



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.*

## DEPARTMENT OF PUBLIC WORKS AND RURAL DEVELOPMENT

**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 quoting the relevant reference number. Qualification certificates must not be copies of certified copies. Verification on qualifications, criminal record and South African citizenship will be conducted. 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. Correspondence will be limited to short-listed candidates only. 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 and are hereby thanked for applying.

**POST:**

**CHIEF FINANCIAL OFFICER REF. NO. PWRD 2010/0018**

**SALARY:**

R 790 953.00 per annum (including basic salary of 60% of package), State contribution to GEPF, and flexible portion. The flexible portion can be structured according to the individual's personal needs (Salary level 14)

Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract and Financial Disclosure

**CENTRE:**

Bloemfontein

**REQUIREMENTS:**

The ideal candidate must be in possession of an appropriate postgraduate tertiary qualification in Accounting or Financial Management with proven managerial experience. Extensive knowledge of and experience in Public Service financial management. Excellent written and verbal communication skills. Valid driver's license (code 8)

**COMPETENCIES:**

This position calls for a creative and innovative strategic thinker who is adaptable to changes in the work environment and often difficult work circumstances. Registration as a CA (SA) would be an added advantage. Sound technical knowledge of GRAP (Generally Recognized Accounting Practices) and GAAP (Generally Accepted Accounting Practices), which will encompass the transition to the "accrual" basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management. Ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Line Managers. Sound knowledge of strategic planning processes and associated budgetary processes.

**DUTIES:**

Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer. Ensuring that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the Strategic Plan. Ensuring that all conditional grants and donor funds are properly managed and financial reports prepared. Provide technical advice to line managers to ensure

the equitable allocation, maintenance and effective utilization of resources in line with the strategic objectives of the Department, legislative imperatives and good governance arrangements. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles assuring value for money. Oversee the budgetary process within the Department, exercise budgetary control and provide at a strategic level early warning arrangements. Develop and facilitate the implementation of the Supply Chain Management System consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statements and liaison with the Auditor-General in this regard. Assist with the implementation of the Division of Revenue Act. Liaise with the relevant role-players within the three spheres of government in the financial environment regarding transversal financial and corporate governance matters.

**ENQUIRIES:**

**Mr SW Diakos Tel no: (051) 405 4340**

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**POST:**

**CHIEF ENGINEER GRADE A – ELECTRICAL, REF NO.: PWRD 2010/0019**

**CHIEF ENGINEER GRADE A – MECHANICAL, REF NO.: PWRD 2010/0020**

**SALARY:**

An all inclusive remuneration package of R 507 114.00 per annum. The package includes basic salary of 70%, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE:**

Bloemfontein

**REQUIREMENTS:**

An appropriate recognized Bachelors degree or equivalent qualification in Electrical/Mechanical Engineering. 6 Years post registration experience. A valid driver's license (Code B).

**Note:**

\*Applicants must provide proof of their registration with ECSA as a Professional Engineer or proof that the Engineering Council of South Africa accepts their qualifications for purposes of registration as Professional Engineer

**RECOMMENDATIONS:**

Computer literacy  
Knowledge of finance, personnel and project management skills  
Good communication and interpersonal skills

**DUTIES**

Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinate's key

performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : **Mr M. Thebe Tel No.: 051 405 3331**

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**POST** **CHIEF QUANTITY SURVEYOR GRADE 1, REF NO.: PWRD 2010/0021**

**REMUNERATION** An all inclusive remuneration package of R 436 965.00 per annum. The package includes basic salary of 70%, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines

**CENTRE/S** Bloemfontein

**REQUIREMENTS** An appropriate recognized bachelors degree in Quantity Surveying or equivalent qualification; Six years Quantity Surveyor post qualification experience and clearly demonstrating a good understanding and competence in most facets of the practice, construction methods and techniques and the systems applied in the full spectrum of quantity surveying; A valid unendorsed driver's license.

**Note** \* Applicants must provide proof of their registration with the Council of South African Quantity Surveyors or proof that the council will accept their qualifications for purposes of registration as Professional Quantity Surveyor.

**RECOMMENDATIONS** Strong leadership and management skills;  
Highly evolved knowledge of project management and planning skills;  
Ability to compile technical reports;  
Proven ability to co-ordinate, comply and enforce the development of legislation arising from policies of Government and the department.

**DUTIES** Perform final review and approvals or audits on quantity survey procedures. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. Set quantity survey standards, specifications and service levels according to organizational objectives. To ensure optimum operational availability. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Manage the development motivation and utilization of human resource and discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental deviations.

**ENQUIRIES** : **Mr B Keyter Tel no .: (051) 405 43331**

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**POST:** **FINANCIAL MANAGER:**  
• **EXPENDITURE BUDGET & REVENUE (2 POSTS)** REF NO: PWRD 2010/0022  
• **FINANCIAL STATEMENTS (1 POST)** REF NO: PWRD 2010/0023

**SALARY:** R 192 540.00 (Level 9)

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

An appropriate 3-year B Comm degree or equivalent qualification with at least one module/subject in Accounting or Grade 12 with relevant experience in government finance; and  
Knowledge of legislation applicable to government.

**DUTIES:**

Support management with the implementation of the PFMA;  
Ensure financial planning and control;  
Establish and maintain cash flow control;  
Assist management with compiling the multi-term budgets;  
Ensure sound financial management principles are established and maintained;  
Ensure credibility of data with regard to budget, expenditure and projections;  
Compile monthly reports;  
Train and support officials employed in financial components.  
Prepare financial statements in accordance with recognized accounting practice (annual and quarterly)

**ENQUIRIES:**

**Mr A. Pretorius, Telephone number: 051 405 4102**

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**POST:**

**ASSISTANT DIRECTOR: DEMAND MANAGEMENT,  
REF NO. PWRD 2010/0024**

**SALARY:**

R 192 540.00 (Level 9)

**CENTRE:**

BLOEMFONTEIN

**REQUIREMENTS:**

An appropriate recognized Bachelor's degree or equivalent qualification in Supply Chain Management/Commercial/Economical/ Financial services OR Grade 12 with relevant experience in the Supply Chain Management field/Government Service

Knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA)  
A valid driver's license

**RECOMMENDATIONS:**

Knowledge of BAS and LOGIS systems  
Good communications and interpersonal skills  
Good managerial skills  
Computer skills (MS Word, Excel, PowerPoint).

**DUTIES**

Conduct an industry and commodity analysis to ensure that required resources fulfill identified needs.  
Determine strategies for the department to achieve government broader policy goals such as enhancing of Black Economic Empowerment (BEE) through the supply chain management process.  
Determine specifications.  
Calculate economic order quantities and identify lead time.  
Verify a company's claim of preferences/compliance to SARS/DTI's requirements prior to awarding of a tender, and make recommendations to management.  
Manage the human capital in the unit.

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**POST:** **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT,**  
**REF NO.: PWRD 2010/0025**

**SALARY:** R 192 540.00 (Level 9)

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

An appropriate recognized Bachelor's degree or equivalent qualification in Supply Chain Management/Commercial/ Economical/ Financial services OR Grade 12 with relevant experience in the Supply Chain Management field/Government Service  
Knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA)  
Valid driver's license

**RECOMMENDATIONS:**

Knowledge of BAS and LOGIS systems  
Good communications and interpersonal skills  
Good managerial skills  
Computer skills (MS Word, Excel, PowerPoint).

**DUTIES:**

Effectively implement and manage the acquisition management functions in line with National Treasury SCM Framework.  
Develop and implement sound acquisition policies and processes.  
Manage bid processes and contract management functions.  
Provide technical guidance and assistance to evaluation committee, specification committee, inter-department bid committee and departmental bid committee and review bid documents for compliance.  
Manage the advertising, invitation and closing of bids.  
Monitor the application of PPPFA and BBBEE. Evaluate quotations processes versus bidding and term contracts processes to identify effectiveness. Monitor irregular expenditure in procurement process and report thereon.  
Develop procurement plans for goods and services and professional services.  
Manage subordinates on daily basis and apply effective performance management system.

**ENQUIRIES:** **Mr MP Mofokeng, Telephone number: 051 409 8545**

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**POST:** **SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND, REF NO.:**  
**PWRD 2010/0026**

**SALARY:** R161 970.00 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:**

An appropriate recognized Bachelor's degree or equivalent qualification in Supply Chain Management/Commercial/ Economical/ Financial services OR Grade 12 with relevant experience in the Supply Chain Management field/Government Service  
Knowledge of the Public Finance Management Act, 1999, Treasury Regulations AND Preferential Procurement Policy Framework Act (PPPFA)  
Valid driver's license

**RECOMMENDATIONS:**

Relevant or appropriate experience  
Knowledge of BAS and LOGIS systems  
Good communications and interpersonal skills  
Good managerial skills

Computer skills (MS Word, Excel, PowerPoint).

**DUTIES:** Conduct an industry and commodity analysis to ensure that required resources fulfill identified needs.  
Determine strategies for the department to achieve government broader policy goals such as enhancing of Black Economic Empowerment (BEE) through the supply chain management process.  
Determine specifications.  
Calculate economic order quantities and identify lead time.  
Verify a company's claim of preferences/compliance to SARS/DTI's requirements prior to awarding of a tender, and make recommendations to management.  
Manage the human capital in the unit.

**ENQUIRIES:** **Mr MP Mofokeng, Telephone number: 051 409 8545**

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**POST:** **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION, REF NO.: PWRD 2010/0027**

**SALARY:** R161 970.00 per annum

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate recognized Bachelor's degree or equivalent qualification in Supply Chain Management /Commercial/ Economical/ Financial services plus relevant experience OR Grade 12 with relevant experience in the Supply Chain Management field/Government Service  
Knowledge of the Public Finance Management Act, 1999, Treasury Regulations AND Preferential Procurement Policy Framework Act (PPPFA)  
Valid driver's license

**RECOMMENDATIONS:** Appropriate experience  
Knowledge of BAS and LOGIS systems  
Good communications and interpersonal skills  
Good managerial skills  
Computer skills (MS Word, Excel, PowerPoint).

**DUTIES:** Conduct an industry and commodity analysis to ensure that required resources fulfill identified needs.  
Compile bid documents for goods and services required and invite bids so that qualified suppliers can submit bids.  
Communicate and process the amendments of contract as a result of fluctuations in inflation rate with stakeholders.  
Request quotations from suppliers with regard to goods and services needed by the department and ensure compliance with the departmental procurement processes.  
Determine strategies for the department to achieve government broader policy goals such as enhancing of Black Economic Empowerment (BEE) through the supply chain management process.  
Maintain the preferential procurement database to ensure quotations and bids comply with the PPPFA.  
Manage the human capital in the unit.

**ENQUIRIES:** **Mr MP Mofokeng, Telephone number: 051 409 8545**

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**POST:** **COMMUNICATION OFFICER, REF NO: PWRD 2010/0029**

**SALARY:** R 105 645.00 per annum.

**CENTRE/S:** Bloemfontein

**REQUIREMENTS:**

A relevant three-year degree or National Diploma in Communication/Public Relations/Journalism/Media Studies or equivalent qualification;

**RECOMMENDATIONS:**

The following will serve as recommendations:

A proven track record coupled with experience in communication and media.  
Valid driver's license.  
Computer literate.  
Knowledge and experience in the conceptualisation and production of in-house newsletters, brochures, leaflets, posters, etc.  
Extensive experience in media production  
Ability to produce documents and reports fairly quickly.  
Excellent current affairs knowledge.

**DUTIES:**

Assist in producing publications as requested by the Department, e.g journals, newsletters, annual reports and special publications.  
Provide both internal and external publication services.  
Handle all internal communication to all staff.  
Handle all communication to all districts.  
Gather information for publications and policy pamphlets.  
Write articles for internal and external publications.  
Suggest, produce and organize gifts.  
Assist in managing publicity and promotional material.

**ENQUIRIES:**

**Ms C du Toit, Telephone no. 051 405 4037**

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**APPLICATION FOR THE DEPARTMENT OF PUBLIC WORKS AND RURAL DEVELOPMENT MUST BE POSTED TO:**

HEAD: PUBLIC WORKS AND RURAL DEVELOPMENT, HUMAN RESOURCES MANAGEMENT, P.O. BOX 7551, BLOEMFONTEIN, 9301

**OR**

**HAND DELIVERED APPLICATIONS BE BROUGHT TO THE FOYER OF LEBOHANG BUILDING WHERE THEY MUST BE PLACED IN THE SEALED APPROPRIATELY MARKED BOX AT:**

SECURITY, GROUND FLOOR, LEBOHANG BUILDING, ST. ANDREWS STREET, BLOEMFONTEIN

**CLOSING DATE: 04 October 2010**