matters related to strategic planning, monitoring and evaluation are complied with and reported thereon. Facilitate strategic planning workshops in the Department towards the development and/or review of the Department's 5-Year Strategic Plan, 3-Year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury Regulations and/or national and/or provincial formats. Drafting of departmental inputs to the Free State Growth and Development Strategy as well as the Provincial Outcome-Based Plan and development in line with Treasury Regulations. Ensure that the capacity of the Department on matters related to monitoring and evaluation (non-financial performance) is improved continuously. Contribute to the development of Municipal Integrated Development Plans. Facilitate the identification of projects as per the Department's APP towards contributing to the achievement of Municipal IDPs. Present the Departments APP to municipalities for purposes of alignment. Collate and consolidate information pertaining to the performance of the Department in relation to the following: Outcome Based Provincial Plan, SOPA and/or MEC Budget injections.

### **DIRECTOR: SUPPLY CHAIN MANAGEMENT X (1 POST)**

**REFERENCE NO: FS/ PR&T/DPPO/04/08/ 2015**

**SALARY:**Level 13- An all-inclusive package of R 864 177.00 per annum. The remuneration package consists of the basic salary, Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in the terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE:**Bloemfontein x (1Post)

**REQUIREMENTS:**An Appropriate 3 year Bachelor's Degree/ National Diploma or equivalent qualification. Excellent written and verbal communication skills. Appointment is subject to the following: SMS Competency Assessments, Performance Agreement, Vetting, SMS Contract and Financial disclosure. 2-5 years applicable experience.

**DUTIES:** Strategically manage and coordinate the consistent and accountable implementation of the Supply Chain Management Framework and the preferential procurement of goods and services. Ensure the Departmental keeps abreast with Supply Chain Managements best practices and Government requirements and promote the consistent application of best practices throughout the Departments supply chain management framework. Ensure that effective Supply Chain Management performance measurements are identified, tracked and reported. Ensure that a preferred vendor database is implemented. Ensure that goods and services are procured using the optimum strategy and techniques. Ensure that the acquisition process follows the norms and standards set out by the supply chain management framework. Ensure an open and transparent Bid process ad that all bid documentation and contracts are legally and technically correct. Ensure that supply chain management bid committee system is effective and monitored. Ensure that all contracts contain Service Levels Agreements which ensure high quality service delivery and value to the Department. Ensure that suppliers are paid within the prescribed time-frames. Ensures the effective management of the Budget and other resources of the Directorate.

### **ASSISTANT DIRECTOR: COMPLAINTS AND INVESTIGATIONS**

**REFERENCE NO: FS/ PR&T/ASDCI/ 02/08/ 2015**

**SALARY:**Salary level10- A basic salary of R 361 659.00 per annum.

**CENTRE:** Fezile Dabi x (1 Post); Lejweleputswa x (1 Post).

**REQUIREMENTS:**Appropriate Diploma/ Degree or an equivalent qualification. 2-3 years applicable experience.

**DUTIES:** Handle the registration administration and control of all complaints received against SAPS and provide an advisory service to the Deputy Director, Director, Chief Director, HOD and MEC of the department. Depending on merit, conduct independent investigation into assigned complaints and ensuring that all relevant statements and evidence are obtained to substantiate findings and recommendations. Identify proper intervention strategies for possible redress. Manage the acknowledgement of complaints and regular feedback and advice.

### **COMPLIANCE OFFICER: (CRIME PREVENTION)**

**REFERENCE NO: FS/ PR&T/COCP/ 01/08/ 2015**

**SALARY:**Salary level08- A basic salary of R 243 747.00 per annum.

**CENTRE:** Fezile Dabi x (1 Post)

**REQUIREMENTS:**Appropriate Diploma/Degree or equivalent qualification. 2-3 years applicable experience.

**KNOWLEDGE:** Domestic Violence Act, 1998 (Act no. 116 of 1998), Regulations under Domestic Violence Act, 1998 (Act no. 116 of 1998), National Instruction 7/1999 on Domestic Violence Act, Standard Operating Procedures between SAPS & CSP Civilian Secretariat for Police Act, 2011 (Act 2 of 2011), Criminal Law (Sexual Offences & Related Matters) Amendment Act 32 of 2007

**DUTIES:** Assess the level of Victim Empowerment Programme service delivery and compliance by police stations in the Province. Ensure compliance of the Police in the application and implementation of the Domestic Violence Act (DVA). Make recommendations and monitor non-compliance complaints to SAPS. Monitor the SAPS in implementing investigation findings on non-compliance and make recommendations on exemptions requested by SAPS. Conduct public awareness campaigns for communities on the DVA and its implications. Compile and submit accurate reports.

### **SUPPLY CHAIN SPECIALIST: LOGIS CONTROL AND PAYMENTS**

**REFERENCE NO: FS/ PR&T/SCSLCP/ 04/08/ 2015**

**SALARY:**Salary level09- A basic salary of R 289 761.00 per annum.

**CENTRE:**Bloemfontein x (1 Post)

**REQUIREMENTS:**Appropriate Diploma/ Degree or an equivalent qualification. 2-3 years applicable experience. Knowledge of Logis and BAS management system.

**DUTIES:**Co-ordinate the implementation and maintenance off logis management system. Ensure effective monitoring and control over logis control payment and provide guidance. Prepare and consolidate logis control and payment exception reports and reconciliations. Manage human resources which include training and capacity development of all officials involved in performing logis control and payment. Authorize transactions on logis management system according to delegations. Ensure effective management, monitoring and control over logis management system in order to effect payments and provide guidance. Prepare monthly exception and reconciliations on supply chain management issues. Manage human resources which include training and capacity development of all officials involved in implementation of logis control management and supply chain management. Authorize transactions on logis management system according to delegations. Manage and resolve all related logis control related queries.

**ENQUIRIES: Mr. N.N Selai - Telephone -051 4098481**