



and valid driver's license. A maximum of 5 years experience in a financial environment and 2 years supervisory experience, knowledge and understanding of public service policies and procedures, working knowledge of the functioning of provincial/National Government, basic knowledge of MS Word, Excel and Power Point, good verbal and written communication skills, knowledge of Financial Management, LOGIS, PERSAL and BAS.

**DUTIES:** develop and ensure the successful implementation of a departmental policy and implementation strategy toward improving internal control in the Department, addressing preventative controls to reduce financial-related risk in the financial environment, corrective control to address financial-related risks if and when they occur, detective controls towards monitoring the extent to which financial risks are mitigated and/or addressed effectively. Facilitate assurance services by evaluating system documents. Promote a proper understanding and awareness within the Department on matters related to internal control. Develop and implement system towards enhancing financial control and submit exceptions, irregular fruitfulness and wasteful expenditure. Retain financial information e.g. Document control. Management of all resources attached to the unit. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of an extensive managerial experience in a similar environment is a prerequisite.

**ENQUIRIES:** Mr. F. Labuschagne. Telephone nr. 051 403 393

**CLOSING DATE: 26 JUNE 2015**

#### ASSISTANT DIRECTOR: WORK STUDY (OD)

REF NO: HS27/2015

**SALARY:** Salary level 9 – A basic salary of R270 804.00 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate 3 year Degree, 3-5 years experience in the field, proven working knowledge on the area of specialization, facilitation skills, leadership skills, report writing skills, analytical skills, problem solving skills, strategic planning skills, training skills.

**DUTIES:** To develop and maintain the organogram/s. To conduct business process re-engineering investigations. Undertake efficiency promotion exercise. To develop, review and analyse norms and standards. Evaluate higher level/complex jobs in the Department/ Province. Provide advice on the development of job descriptions and the application of job evaluation. To perform administrative functions required in the unit. Supervise and control resources as allocated. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of an extensive managerial experience in a similar environment is a prerequisite.

**ENQUIRIES:** Mr. TS Mokoena. Tel No.: 051 403 3643

**CLOSING DATE: 26 JUNE 2015**

#### ASSISTANT DIRECTOR: HR PLANNING AND ADMINISTRATION

REFERENCE NO: HS29/2015

**SALARY:** Salary level 7 – A basic salary of R183 438.00 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate 3 year Degree, 3-5 years experience in the field, proven working knowledge on the area of specialization, facilitation skills, leadership skills, report writing skills, analytical skills, problem solving skills, strategic planning skills, training skills.

**DUTIES:** To develop and maintain departmental organogram in line with the strategic plan. To conduct business process re-engineering investigations. Undertake efficiency promotion exercises. To evaluate jobs in the department/ province. Provide advice on the development of job descriptions and the application of job evaluation. To undertake administration functions required.

**ENQUIRIES:** Mr. TS Mokoena. Telephone nr. 051 403 3643

**CLOSING DATE: 26 JUNE 2015**

#### ASSISTANT DIRECTOR: HR PLANNING AND ADMINISTRATION

REFERENCE NO: HS29/2015

**SALARY:** Salary level 9 – A basic salary of R270 804.00. per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate Diploma/Degree or equivalent qualification. -5 years experience in the HR planning environment. In depth knowledge and understanding on human resource management, Public Service Legislation, policies, practices, directives and procedures, in depth understanding of collective agreements. Business strategy translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Policy Development analysis skills. Presentation skills. Interpretation skills. Creativity.

**DUTIES:** Co-ordinate and develop the human resource plan, employment equity plan, oversight report for the department. Coordinate and develop human resource policies. and presentation of information sessions of human resource issues in the department in order to contribute to an effective and well-informed workforce. Render a human resource advisory service to the Management of the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment. Ensure the promotion of effective human resource management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of human resource practices. Develop norms and standards to facilitate the implementation of human resource policies, strategies procedures and practices. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of an extensive managerial experience in a similar environment is a prerequisite.

**ENQUIRIES:** Ms. Matiwane NA. Telephone nr. 051 405 5729

**CLOSING DATE: 26 JUNE 2015**

#### ASSISTANT DIRECTOR: HR PLANNING AND ADMINISTRATION

REFERENCE NO: HS29/2015

**SALARY:** Salary level 9 – A basic salary of R270 804.00. per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate Diploma/Degree or equivalent qualification. -5 years experience in the HR planning environment. In depth knowledge and understanding on human resource management, Public Service Legislation, policies, practices, directives and procedures, in depth understanding of collective agreements. Business strategy translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Policy Development analysis skills. Presentation skills. Interpretation skills. Creativity.

**DUTIES:** Co-ordinate and develop the human resource plan, employment equity plan, oversight report for the department. Coordinate and develop human resource policies. and presentation of information sessions of human resource issues in the department in order to contribute to an effective and well-informed workforce. Render a human resource advisory service to the Management of the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment. Ensure the promotion of effective human resource management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of human resource practices. Develop norms and standards to facilitate the implementation of human resource policies, strategies procedures and practices. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of an extensive managerial experience in a similar environment is a prerequisite.

**ENQUIRIES:** Ms. Matiwane NA. Telephone nr. 051 405 5729

**CLOSING DATE: 26 JUNE 2015**

#### HUMAN RESOURCE PRACTITIONER

REFERENCE NO: HS30/2015

**SALARY:** Salary level 8 – A basic salary of R227 802.00 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** DUTIES: An appropriate Diploma/Degree or equivalent qualification. -3 years experience in the HR field. In depth knowledge and understanding on human resource management, Legislation, policies, practices and procedures. Business strategy translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Policy Development skills. Interpretation skills. Creativity.

**DUTIES:** Render HR advice & liaison services and determine best practices related to service benefit practices, oversee the implementation of Leaves administration, Housing Allowance, Service terminations, COVID, Overtime and, Long Service Recognition applications Obtain statistic of HR functional matters performed by subordinates and analyse these reports. Assist with the development of policies within the service benefits scope. Responsible for Asset management as well as human resource management which includes the electronic approval of transaction captures by Personnel Practitioners. Render HR advice liaison services and determine best practices with regard to recruitment matters. Oversee the advertising, interview and selection process and provide information on advertised posts. Obtain statistic of HR functional matters performed by subordinates and analyse these reports. Oversee the facilitation of pre- employment suitability check for short listed candidates. Arrange the competency assessment on candidates through liaison with service provide approved by DPSA. Administer the appointment of approved candidates and life cycle even of the departmental employees. Direct the maintenance of the electronic structure on PERSAL. Assist with the development of policies within the recruitment and life cycle Management scope. Responsible for asset management as well

#### HUMAN RESOURCE PRACTITIONER

REFERENCE NO: HS30/2015

**SALARY:** Salary level 8 – A basic salary of R227 802.00 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** DUTIES: An appropriate Diploma/Degree or equivalent qualification. -3 years experience in the HR field. In depth knowledge and understanding on human resource management, Legislation, policies, practices and procedures. Business strategy translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Policy Development skills. Interpretation skills. Creativity.

**DUTIES:** Render HR advice & liaison services and determine best practices related to service benefit practices, oversee the implementation of Leaves administration, Housing Allowance, Service terminations, COVID, Overtime and, Long Service Recognition applications Obtain statistic of HR functional matters performed by subordinates and analyse these reports. Assist with the development of policies within the service benefits scope. Responsible for Asset management as well as human resource management which includes the electronic approval of transaction captures by Personnel Practitioners. Render HR advice liaison services and determine best practices with regard to recruitment matters. Oversee the advertising, interview and selection process and provide information on advertised posts. Obtain statistic of HR functional matters performed by subordinates and analyse these reports. Oversee the facilitation of pre- employment suitability check for short listed candidates. Arrange the competency assessment on candidates through liaison with service provide approved by DPSA. Administer the appointment of approved candidates and life cycle even of the departmental employees. Direct the maintenance of the electronic structure on PERSAL. Assist with the development of policies within the recruitment and life cycle Management scope. Responsible for asset management as well

as human resource management which includes the electronic approval of transaction captures by Personnel Practitioner.

**ENQUIRIES:** Ms. NA Matiwane. Telephone nr. 051 405 5729

**CLOSING DATE: 26 JUNE 2015**

#### SENIOR HR OFFICER: PERSONNEL PROVISIONING

REF NO: HS31/2015

**SALARY:** Salary level 7 – A basic salary of R183 438.00 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** A three year Diploma in Human Resources Management, or grade 12 certificate with 5 years work experience in human resource management and administration. Extensive knowledge of Persal and HR processes. Computer literacy (Excel and Word) working knowledge and understanding of the legislative framework governing the public service, knowledge of registry duties ability to capture data, planning and organization, good verbal and written communication skills, ability to work under pressure, valid driver's license.

**RECOMMENDATIONS:** Relevant experience within the human resources management environment

**DUTIES:** Supervise and undertake the more complex implementation and maintenance of human resource administration practices (recruitment and selection, Appointments, transfers, verification of qualifications, secretariat fiction at interviews, absorptions probation period etc. Recommend (Approved) transactions on Persal according to the delegations, performance management, prepare reports on human resource administration issues and statistics). Handle human resource administration enquiries. Supervise human resources/staff (allocate and ensure quality of work, personnel development, assess staff performance, apply discipline)

**ENQUIRIES:** Ms. NA Matiwane. Telephone no: 051 405 5729

**CLOSING DATE: 26 JUNE 2015**

#### SENIOR HR OFFICER: PERSONNEL UTILISATION

REF NO: HS32/2015

**SALARY:** Salary level 7 – A basic salary of R183 438 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** A three year Diploma in Human Resources Management, or grade 12 certificate with 5 years work experience in human resource management and administration. Extensive knowledge of Persal and HR processes. Computer literacy (Excel and Word) working knowledge and understanding of the legislative framework governing the public service, knowledge of registry duties ability to capture data, planning and organization, good verbal and written communication skills, ability to work under pressure, valid driver's license.

**DUTIES:** Supervise and undertake the more complex implementation and maintenance of human resource administration practices (recruitment and selection, Appointments, transfers, verification of qualifications, secretariat fiction at interviews, absorptions probation period etc. Recommend (Approved) transactions on Persal according to the delegations, performance management, prepare reports on human resource administration issues and statistics). Handle human resource administration enquiries. Supervise human resources/staff (Allocate and ensure quality of work, personnel development, assess staff performance, apply discipline)

**ENQUIRIES:** Ms. NA Matiwane. Tel No.: 051 405 5729

**CLOSING DATE: 26 JUNE 2015**

#### PHYSICAL PLANNER

REFERENCE NR: HS33/2015

**SALARY:** Salary level 9 – A basic salary of R270 804 00 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate degree/diploma/equivalent qualification.

**DUTIES:** To ensure the provision and maintenance of adequate accommodation and facilities for the department in line with the occupational health and safety act towards promoting effective and efficient service delivery functions: Develop and successfully implement departmental policies, including norms and standards, with regard to office accommodation and related facilities. Ensure the successful implementation of the Occupational Health and Safety Act, monitor and report thereon and render advice on such matters. Conduct regular inspections on the status of office accommodation and related facilities and submit monthly, quarterly and annual reports on such matters. Administer service level agreements related to office accommodation and related facilities. Perform all supervisory functions as Head of the Component. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of an extensive managerial experience in a similar environment is a prerequisite.

**ENQUIRIES:** Mr. T.S. Mokoena. Telephone no: 051 403 3643

**CLOSING DATE: 26 JUNE 2015**

#### PERFORMANCE DEVELOPMENT MANAGEMENT SYSTEM (PDMS) PRACTITIONER

REFERENCE NO: HS34/2015

**SALARY:** Level 7 A-basic salary of R183 438.00 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** Grade 12 with computer literate, relevant knowledge and experience in PDMS. Relevant experience in a similar environment in Public Service, Good interpersonal skills, the ability to plan and organize, analytical skills, writing skills, computer literacy, proven knowledge and understanding of PDMS policies and procedures in the Public Service.

**DUTIES:** Assist with the successful implementation of the Performance and Development System for officials levels 1-12 with the Department. Including the following: provide inputs to the review and/or update of the PDMS Provincial Policy. Framework based on the needs of the Department Partake in PDMS learning networks within Departments. Provide information sessions to managers in the Department towards improving their understanding of the PDMS System. Apply quality assurance on PDP's. Monitor and report on the extent to extent to which Performance and Development Management Plans are developed, signed and or maintained within all units of the Department and assist and / or advice managers thereon. Identify and advise on challenges experienced within the Department impacting negatively on the successful implementation of the PDM System.

**ENQUIRIES:** Ms. NA Matiwane. telephone no: 051 403 5729

**CLOSING DATE: 26 JUNE 2015**

#### ASSISTANT DIRECTOR: PERFORMANCE DEVELOPMENT MANAGEMENT SYSTEM (PDMS)

REF NO: HS35/2015

**SALARY:** Level 9-A basic salary of R270 804.00 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate Diploma/Degree or equivalent qualification. -5 years experience in the HR planning environment. In depth knowledge and understanding on human resource management, Public Service Legislation, policies, practices, directives and procedures, in depth understanding of collective agreements. Business strategy translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Policy Development analysis skills. Presentation skills. Interpretation skills. Creativity.

**DUTIES:** Assist with the compilation of Performance Agreements for SMS members. Assist with the successful implication of PDMS in the Department for levels 1-12 and SMS members. Perform secretariat functions at Department PDMS structures. Identify and advise on challenges experienced within the department impacting negatively on the implementation of PDMS system. Monitor and report on the extent to which PDMS, plans are developed and signed and/or maintained within all units in the department. Assist in the formulation of Department policies and directives to evaluate compliance with PDMS in the department. Manage resources in the PDMS unit. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth

knowledge of and extensive managerial experience in a similar environment is a prerequisite.

**ENQUIRIES:** Ms. NA Matiwane. Tel.No.:051 403 5729

**CLOSING DATE: 26 JUNE 2015**

#### SENIOR INTERNAL AUDITOR

REFERENCE NO: HS36/2015

**SALARY:** Level 9 A-basic salary of R270 804.00 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** National Diploma or BCom in Internal Auditing or Accounting, 3-4 years experience on the field. Specific knowledge of the Public Finance Management Act, Knowledge of Treasury Regulations, knowledge other acts and policies as issued by the Department. Knowledge of the International Standards for the Professional, knowledge of Public Audit Act, Public Sector Risk Management Framework, practice of Internal Auditing and Practice Advisories, Departmental structure and decision making processes, Drivers License, ability to supervise and manage, ability to work in a team, ability to work independently, computer, analytical, communication, commitment, integrity, professionalism, helpfulness, punctuality, self-confidence and requirements of the code of ethics of the Institute of Internal Auditors.

**DUTIES:** Functionally supervise and participate in the development of strategic internal audit plans. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objects of the department by evaluating the department's controls/ objectives, to determine their effectiveness and efficiency through internal audits. Review, collect information, compile reports to the Deputy Internal Auditor and the Chief Internal Auditor for purpose of reporting to the accounting officer, and audit committee. Keep up to date with new developments in the internal audit environment. Administratively supervise employees to ensure an effective internal audit service.

**ENQUIRIES:** Mr. O Themba. Telephone no: 051 403 4652

**CLOSING DATE: 26 JUNE 2015**

#### ASSISTANT DIRECTOR: DATA AND INFRASTRUCTURE MANAGER

REFERENCE NO: HS372015

**SALARY:** Salary level 9-A basic salary R270 804.00 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** 3 year tertiary qualifications in relevant area and/or extensive administrative experience in the IT related field with at least 5 years experience in IT environment Valid Driver's license.

**DUTIES:** To ensure that an ICT Data and Infrastructure Management unit are established and maintained within the IT Unit of the Corporate Services Chief Directorate of the Department of Human Settlements and thereby ensuring optimized, efficient and effective ICT service delivery to the internal and external clients of the Department, Assisting the Department to meet its objectives. Manage operational level Data and Information Management in the Department. Manage and control ICT Infrastructure management in the Department. To manage and control ICT Security Management in the Department. To provide assistance to the DITC. General staff supervision and management of the resources of the unit by means of planning, co-ordination, monitoring and improvement of work. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of an extensive managerial experience in a similar environment is a prerequisite.

**ENQUIRIES:** Mrs. ME Rapulungoane. Telephone no: 051 405 5214

**CLOSING DATE: 26 JUNE 2015**

#### ADMINISTRATION CLERK: INFORMAL SETTLEMENTS (3 POSTS)

REFERENCE NO: HS38/2015

**SALARY:** Salary level 5 –A basic salary of R123 738. 00 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate senior certificate or three-year qualifications and Bachelors' degree in public administration or social science will serve as an advantage, sound understanding of South African government policies, a basic understanding of government protocol and etiquette, general office administration skills, good communication (written, verbal and liaison) skills and the ability to write reports and submissions, a team player that can work under pressure with good organisational skills and a professional manner, computer literacy skills (Ms Word, Excel and Power Point)

**RESPONSIBILITIES:** The purpose of the job is to provide efficient and effective administrative support to the Sub-Directorate: Informal Settlements with the key objectives of facilitating planning and surveying, township establishments and land acquisitions. The candidate will be expected to perform the following responsibilities: To ensure efficient and effective administration support service to sub directorate, to ensure accurate record keeping of all documents, to ensure proper secretarial jobs to sub directorate with external meeting, to render an accurate typing services, and to provide an effective secretarial and registry services to the sub directorate.

**ENQUIRIES:** Mr. Sibongile Dumbela. Tel No.: 051405 4701.

**CLOSING DATE: 26 JUNE 2015**

#### DEPUTY DIRECTOR: AUXILIARY SERVICES

REFERENCE NO: HS39/2015

**SALARY:** Salary level 11 – An all-inclusive package of R532 278.00 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:** An appropriate degree/diploma/equivalent qualification.

**DUTIES:** Ensure that an effective and efficient support service is rendered to the corporate services chief directorate, security management and anti-corruption directorate, internal audit directorate, office of the MEC and/or office of the HOD. This includes the development and implementation of policies and / or strategies related to executive support services. Oversee and promote implementation of OHS Act and provide adequate accommodation to all departmental officials. Ensure the rendering of an effective and efficient support service to Departmental meetings chaired by the HOD and/or MEC, including the keeping of resolutions, following up on the implementation thereof, etc. Oversee the rendering of an effective and efficient records management service to the department in line with archive requirements and to ensure the rendering of general support services, e.g. reproduction services, messenger / driver services, postal services, etc. Manage all departmental resources. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of an extensive managerial experience in a similar environment is a prerequisite.

**ENQUIRIES:** Mr. T.S. Mokoena. Tel.No.: 051 403 3643

**CLOSING DATE: 26 JUNE 2015**

#### RECORDS MANAGEMENT

REF NO: HS40/205

**SALARY:** Salary level 9-A basic salary R270 804.00 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** A Tertiary qualification with between 2 years' experience in the records management field OR Grade 12 or equivalent with 5 years' experience in the records management field, Computer literate, Understanding and knowledge of the National and Provincial Archive Act, Access to Information Act, Administration Justice Act, Labour Relations Act, Minimum Information Security Standards, Knowledge of the filing system, Good record keeping skills, Good communication skills (verbal and written), Computer literate, Valid driver's license.

**DUTIES:** Formulation and maintenance of Departmental Records Management Policy. Implementation and maintenance of the Provincial Records Management Policy. Implementation and maintenance of the Departmental Integrated Document

Management. Managing of procedures and processes of the Departmental Registries-file plan, records control schedule and electronic records management system. Training of staff at Institutional level. Managing of procedures and processes of head offices registries. Managing staff of head office registries. Ensure compliance with the departments file plan and policy. Training of head office personnel on the use of the file and policy, implementation of MISS policy at registries. Control and Management of records, Policy of document economy to be carried out, Essential registers/schedules are to be kept by the Records Manager, Supervising and training of all Registry personnel, Manage the receiving and sending of mail, Remittance register should be managed, Develop and implement a file plan for the Department, Ensure that all the Departmental records are properly managed and safely guarded, Report writing. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of an extensive managerial experience in a similar environment is a prerequisite.

**ENQUIRIES:** Mr. T.S Mokoena. Tel.No.: 051 403 3643

**CLOSING DATE: 26 JUNE 2015**

#### DEPUTY DIRECTOR: PERFORMANCE DEVELOPMENT MANAGEMENT SYSTEM (PDMS)

REFERENCE NO: HS41/2015

**SALARY:** Salary level 11– An all-inclusive package of R532 278.00 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:** An appropriate degree/diploma/equivalent qualification. Practical Demonstration of knowledge and skills. Valid Driver's license, 3-5 years relevant working experience in a similar environment.

**DUTIES:** Develop and/or ensure the successful implementation of the Performance and Development Management System. Monitor and report on the extent to which supervisors and/or managers plan and assess the performance of sub-ordinates for levels 1-12 and SMS Members. Develop, keep and/or maintain departmental procedures, practices and processes towards facilitating the successful implementation of the PDMS Policy Framework. Ensure the effective functioning of sub-Directorate, inclusive of the following: Manage the assets of the unit in line with SCM requirements. Plan, manage and coordinate all resources of the PDMS unit personnel attached to the unit. Report on the performance of PDMS Sub-Directorate on a monthly, quarterly and annual basis against planned targets. Actively participate in HRM staff meetings, corporate Services Management Meetings and Staff meetings. Identify and mitigate risks impacting negatively on the PDMS unit and report thereon quarterly. Keep record of all required evidence electronically for purposes of uploading such on MPAT on the required date. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of an extensive managerial experience in a similar environment is a prerequisite.

**ENQUIRIES:** Mr. T.S Mokoena. Tel. No.: 051 403 3643

**CLOSING DATE: 26 JUNE 2015**

#### DEPUTY DIRECTOR: HOUSING POLICY

REF NO: HS42/2015

**SALARY:** Salary level 11-An all-inclusive package of R 532 278.00 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:** Bachelors' Degree in Development Studies, Housing, Built Environment Science, Town & Regional Planning, Law, Biodiversity and Sustainability Admission as an Attorney or Advocate of the High Court of South Africa. A minimum of 6 years of applicable experience in Human Settlements Policy formulation, review, advocacy, implementation, monitoring and evaluation. An intuitive familiarity with the Human Settlements sector's environment and dynamics with special emphasis on the Human Settlements value chain.

**DUTIES:** Human Settlements Policy concepts drafts and effectiveness analysis. Strategically mobilise all key and relevant internal and external stakeholders on Human Settlements policy formulation, review, advocacy, implementation, monitoring and evaluation. Strategically coordinate the consultative workshops and public participation processes geared at obtaining the buy-in of all key stakeholders on Human Settlements Policy. Strategically manage all pilot projects involving specific policy prescripts. Strategically assess the operational effectiveness and efficacy of all Human Settlements policies. Strategically manage the maintenance of optimum standards in policy implementation. Strategically set service levels according to which the provincial and local spheres of government are to facilitate compliance with the requisites of Human Settlements policies. Strategically engage institutions of higher learning, research bodies and the Human Settlements Practitioners in various spheres of government and the private sector on harmonising the implementation of various housing policies. Strategically monitor the compliance with the Social Contract for Rapid Human Settlements Delivery by all signatories of the said Social Contract. Allocate, control, monitor and report on all resources relating to Human Settlements formulation, review, advocacy, implementation, monitoring and Evaluation. Strategically provide advice and consulting services to all internal and external stakeholders in relation to Human Settlements formulation, review, advocacy, implementation, monitoring and Evaluation. Strategically and continuously monitor the exchange and protection of information relating to Human Settlements formulation, review, advocacy, implementation, monitoring and Evaluation between the Human Settlements practitioners and the implementers in the coalition to ensure effective knowledge management in pursuit of national, provincial and municipal objectives. Strategically ensure the availability and management of funds to meet departmental objectives within the realm of Human Settlements formulation, review, advocacy, implementation, monitoring and Evaluation. Strategically facilitate the compilation of innovative policy proposals to ensure the validity and continuous relevance of Human Settlements policy to the needs of beneficiary communities in the province. Strategically manage the development, motivation and utilisation of human resources in the component to ensure competent knowledge base. Strategically attend the National, provincial and local fora and therapeut represent the department on all matters relating to Human Settlements formulation, review, advocacy, implementation, monitoring and Evaluation. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of an extensive managerial experience in a similar environment is a prerequisite.

**ENQUIRIES:** Mr Mosikili. Tel.No.: 051 403 3446

**CLOSING DATE: 26 JUNE 2015**

#### DIRECTOR: INFORMAL SETTLEMENTS AND LAND TENURE SERVICES

REF NO: HS39/2015

**SALARY:** Level 13 - An all-inclusive salary package of R819 126.00 per annum (Level 13), structured as follows: Basic salary - 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification and extensive managerial experience in similar environment.

**DUTIES:** It will be expected from the suitable candidate to facilitate and manage informal settlement eradication services

and related programmes and guide land use management and settlement planning in the Free State Province by performing the following functions:

- Develop and facilitate the successful implementation of a Provincial Informal Settlements Eradication strategy
  - Develop and ensure the successful implementation of provincial land use legislation and an Informal Settlements Eradication/Upgrading and land use policy framework
  - Guide and facilitate the prevention of unlawful land occupation in consultation with municipalities and other relevant stakeholder
  - Guide, promote and facilitate installation of Social and Economic Amenities and Settlements
  - Provide inputs on all land use applications submitted and advise municipalities on all matters pertaining to land use
  - Manage economic research, statistical modeling and analysis for LED and IDPs
  - Participate in the development of the Department's 5 Years Strategic Plan, 3 year Performance Plan and Annual Business Plan in the Free State Growth and Development Strategy and plan, manage and co-ordinate all resources within the Directorate towards achieving said strategic objectives, including sensitizing the responsible Chief Director and Deputy Director-General timeously on problems areas and implementing remedial steps where and when necessary towards improving service delivery
  - Render advice and report monthly, quarterly and annual on matters related to the above, represent the Department and participate in various committees/fora on any such matter(s)
  - Manage, plan and co-ordinate all resources in the Directorate in line with department policies and strategies, which includes the budget, human resources, equipment, official vehicles, accommodation. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Local Government. A proven record of managerial and leadership capabilities and in depth knowledge of an extensive managerial experience in a similar environment is a prerequisite.
- ENQUIRIES:** Ms MDCT Tali. Telephone no: 051 403 3917
- CLOSING DATE: 26 JUNE 2015**

#### DIRECTOR: TECHNICAL SERVICES

REF NO: HS40/2015

**SALARY:** Level 13 - An all-inclusive salary package of R819 126.00 per annum (Level 13), structured as follows: Basic salary - 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** Engineering degree Civil (B Eng/BSC (Eng) or BTEC qualification). Four years post qualification experience required and eligible to register as a Professional Engineer. Valid driver's license and extensive managerial experience in a similar environment. This post requires a person with a proven record of managerial and leadership capabilities, planning and analytical skills coupled with excellent interpersonal relationship skills. An in-depth knowledge of an extensive experience in a similar environment is a pre-requisite.

**DUTIES:** Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or re-direct project services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management

**ENQUIRIES:** Mr. N. Mokhesi. Tel. No.: 051 403 3883

**CLOSING DATE: 26 JUNE 2015**

#### CHIEF DIRECTOR: HUMAN SETTLEMENT PROGRAMME IMPLEMENTATION

REF NO: HS41/2015

**SALARY:** Level 14 - An all-inclusive salary package of R 988 152.00 per annum (Level 14), structured as follows: Basic salary - 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification and extensive managerial experience in similar environment

**DUTIES:** it will be expected of the successful candidate to strategically promote Capacity Building and Stakeholder Mobilization in order to eradicate Informal Settlements and effective Customer Service and Housing Information Management by:

- Promoting the development of and guiding the successful implementation of housing policies and strategies on the Eradication and Upgrading of Informal Settlements
- Guiding and ensuring the successful implementation of Capacity Building Programmes/Strategies
- Strategically promoting stakeholder mobilization and management
- Ensuring and promoting effective and efficient housing information
- Reporting monthly, quarterly and annual on matters related to the above and on such matters
- Participating in the development of 5 year Strategic Plan and an Annual Performance Plan on matters above and planning, managing and co-ordination all resources within the Chief Directorate towards the successful implementation thereof and towards ensuring that budget spending is maximized in line with allocated funds. This requires a person with a proven record of strategic leadership capabilities, outstanding planning - and analytical skills coupled with a strong interpersonal relationship skills
- A proven record of an in - depth knowledge of an extensive managerial experience in a similar environment is a pre-requisite.

**ENQUIRIES:** Mr. N. Mokhesi. Tel.No.: 051 403 3883

**CLOSING DATE: 26 JUNE 2015**

#### CHIEF DIRECTOR: HUMAN SETTLEMENT PROJECT MANAGEMENT

REF NO: HS42/2015

**SALARY:** Level 14 – An all-inclusive salary package of R 988 152.00 per annum (Level 14), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate degree in Project Management or equivalent qualification and PM experience of at least 3-5 years in the building/housing environment of which at least three years as management level in the public or private sector

**DUTIES:** To oversee the development of project planning and definition support services to the PPMU to support programme and portfolio management... Oversee the contracting and procurement of service providers and entering into service agreements with them. Oversee the procurement of project related resources for the Department in support of the various projects. Oversee the development of a project reporting programme and schedule. Oversee the development of project risk plan and structure to identify project risks and to develop mitigation actions. Oversee the management of Departmental assets, finances and infrastructure. Oversee the performance of direct reports and manage their development. Manage, plan and co-ordinate all resources in the Directorate in line with Departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles, accommodation, a

etc. This post requires a person with good planning and problem solving skills, coupled with the ability to work under pressure. A proven record of managerial and leadership capabilities and in depth knowledge of an extensive experience in a similar environment is a pre-requisite.

**ENQUIRIES:** Mr. N. Mokhesi. Tel.No.: 051 403 3883

**CLOSING DATE: 26 JUNE 2015**

#### DIRECTOR: PROGRAMME DESIGNING AND ALLOCATION MANAGEMENT

REF NO: HS43/2015

**SALARY:** Level 13 - An all-inclusive salary package of R819 126 .00 per annum (Level 13), structured as follows: Basic salary - 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary, The remaining flexible portion may be structured in terms of the applicable remuneration rules

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification and extensive managerial experience in similar environment.

**DUTIES:** it will be expected for the suitable candidate to oversee and manage people housing processes in the Free State Province by performing the following functions:

- Develop and ensure the successful implementation of a provincial implementation strategy on peoples housing processes
- Render advice on people housing processes, strategies and structures in the Free State Province
- Evaluate, monitor and render advice and assistance on people housing projects
- Participate in the development of the Department's 5 Year Strategic Plan, 3 year Performance Plan and Annual Business Plan in line with the priorities as set out in the Free State Growth and Development Strategy and Plan, manage and co-ordinate all resources within the Directorate towards achieving said strategic objectives, including sensitizing the responsible Chief Director and Deputy Director – General timeously on problem areas and implementing remedial steps where and when necessary towards improving service delivery
- Represent the Department and participants in various committees/fora on matters related to the



FREE STATE PROVINCE

# 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

The constant updating of statistics, registers, manuals, filing, compiling of monthly reports to management to ensure correct information. Deliver a satisfactory Commodity Procurement service to district to ensure effective service (Update Procurement list and History Registers of Region/Area and District). To manage all financial documents to ensure the effective control of government. Personnel management of sub-ordinate on tasks to ensure constant quality workflow. Keeping and controlling of stationary and cleaning materials-checking availability of stock and neatness thereof. Recovery of information/documents/correspondence requested by personnel to ensure active and effective service. Manage personnel administration and queries to ensure an efficient service. Clientele service through answering of queries from Personnel, District and Head Office to ensure an effective service. Deliver a satisfactory Admin. Support function (commodity procurement, client services, etc.) to ensure an effective work flow. Assist Engineers with regards to research, distribution of queries and instructions. As inventory holder, take responsibility for own office furniture and equipment. Comply with departmental prescriptions and policies as well as relevant acts. Identify own development needs and utilize self-development opportunities to enhance job performance.

**ENQUIRIES:** Mr. NN Selai - Telephone: 051 409 8481.  
**CLOSING DATE:** 26 JUNE 2015

## ENGINEER GRADE A: MUNICIPAL ASSISTANCE SUB DIRECTORATE (2 POSTS)

REF NO: PR&amp;T/EGAMA 03/04/2015

**SALARY:** Level OSD- All inclusive package of R516 345.00 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:** Head Office (2 x Post).

**REQUIREMENTS:** An appropriate Degree/ Diploma in Civil Engineering or equivalent qualifications; 2-3 years' relevant experience. Project Management and Productivity Improvement Program.

**DUTIES:** Management of various strategic objectives, existing and new management systems as well as administrative support functions within the region. Planning, coordinate, control and evaluate activities, projects or other tasks/ instructions as received from Chief Engineer. Promote and develop SMMCE contractors by means of small capital projects as well as the promotion of good relations with other parties- Road Boards, Workers Union, Agricultural Unions, Road Users, etc. Assistance to local technician to establish small capital projects in the region, i.e. submissions and specifications for road painting, rehabilitation, graveling, etc. Development, evaluation and disciplining of all personnel within the region. Actively participating in disciplinary actions within the department, i.e. acting as presiding officer or employer representative. Interpretation, implementation and enforcement of all policies, legislature and prescripts as well as setting norms and standards for the region within these existing boundaries. As inventory holder, take responsibility for own office furniture and equipment. Technical development and control-active participation as chairperson of strategic action group, attending seminars, investigation of new technology and methods as well as overall quality control in the region by means of PIP audits and inspections. Continuous liaison on official issues with colleagues, subordinates, public, local councils, consultants and contractors. Chair or participate in structured meetings and on feedback sessions, i.e. regional management meeting, strategic planning meeting, PIP feedback, road board meetings and disciplinary hearings.

**ENQUIRIES:** Mr. N.N Selai Telephone: 051 - 409 8481.  
**CLOSING DATE:** 26 JUNE 2015

## ENGINEERING TECHNICIAN PRODUCTION GRADE A: MONITORING AND QUALITY CONTROL DIVISION (3 POSTS)

REF NO: PR&amp;T/ETPGA/04/04/2015

**SALARY:** Level OSD- An all-inclusive package of R222 150.00 per annum.

**CENTRE:** Bloemfontein x (1 Post), Bethlehem x (1 Post), Head Office x (1 Post).

**REQUIREMENTS:** An appropriate Degree/ Diploma in Civil Engineering; 2-3 years' relevant experience. Project Management and Productivity Improvement Program.

**DUTIES:** Render technical services for surveying, design, specifications, documents, and quantities to district and regional management in order to ensure that technical specifications are met. Evaluate and employ control of all maintenance activities to optimize resources. Identify and rectify deviations early by means of actions plans. Adherence to fixed project objectives, goals, and budget. Conduct technical investigations including PMS and GMS to evaluate road conditions. As inventory holder, take responsibility for own office furniture and equipment. Identify development needs and utilize self-development opportunities to enhance job performance, including PDMS. Maintenance and constant development of management systems (PIP).

**ENQUIRIES:** Mr. N.N Selai Telephone: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## ENGINEERING TECHNICIAN PRODUCTION GRADE A: ROADS CONSTRUCTION AND MAINTENANCE (5 POSTS)

REF NO: PR&amp;T/ETPGA/05/04/2015

**SALARY:** Level OSD-An inclusive package of R222 150.00 per annum.

**CENTRE:** Xhariep x (1 Post), Lejeweletswa x (1 Post), Bloemfontein x (3 Posts).

**REQUIREMENTS:** An appropriate Degree/ Diploma in Civil Engineering; 2-3 years' relevant experience. Project Management and Productivity Improvement Program.

**DUTIES:** Render technical services for surveying, design, specifications, documents, and quantities to district and regional management in order to ensure that technical specifications are met. Evaluate and employ control of all maintenance activities to optimize resources. Identify and rectify deviations early by means of actions plans. Adherence to fixed project objectives, goals, and budget. Conduct technical investigations including PMS and GMS to evaluate road conditions. As inventory holder, take responsibility for own office furniture and equipment. Identify development needs and utilize self-development opportunities to enhance job performance, including PDMS. Maintenance and constant development of management systems (PIP).

**ENQUIRIES:** Mr. N.N Selai Telephone: 051 - 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## ADMIN OFFICER: ROAD, ROAD PLANNING ADMINISTRATION OFFICE

REF NO: PR&amp;T/ADO/06/04/2015

**SALARY:** Level 07 - A basic salary of R183 438.00 per annum.

**CENTRE:** Head Office

**REQUIREMENTS:** Grade 12 or equivalent qualifications. Computer Literacy. Driver's License. 2-3 years' experience.

**DUTIES:** To manage, assess, verify & refer documentation and applications for way leaves. Administration of way leaves. To handle telephonic and written queries and send faxes. Issuing of abnormal load permits. To liaise with other technical staff and officials of other Departments regarding approvals. Correct

information given to ensure informed decisions. Adhere to Human Resources legislation and policy.

**ENQUIRIES:** Mr. N.N Selai. Telephone 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## AUXILIARY SERVICE OFFICER (4 POSTS)

REF NO: PR&amp;T/ASO/07/04/2015

**SALARY:** Level 03- A basic salary of R87 330.00 per annum.

**CENTRE:** Bloemfontein

**REQUIREMENTS:** Grade 12 or equivalent qualification.

**DUTIES:** To ensure correct and timeous testing & sampling of road building materials and a 100% correct execution of tests. Ensure that equipment is in a good working condition and maintenance is done according to prescripts. To ensure that group does the testing correctly. To ensure that laboratory functions optimally. Ensure that materials tested in Lab is handled correctly and materials are received and handled according to policy. To ensure that the Lab is always neat and tidy. Report immediately to supervisor if any problem arises. To ensure that equipment is in a good working condition and the Lab must be neat and tidy. Ensure paperwork is done correct and all generated records must be kept.

**ENQUIRIES:** Mr. N.N Selai. Telephone: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## AUXILIARY SERVICE OFFICER: PRINCIPAL

REF NO: FS/PR&amp;T/ASOP/08/04/2015

**SALARY:** Level 05- A basic salary of R123 738.00 per annum.

**CENTRE:** Bloemfontein

**REQUIREMENTS:** Grade 12 or equivalent qualification, 2-3 years' experience as Senior Auxiliary Service Officer.

To ensure correct and timeous testing & sampling of road building materials and 100% correct execution of test. Ensure that equipment is in a good working condition and verification and maintenance is done according to prescripts. One on one training. To ensure that group does the testing correctly. Ensure that laboratory functions optimally. Ensure that materials tested in Lab is handled correctly and materials are received and handled according to policy. Adhering to deadlines on reporting, compiling and submission of test results and service delivery.

**ENQUIRIES:** Mr. N.N Selai - Telephone: 051 - 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## ROAD INSTRUCTOR SENIOR: ROAD CAPACITY BUILDING & TECHNICAL SUPPORT SERVICES

REF NO: PR&amp;T/RIS/09/04/2015

**SALARY:** Level 07- A basic salary of R183 438.00 per annum.

**CENTRE:** Kroonstad

**REQUIREMENTS:** Grade 12 or equivalent qualification. 2-3 years' relevant experience.

**DUTIES:** To ensure successful training of road construction and maintenance personnel. To enhance the relevancy and applicability of training. Ensuring quality work is maintained. To ensure sufficient training is conducted. Enabling the control of overheads and expenditure.

**ENQUIRIES:** Mr. N.N Selai - Telephone: 051 - 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## ROAD WORKER AID (100 POSTS)

REF NO: FPR&amp;T/RWA/13/04/2015

**SALARY RANGE:** A basic salary of R87 330.00 (salary level 03).

**CENTRE:** Free State

**REQUIREMENTS:** Grade 10 or equivalent qualification. Successful candidates will be expected to attend a compulsory training Programme for a period of 3 months at the Departmental training centre.

**DUTIES:** Perform manual labour of a routine nature in support of road work specialist in order to build, maintain, repair and clean roads, bridges, sidewalks, resting areas, road reserves and fencing. Handling of light road building equipment in the execution of maintenance activities. Applying of traffic control at the workplace when necessary. Ensure the basic routine functions necessary for the execution of road construction and maintenance programmes.

**ENQUIRIES:** Mr. N.N Selai - Telephone: 051 409 8481.  
**CLOSING DATE:** 26 JUNE 2015

## ASSISTANT DIRECTOR: LEADERSHIP AND INTERNSHIP

REF NO: FS PR&amp;T/ADLI/14/04/2015

**SALARY:** Level 09 - A basic salary of R270 804.00 per annum.

**CENTRE:** Head Office: Bloemfontein

**REQUIREMENTS:** Diploma / Degree in Human Resource Development or equivalent qualifications, 2-3 years' experience. Knowledge of policy analysis and development.

**DUTIES:** Advocate the departmental Leadership and Internship program, including advertising and awareness Campaigns. Review departmental strategies and policies on Leadership and Internships, in order to enable the Department to run and maintain successful programs for each. Advise top management and other officials of the department on the implementation of the programs and the development of learners/interns. Liaise with Sector Education and Training Authorities and Standard Generating bodies. Integrate Leadership and Internship programs with the departmental HRD Strategy. Administer and maintain Leadership and Internship Program by assist with the recruitment and selection of interns/learners. Ensure contract are signed and proper induction of interns/learners is conducted. Monitor and report on performance, development and achievements of learners and interns. Ensure identification and training of mentors and coaches. Overall management of the division.

**ENQUIRIES:** Mr. N.N Selai Telephone: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## AUXILIARY SERVICE OFFICER SENIOR (2 POSTS)

REF NO: FS/PR&amp;T/SASO/24/04/2015

**SALARY LEVEL:** Level 04- A basic salary of R103 494.00 per annum.

**CENTRE:** Bloemfontein

**REQUIREMENTS:** Senior certificate or equivalent qualification. 2-3 years' experience as Auxiliary Service Officer.

**DUTIES:** Loading of applicable instruments and equipment for survey tasks. To place, mark and concrete survey beacons to set standards. Support service during survey work. Opening lines of sight through bush. Taking care and equipment and store room.

**ENQUIRIES:** Mr. N.N Selai Telephone: 051 - 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## CHIEF ENGINEER GRADE A: MATERIAL

REF NO: FS/PR&amp;T/CEGAM/21/04/2015

**SALARY LEVEL:** Level OSD-An inclusive package of R756 999.00 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:** An appropriate degree/Diploma in Civil Engineering or relevant qualification. Relevant experience in the supervision and management, 4-5 years' experience in road maintenance, constructions and pavement design, Driver's license code B. Knowledge of road materials and procedures,

financial management, Personnel management and Project management.

**DUTIES:** Coordinate, control and devise, disseminate design specifications and policies for road building materials and geotechnical works. Manage consultants and in-house staff employed in road. Initiating quality assurance programmes regarding road building materials matters for both design and construction phases. Manage and development of payment management system for surfaced and gravel road networks. Monitor and evaluate pavement performance and geotechnical aspects. Continuous liaison on official issues with all stakeholders. Advise senior management with regard to possible reseat, gravel, upgrade and rehabilitation projects to adhere to provincial strategies and three year budget plans (MTEF). Optimal utilization of all resources, ensuring acceptable services delivery levels. Financial Management including the distribution of funds, compiling and implementing of business-plan, expenditure and commodity procurement control.

**ENQUIRIES:** Mr. N.N Selai. Telephone: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## CHIEF PROVINCIAL INSPECTOR TRAINING

REF NO: PR&amp;T/CPIT/01/04/2015

**SALARY LEVEL:** Level 10- A basic salary of R 337 998.00 per annum.

**CENTRE:** Fezile Dabi District- Parys

**REQUIREMENTS:** Senior Certificate and Traffic Officer Diploma, EDL Diploma, ETPD Diploma and ETD Diploma. Clean Criminal Record. 2-3 years' experience. Registration as a Traffic Officer.

**DUTIES:** Supervise the training of examiners of vehicles. Examiners for driving licenses and traffic officers of the Free State, other Provinces and Municipalities and Private Testing Stations. Co-ordinate in service and refresher training of traffic officers. Examiner for driving licenses, examiner for driving licenses and examiner of vehicles of the Free-State Province and officials of other Departments. To ensure improved road safety awareness in the Free State Province and conduct relevant research. Supervise, Organize activities of subordinates and carry out all administrative functions of a supervisor and apply all component or other legislation as directed.

**ENQUIRIES:** Mr. N.N Selai. Telephone: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## CHIEF PROVINCIAL INSPECTOR: TRAFFIC MANAGEMENT (3 POSTS)

REF NO: PR&amp;T/CPITM/02/04/2015

**SALARY LEVEL:** Level 10- A basic salary of R 337 998.00 per annum.

**CENTRE:** Free-State Province- Harrismith (1post), Reddersburg (1 post), Trompsburg (1 post)

**REQUIREMENTS:** Senior Certificate and Traffic Diploma, Code EC Driving License. Clean Criminal Record. At least 3 years' experience as a Principal Provincial Inspector.

Registration as a Traffic Officer. Be prepared to work 24 hour shift system and to work anywhere within the Province.

**DUTIES:** Plan, organize, implement, manage, monitor and Road Traffic Law Enforcement operations including AARTO, Testing Services, Weighbridge operations and any other traffic divisions responsibility as described in the NRTLEC and as per directorate needs at any town within the Free-state Province. Perform all necessary administrative functions for a sub district or unit and ensure that service delivery targets are reached. Inspect all equipment's in the district and ensure maintenance thereof. Perform all necessary AARTO functions. Ability to perform duties while working shifts covering any period out of 24 hrs including flexi shifts.

**ENQUIRIES:** Mr. N.N Selai. Telephone: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## CONTROL PROVINCIAL INSPECTOR: TRAFFIC MANAGEMENT (2 POSTS)

REF NO: PR&amp;T/CPIT/03/04/2015

**SALARY:** Level 11- An all-inclusive package of R 532 278.00 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 owners' allowance and medical aid assistance.

**CENTRE:** Free-state Province- Xhariep District (1 post), Lejeweletswa District (1post)

**REQUIREMENTS:** Senior Certificate and Traffic Diploma, 3-4 years' experience. Code EC Driving License. Working knowledge of applicable legislation-Public Transport and traffic environment.

**DUTIES:** Co-ordinate stakeholder relations with other state Departments and Law Enforcement Agencies (LEAs). Monitor and evaluate operational performance of the region to ensure continuous alignment and development. Develop and maintain corrective action on identified problem areas. Ensure that environmental analysis of each center is updated on annual basis and reviewed on a quarterly basis. Provide strategic leadership and mentoring to regional/ district role-players regarding strategies, developments and trends. Manage and co-ordinate the budget process and utilization of facilities, vehicles and equipment of the region/districts.

**ENQUIRIES:** Mr. N.N SELAI. Telephone: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## CONTROL PROVINCIAL INSPECTOR: INSPECTORATE

REF NO: FS PR&amp;T/CP/04/04/2015

**SALARY:** Level 11- An all-inclusive package of R 532 278.00 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 owners' allowance and medical aid assistance.

**CENTRE:** Free-State Province- Mthetho District

**REQUIREMENTS:** Diploma in Traffic Management. 3 - 4 years of experience in a Traffic or law enforcement environment. Traffic or law enforcement environment.

**DUTIES:** Manage the implementation of operational law enforcement plan to complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities to ensure effective and efficient Leadership. Manage and ensure effective external community communication and liaise with local Community Policing Forums. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Manage grievances according to prescribed procedures. Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.

**ENQUIRIES:** Mr. NN Selai - Telephone -051 4098481  
**CLOSING DATE:** 26 JUNE 2015

## CONTROL PROVINCIAL INSPECTOR (TRAINING)

REF NO: PR&amp;T/CP/05/04/2015

**SALARY:** Level 11 - An all-inclusive package of R 532 278.00 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 owners' allowance and medical aid assistance.

**CENTRE:** Fezile Dabi District- Parys

**REQUIREMENTS:** Senior Certificate and Traffic Officer Diploma, EOV Diploma, ED Diploma, ETPD Diploma and ETD Diploma. Clean Criminal Record. 3-4 years' experience. Moderator Certificate and SDF Certificate.

**DUTIES:** Oversee Traffic Training as per training schedules (Accredited and Skills Programmes). Identify training needs by evaluating and analyzing the results of the training provided. Coordinate recognition of prior learning (PRL) courses. Prepares and submits reports on training related matters and maintain and submit relevant statistical information for management purposes.

**ENQUIRIES:** Mr. N.N SELAI. Telephone: 051 409 8481.  
**CLOSING DATE:** 26 JUNE 2015

## DEPUTY DIRECTOR: TRAFFIC MANAGEMENT-TRAINING

REF NO: PR&amp;T/CP/06/04/2015

**SALARY:** Level 11 - An all-inclusive package of R 532 278.00 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 owners' allowance and medical aid assistance.

**CENTRE:** Fezile Dabi District- Parys

**REQUIREMENTS:** Senior Certificate and Traffic Officer Diploma, EOV Diploma, ED Diploma, ETPD Diploma and ETD Diploma. Clean Criminal Record. 3-4 years' experience. Moderator Certificate and SDF Certificate.

**DUTIES:** Manage inspectorate function, as well as collection of revenue. To ensure a safe Road Traffic Environment and transport law enforcement. Manage road traffic control in the province. Provide administration support, training and refresher training and courses to traffic officials. Development, coordinating, monitoring and evaluation of policies. Manage use of firearms and batten and a valid driver's license.

**ENQUIRIES:** Mr. NN SELAI. TELEPHONE: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## PRINCIPAL PROVINCIAL INSPECTOR (TRAINING) (2 POSTS)

REF NO: PR&amp;T/PPIT/07/04/15

**SALARY LEVEL:** Level 08- A basic Salary of R 227 802.00 per annum.

**CENTRE:** Fezile Dabi District- Parys

**REQUIREMENTS:** Senior Certificate and Traffic Officer Diploma, EOV Diploma, EDL Diploma, ETD Diploma and ETD Diploma. Clean Criminal Record. 2 - 3 years' experience. Registration as a Traffic Officer.

**DUTIES:** To train Examiners of Vehicles, Examiner of Driving Licenses and Traffic Officers of the Free State, other Provinces and Municipalities and Private Testing Station. Conduct in service and refresher training to Traffic Officers, Examiner for Driving Licenses, Examiner of Vehicles of the Free State Province and Officials of other departments.

To ensure improved road safety awareness in the Free State Province and conduct relevant research.

Supervise, Organize activities of subordinates and carry out all administrative function of a supervisor and apply component or other legislation as directed.

**ENQUIRIES:** Mr. N.N Selai - Telephone: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## PRINCIPAL PROVINCIAL INSPECTOR TRAFFIC MANAGEMENT (12 POSTS)

REF NO: PR&amp;T/PPITM/08/04/2015

**SALARY LEVEL:** Level 08- A Basic Salary R 227 802.00 per annum.

**CENTRE:** Free-State Province- Parys (1 post), Koppies (1 post), Vrede (1 post), Wepenaar (1post), Reddersburg (1post), Petrusburg (1post), Edenburg (1post), Brandfont (1post), Ventersburg (1post), Winburg (1post), Qwa-qwa (1post), Kestell (1post)

**REQUIREMENTS:** Senior Certificate and Traffic Diploma, Code EC Driving License. Clean Criminal Record. At least 2-3 years of experience. Registration as a Traffic Officer.

**DUTIES:** Management and supervision of subordinates (people management). Enforce Road Traffic, Public Passenger, Transport and other relevant legislation. Examine Drivers Licenses and motor vehicles and monitor compliance at driver license Testing Centers (DLTC) and vehicle testing stations (VTS). Provide visible Traffic Control/Police and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Assess road conditions. Mentor and coach Provincial Inspectors (PI) on probation and appointed (PI)

**ENQUIRIES:** Mr. N.N Selai. Telephone: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## SENIOR ADMINISTRATIVE CLERK (TRANSPORT ADMINISTRATION AND LICENCING) (9 POSTS)

REF NO: FS PR&amp;T/SAC/09/05/2015

**SALARY LEVEL:** Level 05- A basic salary of R123 738 per annum.

**CENTRE:** Lengou Testing Centre x (9 Posts).

**REQUIREMENTS:** Senior Certificate or equivalent qualification. 2-3 years admin experience. There must be separate application for each centre and name of the centre must be clearly indicated at the top of the application form. Knowledge of handling cash.

**DUTIES:** The issuing of permits to authorize the use of unregistered / unlicensed / un-roadworthy vehicles. Registering and licensing of motor vehicle on a computerized system (eNATIS) to maintain vehicle population. The issuing of learners/ drivers licenses and PRDP to ensure valid drivers on the road. To cash-up all revenue received for transactions to ensure that a ledger balances. The certification of roadworthy status to verify the roadworthiness of vehicles. Process transactions of all other moneys received to ensure effective revenue collection. Perform the administration of all key responsibilities to ensure record keeping and reporting. Including daily cash-ups and reconciliation. Assist Auditors (Internal and External) during audits, by supplying needed information. Perform banking functions when needed. Attend to customers in a professional manner. Willing and able to handle cash.

**ENQUIRIES:** Mr. N.N Selai - Tel: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## CHIEF ADMINISTRATIVE CLERKS: (TRANSPORT ADMINISTRATION AND LICENSING) (9 POSTS)

REF NO: FS PR&amp;T/CAC/RA/10/05/2015

**SALARY LEVEL:** Level 07- A basic Salary of R183 438.00 per annum.

**CENTRE:** Paul Roux x (1 Post), Harrismith x (1 Post), Ficksburg x (1x Post), Senekal x (1 Post), Phuthaditjhaba x (3 Posts), Bethlehem x (2 X Posts).

**REQUIREMENTS:** Senior Certificate or equivalent qualification. 3-5 years admin experience

There must be separate application for each center and name of the center must be clearly indicated at the top of the application form. Handling of all Transactions in terms of the eNATIS transaction manual. Compiling the RE41 report on a daily basis.

**DUTIES:** Supervising Senior Admin Clerks. Ensure that all Transactions in terms of the eNATIS transaction manual are done appropriately. Handle face value documents as prescribed. Report maintenance matters to supervisor, who is to report to help desk and follow - up or sign off. Keep eNATIS call logging register. Follow up help desk transactions on a daily basis. Compile the RE41 report on a daily basis. Handle temporary and special permits register. Update eNATIS with change notifications. Handle bulk transaction over to the relevant supervisor. Render services in terms of issue motor vehicle registration motor vehicle deregistration, instructor certificates and roadworthy certificate. Able to handle conflict situation with the clients and officials.

**ENQUIRIES:** Mr. N.N. Selai - Tel: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## ASSISTANT DIRECTOR: MONITORING AND EVALUATION

REF NO: FS/PR&amp;T/ADME 11/05/2015

**SALARY LEVEL:** Level (9) - R270 804.00 per annum.

**CENTRE:** Bloemfontein

**REQUIREMENTS:** An appropriate Diploma/Degree or equivalent qualification. 3-4 years relevant experience. Broader legislative framework of the Public Service

**DUTIES:** Develop the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). Conduct research towards ensuring that the Department's policy and/or strategy remains abreast with national and provincial guidelines and/or frameworks. Develop and/or maintain the Department's policy and/or implementation strategy and facilitate and evaluate inputs from managers and senior managers thereon towards finalizing such policy and/or implementation strategy. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. This includes the provision of information sessions and/or advice to manager and senior managers, inclusive of resource / verification documents as required by the Auditor-General. Coordinate monitoring and evaluation activities within the Department. Develop the Department's Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) in line with the Department's Annual Performance Plan as well as the Annual Report Framework of the Department. Development of the format and with proposed reporting time-frames in line with Treasury requirements and communicating such to all managers within the Department. Ensure that managers and senior managers have a proper understanding and knowledge on the completion of the Monitoring and Evaluation Reporting Format. Collect and collate inputs from all relevant managers towards developing the Annual Report of the Department.

**ENQUIRIES:** Mr. N.N Selai Telephone: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## ASSISTANT DIRECTOR: STRATEGIC PLANNING

REF NO: FS/PR&amp;T/ADSP12/05/2015

**SALARY LEVEL:** Level (9) - R270 804.00 per annum.

**CENTRE:** Bloemfontein

**REQUIREMENTS:** An appropriate Diploma/Degree or equivalent qualification. 3-4 years relevant experience. Broader legislative framework of the Public Service

**DUTIES:** Develop, maintain and/or facilitate the successful implementation of the Department's strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks). Develop the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or 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 frameworks). Improve the capacity of the Department on matters related to strategic - and operational planning. Provision of information sessions to senior managers, managers and officials towards improving their understanding on strategic - and operational planning, inclusive of the Strategic Plan, Annual Performance Plan, the Provincial Outcome-Based Plan and the Free State Growth and Development Strategy. Facilitate the arrangement of capacity building programmes in the Department on matters related to strategic - and operational planning. Drafting of departmental inputs to the Free State Growth and Development Strategy as well as the Provincial Outcome-Based Plan; development of the formats in line with Treasury Regulations. Development of the formats in line with Treasury Regulations. Facilitation and consolidation of required inputs from all relevant managers towards preparing the final documents, taking into account national targets applicable to the Department as per the signed Delivery Agreement.

**ENQUIRIES:** MR. N.N Selai TELEPHONE: 051 4098481  
**CLOSING DATE:** 26 JUNE 2015

## ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT

REF NO: PR&amp;T/ADKM/13/05/2015

**SALARY LEVEL:** Level (9) - R270 804.00 per annum.

**CENTRE:** Bloemfontein

**REQUIREMENTS:** An appropriate Diploma/Degree or equivalent qualification. 3-4 years of relevant experience. Broader legislative framework of the Public Service

**DUTIES:** Assist with the conceptualization, development and maintenance of a knowledge management strategy for the Department of Police Roads and Transport. Assist with the co-ordination of Learning Networks in the Free State Province in order to share knowledge and best practices. Assist with the dissemination of information, mapping of information/data flow, appliance of processes and interventions to ensure that knowledge is managed within the Department of Police Roads and Transport, to maximize the usability and usefulness of knowledge for different user groups. Assist with the access to and advice on knowledge management systems in the Department including promoting the meaning and purpose of knowledge resources/products to clients within and outside of the Department and assist with the development of knowledge and information as a core function for all Units. Assist with the execution of research and liaison issues with regard to knowledge management for purposes of improving on policy/strategies, reporting on progress with implementation in the Free State and to obtain information on the latest developments with regard to knowledge management. Serve as Team Leader with regard to inter-departmental project teams.

**ENQUIRIES:** Mr. N.N Selai. Telephone: 051 409 8481  
**CLOSING DATE:** 26 JUNE 2015

## ASSISTANT DIRECTOR: PERFORMANCE OVERSIGHT

REF NO: PR&amp;T/ADPO/14/05/2015

**SALARY LEVEL:** Level (9) - R270 804.00 per annum.

**CENTRE:** Bloemfontein

**REQUIREMENTS:** An appropriate Diploma/Degree or equivalent qualification. 3-4 years of relevant experience.

**DUTIES:** Assist the Associate Administrator in her oversight role on all organizational effectiveness aspects. Develop overall

project plan with actions, responsible party, and timelines for organizational effectiveness initiatives and identify regular reporting required. Formulate approaches/methodologies and implementation tools in management areas. Synthesize lessons learnt and best practices during various corporate initiatives. Contribute to monitoring and analysis of the performance of internal and external governance arrangements. Coordination and inputs of inter-related/intersecting organizational effectiveness initiatives. Provide secretarial support services to the Organizational Performance Group (OPG). Support ongoing organizational financial sustainability and rationalization. Support ongoing human resources change initiatives. Continuous, active engagement and consultations with bureau focal points on related topics.

**ENQUIRIES:** Mr. N.N Selai. Telephone: 051 409 8