



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. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

POST: **PROJECT COORDINATOR (2 posts):**

**POST 1: PUBLIC WORKS INFRASTRUCTURE DESIGN AND CLIENT SERVICES
EDUCATION & SPORTS, RECREATION, SCIENCE & TECHNOLOGY
REFERENCE NO.: 2010/0085**

**POST 2: PUBLIC WORKS INFRASTRUCTURE DESIGN AND CLIENT SERVICES,
HEALTH & SOCIAL DEVELOPMENT
REFERENCE NO.: 2010/0086**

SALARY: R652 572.00 p.a. (salary level 13). The package includes 60% basic salary, 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:

- The ideal candidate must be in possession of an appropriate recognized Bachelor's degree or equivalent qualification in the built environment augmented by an extensive management and project management background.
- Registration as Professional at one of the relevant built environment councils;
- Appointment is subject to the following: Performance Agreement, Competency assessment, Vetting, SMS Contract and Financial Disclosure
- Driver license (code 8)

MANAGEMENT COMPETENCIES:

- Proven management ability and attributes of dynamic leadership skills
- Proven negotiation and analytical skills
- Experience in budgetary procedures and financial management.
- Highly evolved competency in project management.
- Extensive knowledge of legislation, policies and procedures in respect of the Public Service.

DUTIES:

- Manage and develop built environment professionals from various disciplines;
- Developing a project performance framework and align existing policies to facilitate infrastructure project execution in the related field.

- Conceptualising the project management principles on the design and construction of capital projects, and new facilities inclusive of upgrading, rehabilitating the facilities as identified in consultation with the Client Departments namely, Education, Health, Social Development and others.
- Monitor and facilitate project execution progress and budgetary expenditure and
- Report project execution progress to the top management and client departments.
- Conduct an overview and investigative site visits.
- Liaise with agents, consultants, contractors, and client departments on the formulation of best project practices.
- Carry out project risk analysis research to improve project management practices, as well as data collection and managing performance of projects staff.
- Ensuring that the development of and involvement of previously disadvantaged contractors is in line with BBBEE principles and policies of the department.
- Managing conflict related to projects, and ensuring harmonious working relations between consultants, contractors and departmental stakeholders.
- Managing the human resources and other resources allocated to the team.

ENQUIRIES:

: Mr TM Thebe

Tel: 051 403 3331

POST:

DIRECTOR: WORKS CONSTRUCTION AND MAINTENANCE (1 POST)
REFERENCE NO.: 2010/0087

SALARY:

R652 572.00 p.a. (salary level 13). The package includes 60% basic salary, 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 Bachelor's degree or equivalent qualification augmented by an extensive management background.
- This position calls for proven and extensive managerial experience.
- Registration as Professional/Candidate Professional will be an added advantage;
- Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract and Financial Disclosure
- Driver license (code 8)

MANAGEMENT COMPETENCIES: .

- Management ability and attributes of dynamic leadership skills
- Experience in budgetary procedures and financial management.
- Highly evolved competency in project management.
- Extensive knowledge of legislation, policies and procedures in respect of the Public Service.

DUTIES:

- To oversee the construction of new facilities and to upgrade, rehabilitate and maintain existing facilities as identified in consultation with the Client Departments namely, Education, Health, Social Development and others.
- Oversee the supply, construction and maintenance of public works infrastructure.
- Provision of technical support and advice on construction and maintenance of infrastructure;
- Visit building sites and regions to conduct inspections on site and monitor progress and quality of work on related projects;
- Allocation of resources to internal projects, controlling and monitoring of projects run by consulting engineers or companies as well as Departmental Project Teams;
- Overall supervision of construction and maintenance projects implemented at district level;
- Advise on the development and maintenance of policy, methods, practices and standards on quality services;
- Developing, refining and adjusting policies, standards, directives and procedures as required by delegated powers and relevant safety legislation;

- Efficiently manage human capital to ensure continuous supply of suitably qualified construction professionals.
- Efficiently manage human capital to ensure continuous supply of suitably qualified construction professionals.
- Administer all budget and financial management matters.

ENQUIRIES

: Mr TM Thebe

Tel: 051 403 3331

POST: **CHIEF ENGINEER GRADE 1- ELECTRICAL**
REFERENCE NO.: PWRD 2010/0088

SALARY: An all inclusive remuneration package of **R545, 148.00** per annum. The package includes basic salary, 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 Engineering;
- Professional registration as an Electrical Engineer;
- Relevant supervisory experience;
- A valid driver's license (Code B).

Note:* Applicants must provide proof of their registration with ECSA as a Professional Electrical 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

- Planning design and execution of in-house planned projects;
- Manage the planning and execution of projects where consultants are appointed.
- Evaluate construction activities to ensure that consultant designs are executed and performed to acceptable standards and investigate cause on non-compliance.
- Approve fee accounts of consultants and payments of final accounts of consultants and payments of final accounts to contractors of engineering services.
- Check bid documents for inviting bids recommended contractors or professional engineers on the roster of consultants and perform other admin work.
- Oversee that legal and environmental requirements are adhered to and provide advice guidance to personnel, consultants and contractors regarding the implementation of all relevant acts, working procedures and construction methods.
- Attend meetings with client departments of projects in a planning stage and site meetings during the execution of projects.
- Train and oversee candidate engineers/technologists to ensure their registration as professional.

ENQUIRIES

: **Mr M. Thebe** **Tel No.: 051 403 3331**

POST: **DEPUTY DIRECTOR: STRATEGIC PLANNING**
REFERENCE NO.: PWRT 2010/0089

SALARY: An all inclusive remuneration package of **R406,839.00** per annum. The package includes basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRES: Bloemfontein

REQUIREMENTS

- Appropriate recognized Bachelor's degree in humanities (in particular Business Administration, Economic and Management Studies) or equivalent with strategic planning experience.
- Proven track record in general management, policy analysis, and strategic planning development in a government institution. A fair understanding of strategy development, implementation and facilitation will work as added advantages for the applicant.
- Computer literate, in particular in the following programmes: Excel, Word; Power Point; Internet and Microsoft Project.
- Knowledge of the policy framework guiding the functions of the Department of Public Works, Roads and Transport is essential
- A valid driver's license.

RECOMMENDATIONS:

- Demonstrate good leadership and interpersonal skills;
- Willingness to travel extensively and to work abnormal hours is critical for the appointment in the position;
- The applicant should also have enough capacity to work without constant supervision.

DUTIES:

- To facilitate the development of the departmental strategic and operational planning processes, linked to the budgetary processes, as well as rendering advice to management thereon.
- Align the departmental programmes to the national, provincial and local government priorities and new government policy initiatives, as well as alignment to the provincial cluster system.
- Drafting the necessary of the departmental policies and procedures regarding all strategic management issues.
- Manage the development of the departmental annual performance plan;
- Managing the drafting of the Departmental Annual Report in order to be in line with the requirements of the PFMA and ensure submission to Treasury within the set time frames.
- Manage the resources of the Sub-directorate to ensure efficient and effective utilization thereof.

ENQUIRIES: Ms M Mphumela **Tel 051 – 403 3312**

POST: **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT**
REFERENCE No: PWRD 2010/0090

SALARY: An all inclusive remuneration package of **R406,839.00** per annum. The package includes basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines.

REQUIREMENTS:

- An appropriate recognized Bachelor's degree or equivalent qualification in Commercial/Economical/ Financial services plus relevant and appropriate experience;
- Knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA);
- Successful completion of SCM I Course;
- A valid driver's license (Code B).

RECOMMENDATIONS:

- Knowledge of BAS and LOGIS systems
- Good written and communication skills
- Good managerial skills

- Computer skills (MS Word, Excel, PowerPoint)

DUTIES:

- Compile and maintain 3/5 years SCM Departmental Project Plan
- Compile and maintain the SCM Annual Procurement Strategy
- Ensure that effective Bid Administration is achieved through compilation of bid documents, notification and invitation of bids/quotations/proposals,
- Applying the bid evaluation criteria,
- Assisting and providing advice with evaluation of bids to the Bid Adjudication Committee
- Ensure that effective acquisition of goods and services are accomplished based on the Just in Time principle
- Ensure effective Contract Administration including monitoring and evaluating adherence to the contract agreement by the contractor
- Manage the human capital.

ENQUIRIES: Mr MP Mofokeng **Tel 051 – 409 8561**

POST: **DEPUTY DIRECTOR: HOUSEKEEPING: PRESTIGE ACCOMMODATION & MPL RESIDENCES**
REFERENCE No: PWRD 2010/0091

SALARY: An all inclusive remuneration package of **R406,839.00** per annum. The package includes basic salary, 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

DUTIES:

- Provide strategic leadership pertaining to the planning, advocacy and support for the provisioning of cleaning, gardening and maintenance service to the government buildings.
- Developing and updating a policy framework on the standards for both cleaning and garden service in the department, taking into consideration the Occupational Health and Safety Act.
- Developing and implementing interventions for ensuring effective and efficient housekeeping services.
- Overseeing the cleaning and gardening service contracts.
- Liaison between the relevant client Departments and institutions with a view to ensure an integrated approach to facilities management, inclusive of cleaning, gardening and maintenance service delivery, planning; and monitoring performance against the set standards.
- Ensure the safekeeping and correct utilization of equipment and other resources allocated to the Subdirectorate.
- Overseeing all operational and maintenance functions relating to cleaning at all MPL residences i.e. setting-up tables, decorating etc.
- Oversee the Subdirectorate's budget and resources in accordance with the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations.

ENQUIRIES: Ms N Zulu

Tel 051 – 4107538

POST: **DEPUTY DIRECTOR: EPWP IMPACT ASSESSMENT**
REFERENCE No: PWRD 2010/0092

SALARY: An all inclusive remuneration package of **R406,839.00** per annum. The package includes basic salary, 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:

- A Degree / National Diploma or equivalent NQF Level 6 qualification related to statistics, economics, demography or social sciences plus;
- Experience related to research, monitoring and evaluation and data analysis, development, implementation and management of monitoring and evaluation systems plus
- A valid Code B/EB Driver's License.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of various administrative policies and procedures.
- Knowledge of computer based information systems e.g. (Software packages Ms Excel, MS Word, PowerPoint, MS Access etc).
- Interpretation and Compilation of management reports.
- Project Management skills.
- Knowledge of Public Service reporting procedures and work environment.
- Code of good practice for Special Public Works programmes.

RECOMMENDATIONS:

- Ability to interpret and apply policy.
- Analytical and innovative thinking.
- Knowledge of Financial Management.
- Proven and well developed interpersonal communication skills, both written and verbal.
- The ideal candidate should be approachable, team orientated, receptive to suggestions and ideas. He / she should also be an innovative thinker, creative and solution orientated.
- Willingness to travel extensively and to work abnormal hours is critical for the appointment in the position;
- The applicant should also have enough capacity to work without constant supervision.

DUTIES:

- Develop and ensure effective implementation of the departmental policy and operational plan with regard to EPWP impact assessments;
- Undertake research/surveys to assess the impact of EPWP interventions on communities and recommend interventions where possible;
- Implement mechanisms for follow-ups on EPWP trainees to establish whether they have been absorbed in the mainstream employment;
- Evaluate the effectiveness of training of emerging entrepreneurs as well as determining their overall performance;
- Determine the mentoring and aftercare intervention measures;
- Manage the resources of the Sub-directorate to ensure efficient and effective utilization thereof.

ENQUIRIES: Mr ZG Jacobs Tel 051 – 403 2221

POST: **DEPUTY DIRECTOR: EPWP COMPLIANCE**
REFERENCE No: PWRD 2010/0093

SALARY: An all inclusive remuneration package of **R406,839.00** per annum. The package includes basic salary, 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:

- A Degree / National Diploma or equivalent NQF Level 6 qualification related to statistics, economics, demography or social sciences plus;
- Knowledge of labour intensive technologies and skills development strategies.
- Understanding EPWP policies and the various programmes currently implemented in relation to the EPWP,
- A valid Code B/EB Driver's Licence..

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Willingness to travel extensively and to work abnormal hours is critical for the appointment in the position;
- The applicant should also have enough capacity to work without constant supervision.
- Relevant qualification or equivalent in Project Management.
- Knowledge in project management, facilitation skills, presentation skills, experience in working with communities.
- Good financial management and understanding of the public service and other developmental policies

DUTIES:

- Undertake inspections at all EPWP project sites to ensure compliance with EPWP criteria;
- Collect data, collate, analyze and compile management reports for submission to the senior management;
- Determine the mentoring and aftercare intervention measures.
- Ensure compliance to the service conditions stipulated in terms of the EPWP framework;
- Develop and ensure the effective implementation of the departmental policy and operational plan with regards to the EPWP compliance.
- Manage the resources of the Sub-directorate to ensure efficient and effective utilization thereof.

ENQUIRIES: Mr ZG Jacobs Tel 051 – 403 2221

POST: **DEPUTY DIRECTOR: COMMUNICATIONS**
REFERENCE NO.: PWRD 2010/0094

SALARY: An all inclusive remuneration package of **R406,839.00** per annum. The package includes basic salary, 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 Bachelor's Degree or an equivalent qualification in Communications field or Public Relations

RECOMMENDATIONS:

- Excellent verbal, written and networking skills.
- Sound knowledge in public relations, event/project management and internal communications.
- Experience in exhibitions.
- Computer literacy.
- Valid code 08 driver's license.

DUTIES:

- Managing the communication function and other related liaison activities within the department;
- Evaluation and selection of reports, articles commentaries and photos submitted for presentation;
- Assist with the preparation of the MEC speeches, reports, presentations as well as information brochures;
- Analyzing the news, media and the making of recommendations for the utilization thereof;
- Advise management and departmental institutions about aspects of Liaison and Publicity work;
- Interpreting policy, determining priorities and planning strategy in respect of liaison and publicity actions.

ENQUIRIES: Mr S Diakos Tel: 051 405 4340

POST: **ASSISTANT DIRECTOR: ACQUISITION LEASING CONTRACT DEVELOPMENT**
REFERENCE No: PWRD 2010/0095

SALARY: A basic salary of R 206,982.00 per annum (Level 9)

CENTRE: Bloemfontein

REQUIREMENTS:

- An appropriate 3 year property related degree/diploma/equivalent NQF 6 qualification.
- Appropriate experience in acquisitions of property or rights in fixed property, property administration,
- Knowledge and understanding of government procurement procedures and regulations.
- Understanding of derivatives forms of acquisitions of property.
- Valid driver's license.

RECOMMENDATIONS:

- Knowledge of PFMA, OHSA, PPPFA, SCM and Treasury Regulations and PMDS. Knowledge of contracts and administration of leases will be a strong recommendation.
- Understanding of property market and its trends.
- Strong negotiations skills.
- Good verbal and written communication skills.
- Good interpersonal skills.
- Computer literate.

DUTIES:

- Procure leased properties to be utilized by Client Department (Offices, Land and official housing).
- Procure fixed property or rights in fixed property.
- Keep track of property market and its trends.
- View tendered or identified properties.
- Draft lease agreements, submissions and other documents resulting from negotiations.
- Negotiate with property owners for acquisitions of leased buildings.
- Advise clients on issues relating to property acquisitions.
- Follow up with relevant parties on conveyance process on the acquisition of property.
- Ability to draft reports and submissions to top management and to all relevant stakeholders.
- Assist with any other general duties related to the property field to be assigned. Be able to monitor subordinates.

ENQUIRIES: Mr MB Matutle Telephone : 051 – 405 5545

POST: **ASSISTANT DIRECTOR: ASSET REGISTER**
REFERENCE No: PWRD 2010/0096

SALARY: A basic salary of R 206,982.00 per annum (Salary Level 9)

CENTRE: Bloemfontein

REQUIREMENTS:

- An appropriate Bachelor's Degree/ National Diploma with relevant experience in Supply Chain Management and movable Asset Management.
- Knowledge of Public Finance Management Act, Public Service Act, Treasury Regulations,
- Computer Literacy (MS Excel), strong analytical.
- Valid driver's license.

RECOMMENDATIONS :

- Understanding of property market and its trends.
- Knowledge of PFMA, OHSA, PPPFA, SCM and Treasury Regulations and PMDS.
- Knowledge of contracts and administration of leases will be a strong recommendation.

- Administration and organizational skills, verbal and written communication skills as well as interpersonal skills.

DUTIES:

- Manage the life cycle of Property Management Asset Register,
- Develop and implement processes for efficient management of Property Management Asset Register,
- Ensure effective execution of all functions pertaining to Movable Assets management,
- Preparing relevant reports for management and Auditors,
- Attend to human resources issues, give guidance and support to subordinates.

ENQUIRIES: Mr MB Matutle Telephone : 051 – 405 5545

POST: **ASSISTANT DIRECTOR: ASSETS AND FACILITIES**
REFERENCE No: PWRD 2010/0097

SALARY: Level 9 - A basic salary of R 206,982.00 per annum

CENTRE: Bloemfontein

REQUIREMENTS:

- An appropriate 3 year property related degree/diploma/equivalent NQF 6 qualification property management/quantity surveying/financial management,
- Knowledge and understanding of property related legislation.
- Knowledge and understanding of government procurement procedures and regulations.
- Understanding of derivatives forms of acquisitions of property.
- Valid drivers' license.

RECOMMENDATIONS:

- Understanding of property market and its trends.
- Knowledge of PFMA, OHSA, PPPFA, SCM and Treasury Regulations and PMDS.
- Knowledge of contracts and administration of leases will be a strong recommendation.
- Good verbal and written communication skills.
- Good interpersonal skills.
- Computer literate.
- Knowledge of building inspections and valuation methods and the real estate markets and its trends.

DUTIES:

- Ensuring the sound administration aimed at optimal utilization of government properties, performance of buildings, as well as property portfolios within the department;
- Provide assistance and inputs to client departments in the compilation of immovable asset management plans;
- Ensuring economic efficiency in the department leasehold in line with market trends;
- Facilitating the regular inspections of government property with a view to obtain maximum yields on investment optimum levels, utilization and client satisfaction;
- Monitor and analyze the property market and property, performance and provide advise appropriately;
- Drafting reports and submissions to top management and to all relevant stakeholders.
- Supervising the human and other resources allocated to the section.

ENQUIRIES: Mr MB Matutle, Telephone : 051 – 405 5545

APPLICATIONS FOR THE DEPARTMENT OF PUBLIC WORKS AND RURAL DEVELOPMENT TO BE SUBMITTED TO:

Head: Public Works and Rural Development
Human Resources Management
P.O. Box 7551
BLOEMFONTEIN, 9300

OR

Applications that are hand delivered must be brought to the Foyer of Lebohang Building where they must be placed in the appropriately marked box at: Security Ground Floor, Lebohang Building, St. Andrews Street, Bloemfontein. *NO APPLICATIONS WILL BE ACCEPTED BY STAFF IN OFFICES IN THE BUILDING.