

FREE STATE PROVINCIAL GOVERNMENT



FREE STATE PROVINCE

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

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.
APPLICATIONS FOR THE DEPARTMENT OF PUBLIC WORKS TO BE SUBMITTED TO: Head: Public Works, 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.**
CLOSING DATE: 20 FEB 2012

CHIEF DIRECTOR: PROPERTY MANAGEMENT REFERENCE NO: PW 12/01

SALARY: SMS Level 14 – An all-inclusive package of R830 502.00 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:
Bachelor's degree or equivalent qualification augmented by an extensive management background; Driver license (code B); Appointment is subject to the following: SMS Competency Assessments, Performance Agreement, Vetting, SMS Contract and Annual Financial Disclosure;
DUTIES:
To oversee, plan, and coordinate the strategic management of immovable properties of the province which includes provision of accommodation for all provincial departments and other government institutions as well as acquisition and disposal of land and property. Oversee the implementation of the strategic direction of property related issues to ensure alignment with departmental business plan and strategic plan. Oversee the development and maintenance of the property management strategy and policies. Strategically manage the acquisition, registration and disposal of provincial land and property. Formulate and maintain integrated information systems on all properties. Manage the development and maintenance of the immovable asset and debtors registers. Oversee the management of the lease and rental of property including the management of contracts. Co-ordination of property maintenance services including the cleaning and gardening services. Assist in identifying revenue growth opportunities within government properties and optimize the operational expenditure. Formulate and manage the chief directorate's budget against its strategic financial objectives. Manage the human, financial and other resources allocated to the Chief Directorate.
ENQUIRIES: Me MME Nthongoa (Tel: 051 405 4692)

DIRECTOR: FINANCE REFERENCE NO: PW 12/02

SALARY: SMS Level 13 – An all-inclusive package of R685 200.00 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:
A Bachelor's degree in Accounting/Economics/Commercial/Business Administration. Managerial experience in the implementation of PFMA and Treasury Regulations and other related legislation. Driver license (code 8). Advanced knowledge of spreadsheets. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract and Annual Financial Disclosure.
DUTIES:
Ensure sound accounting practices in the Department. Ensure the maintenance of accurate accounting records in the Department. Manage the successful implementation of a debt management, payroll, and Bank Account functions in the Department. Monitor and advise the CFO and HOD on the optimal implementation of revenue resources. Develop and ensure the effective implementation of Departmental Accounting Policies. Monitor and advise the CFO and HOD in regard to the utilization of the housing grant. Facilitate the compilation of the Annual Financial Statements. Plan, manage and co-ordinate all resources in the Directorate. Advise Senior Management, the CFO and the HOD on the compilation of the budget of the Department. Ensure advice, monitor and implement structures on the financial systems. Manage and report on the monthly cash flow of the Department. Ensure that corrective measures are taken to improve budget spending in the Department. Evaluate financial information and advise the CFO and HODS. Monitor and evaluate compliance reporting in terms of the various acts applicable in the Department. Monitor, evaluate and report in terms of the various Auditor General Reports. Develop and ensure the effective implementation of Departmental Budget Policies. Identify and monitor financial capacity training needs and facilitate training. Manage the human, financial and other resources allocated to the Chief Directorate.
ENQUIRIES: Me Mosa Tlali, Chief Financial Officer (Tel: 051 403 3657)

DIRECTOR PROPERTY PORTFOLIO REFERENCE NO: PW 12/03

SALARY: SMS Level 13 – An all-inclusive package of R685 200.00 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:
Applicants must be in possession of a Bachelor's degree or equivalent qualification in Property/Town Planning/Real Estate or an equivalent qualification in management sciences. Appropriate experience in the Property industry. Managerial experience. Driver's license. Appointment is subject to the following: SMS Competency Assessments, Performance Agreement, Vetting, SMS Permanent Employment Contract and Financial Disclosure
DUTIES:
Provide strategic direction and management of property facilities and maintenance services in terms of GIAMA. Conducting the property portfolio analysis which include financial analysis, risk assessments, and demand analysis.
Strategic management of the immovable asset portfolio in accordance with GIAMA. Maximise the efficiency of the government property portfolio. Management of the utilization of office accommodation and maintenance of government buildings. Provision of acquisition support. Submission of all statistical monthly reports to the management. Compilation of budgets for accommodation repairs and refurbishment as well as day-to-day maintenance of lease properties. Financial control over expenditure. Liaison with client departments and also building owners and lease administrators to ensure client satisfaction. Managing the human capital and other resources in the Directorate.
ENQUIRIES:
Me MME Nthongoa, Head of Department, Telephone number: 051 405 4692

ASSISTANT DIRECTOR REGULATORY/ COMPLIANCE AUDITS (2 POSTS) REFERENCE NO: PW 12/04

SALARY: Salary level 9 – A basic salary of R 221 058.00 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS:
A National diploma/degree in Auditing and/or Accounting. Appropriate practical experience in the Internal Auditing field. Good understanding of the Audit process and Audit approaches. Report writing computer literacy. A valid driver's license
DUTIES:

Assist the Chief Audit Executive with the development of the 3-year rolling internal audit plan for the department. Assist the Chief Audit Executive with the planning of audit projects for the department. Develop and supervise the execution of the audit programmes regarding governance processes associated with the activities under review. Direct audit programme steps/procedures that achieve the engagement objectives. Supervise audit fieldwork, which include planning and monitoring timeframes and staff responsible for audit assignments. Evaluate and develop conclusions on audit findings, which include drafting final internal audit reports. Discuss internal audit reports with the Chief Audit Executive, Audit Steering Committee and line managers where applicable. Manage and transfer auditing skills to Junior Internal Auditors.
ENQUIRIES: Me MB Solfata, CAE, Telephone number: 051 403 3022

ICT SECURITY SPECIALIST REFERENCE NO: PW 12/05

SALARY: Salary level 9 – A basic salary of R 221 058.00 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS:
National Diploma in ICT or Bachelors Degree in ICT, Knowledge of IT Risk Management or Information Security. A valid driver's license
DUTIES:
Maintain the ICT security infrastructure for the department. (e.g. provision of ICT Risk Frame Work and its Registry). Analyze, identify and evaluate information technology (Infrastructure) and systems security risks/controls. Propose, recommend and implement IT's risk reduction solutions. Implement both the physical and logical security procedures, includes physical access control procedure, Password and parameter setting policy). Ensure that information and information systems are properly protected from a variety of threats such as error and fraud. Ensure that hardware, software, personnel and data are not impaired by the ineffective functioning of support equipment (e.g. air conditioning, UPS) due to natural causes or exposure to sabotage, espionage or subversion. Maintain IT security policies. Monitor, resolve security issues, log the incidents and report on security related issues. Monitor the performance of the subordinates allocated to the section
ENQUIRIES:
Me TM Lekhera, Telephone number: 051 4098680

ASSISTANT DIRECTOR STRATEGIC PLANNING REFERENCE NO: PW 12/06

SALARY: Salary level 9 – A basic salary of R 221 058.00 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS:
An appropriate Bachelor's Degree in management sciences or equivalent qualification. Valid Driver's License. Administrative experience. Report writing skills. Intermediate Computer Literacy
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). Facilitate strategic planning workshops in the Department towards the development and/ or review of the Department's 5-Year Strategic Plan, 3-Year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury Regulations and/or national and/or provincial formats. Provision of information sessions to senior managers, managers and officials towards improving their understanding on strategic and operational planning. Assisting and advising supervisors and managers on the development of Annual Work Programmes in line with the Department's Strategic Plan and Annual Performance Plan. Facilitating the arrangement of capacity building programmes in the Department on matters related to strategic – and operational planning. Assisting and advising senior managers and managers on the development of Annual Operational Plans / Annual Work Programmes, taking into account the Annual Performance Plan as well as other activities of units not captured in the Annual Performance Plan. Monitoring and reporting on the extent to which senior managers and/or managers are operationalizing the Annual Performance Plan within their units. Attend and participate in scheduled national and/or provincial meetings/ fora
ENQUIRIES:
Me NS Mphumela, Senior Manager, Telephone number: 051 403 3312

CHIEF NETWORK CONTROLLER (2 POSTS) REFERENCE NO: PW 12/07

SALARY: Salary level 8 – A basic salary of R185 958.00 per annum.
CENTRES: BLOEMFONTEIN
REQUIREMENTS:
An appropriate Bachelor's Degree or Technikon National Diploma in Information Technology. Appropriate practical experience in Networking Environment. Knowledge of Windows Operating Systems and File Servers. Practical Experience on Linux and UNIX Network Environment. Valid Code B Driver's License.
DUTIES:
Administration of all Network connections, switches, routers etc. Perform Software and Hardware Rollout Projects. Provide first line Helpdesk Support. Constant research and evaluation of Software and Hardware Products. Administration, installation and upgrades of Software and Hardware Products. Administration of Operating Systems and File Servers. Configuration and Setting-up of Computing & Network Equipment. Provide Technical advice and support to IT users. Compile Technical Report to the IT unit head for Hardware & Software upgrades. Performing and restoring of backups on Sites. Monitor, implement and ensure strict adherence to IT policies. Assist in the procurement and acquisition of IT hardware & Software. Supervise the performance of subordinates.
ENQUIRIES:
Me TM Lekhera, Telephone number: 051 4098680

PERSONAL ASSISTANT: OFFICE OF THE HEAD OF DEPARTMENT REFERENCE NO: PW 12/08

SALARY: Salary level 8 – A basic salary of R185 958.00 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS:
Grade 12 with proven ability to apply knowledge and skills. 2 Years experience in a secretarial or administrative-related environment. Computer literacy. Secretarial qualification will serve as a strong recommendation.
DUTIES:
Compile realistic programmes of appointments and journeys in consultation with the Office Manager. Prioritize appointments for the Head of Department. Ensure an efficient flow of information and documents to and from the Office of the Head of Department. Assist the Office Manager on the compilation of documents, reports etc. Monitor compliance to various decisions / instructions of the HoD and to sensitise the HoD on the status of implementation of such decisions / instructions. Make arrangements for the attendance of the Head of Department at meetings and other relevant gatherings in liaison with the Office Manager. Perform secretarial services to Executive Management meetings and Senior Management Meetings. Maintain the diary of the HoD in consultation with the Office Manager and to ensure that appointments are co-ordinated effectively. Ensure security of office and documentation. Compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders. Deal with enquiries received, internally and externally to the relevant stakeholders. Sensitize the Office Manager on budget related challenges and to assist with the compilation and management of the budget of the Office of the HoD. Supervise, manage and co-ordinate the activities of the Secretary and the Registry Clerk / Messenger / Driver in the Office of the HoD. Enhance the development and effective utilization of Secretaries and Personal Assistants in the Department in line with the needs of the Department. Undertake any other duties and responsibilities which are appropriate to the grade and role of the post
ENQUIRIES:
Me L Katsana, Office Manager, Telephone number: 051 405 4692

SECRETARY (6 POSTS)

Chief Financial Officer (Reference No: PW 12/09)
Chief Director: Works Design, Construction and Maintenance (Reference No: PW 12/10)
Director Research, Monitoring and Evaluation (Reference No: PW 12/11)
Director Strategic Planning, Service Delivery and Risk Management (Ref No: PW 12/12)
Director Operational Property Management and Housekeeping (Reference No: PW 12/13)
Director Finance (Reference No: PW 12/14)

SALARY: Salary level 5-A basic salary of R101 007.00 per annum.
CENTRE: BLOEMFONTEIN
REQUIREMENTS:
Grade 12 certificate or equivalent qualification. Strong Microsoft office

packages which include Word, Excel, PowerPoint and outlook. Ability to work under pressure. People oriented; ability to work in a team environment. Ability to deal with sensitive information in a confidential and professional manner.
DUTIES:

Provide an effective secretarial and administrative support. Serve as first point of contact for the office. Answering and screening of incoming telephone calls, as well as making calls, including the managing and updating of contact lists message management and take comprehensive message. Proactive diary management, travel arrangement for the senior manager and all the staff in the managers office, appointments for the senior manager, arranging meetings for the Senior Manager (venues, equipment requirements, documentation, parking, refreshments, etc) and coordinating arrangements pertaining to visitors. Receiving of visitors to office and control of office environment including the provision of tea and refreshments. Completing accurate claims forms, calculating telephone and cell phone expenses, registering claims and following-up on claims. Identifying needs with regard to consumables, equipment, IT in the senior manager and ensuring that suppliers are in order. Managing the senior manager office consumable budget and reconciliation of office expenses. Provide professional document management (keep good track record of incoming and outgoing correspondence, excellent filing system, typing, including the faxing, photocopying and dispatching of general correspondence (letters, agendas, minutes, memos, reports faxes) within specified time. Organize and coordinate functions, workshops and internal and external meetings and prepare required documents. Type presentations, letters, agendas, minutes, memos, reports, faxes, edit guides and manuals.
ENQUIRIES: Mr NW Sewe, Telephone number: 051 403 3046
Closing dates: 20 FEB 2012

DEPARTMENT OF POLICE, ROADS AND TRANSPORT

Directions to applicants
Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.
APPLICATIONS FOR THE DEPARTMENT OF POLICE, ROADS AND TRANSPORT TO BE SUBMITTED TO: Head: Police, Roads and Transport, P.O Box 119, Bloemfontein 9300 or delivered by Hand at Med-fountain Building, St Andrew Street Bloemfontein
CLOSING DATE : 24 FEB 2012

The following should be noted
(a) The appointment of the successful candidate is subject to signing of the performance agreement, SMS Contract, Financial Disclosure and vetting.
(b) All successful candidates must be in possession of a valid driver's license (code 8) without any endorsements

DEPUTY DIRECTOR GENERAL: POLICE, ROADS AND TRANSPORT REFERENCE NO: FS PR&T/01/12

SALARY: Level 15- An all inclusive salary package of R1 043 586.00 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:
This position calls for a seasoned creative senior manager with proven leadership and strategic planning and management skills, who is fully professionally qualified, with delegation attributes, proven project management skills, well established experience in a Roads and or Transport environment, with sound financial management and major financial planning skills, as well as communication, negotiation, influencing and motivational skills, coupled with extensive experience at management level.
Applicants must preferably be in possession of a recognized degree or equivalent and or registration as engineer with an extensive management and engineering background. The applicant must have insight, knowledge and background in Policy and Strategy development as well as in the implementation of policies & directives; public speaking and presentation skills are also required. Good knowledge of governing legislation, directives and government policies; Working knowledge of supply chain management and BBBEE principles and directives with regard to contract administration; Ability to relate to challenges facing the Roads and Transport Branch. Computer literacy in Windows XP, MS Office Professional, MS Project/ PROMAN will be a strong recommendation.
DUTIES:
Provide overall strategic management of the branch relating to the roads and transport budget programmes; Oversee the functioning of provincial transport and taxi industry; Provide strategic management in the development of infrastructure and maintenance of provincial roads. Provide strategic vision to ensure a safe road traffic environment Monitor the attainability and sustainability of performance standards as reflected in departmental strategic thrusts. Monitor and evaluate the implementation of strategic organizational and operational plans and policies of the branch. Provide strategic direction in respect of utilization and development of human capital. Ensure that financial resources and designated funds are optimally managed.
ENQUIRIES:
Mr S Msibi. Tel: 051409 8737

CHIEF FINANCIAL OFFICER: POLICE, ROADS AND TRANSPORT REFERENCE NO: FS PR&T/02/12

SALARY: Level 14 - An all-inclusive salary package of R830 502.00 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:
The candidate must be in possession of an appropriate degree or equivalent in financial or business management / administration. The applicant must have advanced financial analytical skills, knowledge of the financial prescriptions of the Public Service, proven management and people skills. A further knowledge of PERSAL and BAS would be a distinct advantage. Project management and related skills
DUTIES:
Develop, implement and maintain appropriate financial systems, framework and mechanisms to manage financial information. Provide technical advice to the Accounting Officer with regard to finance and other related activities. Ensure 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 S Msibi. Tel: 051409 8737

CHIEF DIRECTOR: ROADS REFERENCE NO: FS PR&03/12

SALARY: Level 14- An all inclusive salary package of R830 502.00 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:
The candidate must be in possession of an appropriate recognized Bachelor degree or equivalent qualifications. The applicant must have insight, knowledge and background in Policy and Strategy development as well as in the implementation of policies & directives. Project management, analytic skills and knowledge in roads design, construction and maintenance activities. Advanced, strategic and visionary leadership skills. An extensive knowledge of (1) Public Sector legislation, policies and procedures,(2) a pavement and roads maintenance costing system and (3) Expanded Public Works Program is recommended and added advantage.
DUTIES:
Manage the overall departmental budget programme. Compile and implement a Provincial Roads Infrastructure Plan to promote accessibility, mobility and safety. Ensure the implementation of policies that stimulate socio-economic growth as applicable to roads and transport infrastructure. Oversee the planning and designs for the road and transport network; Oversee the planning and execution of geometric and structural designs of roads and bridges. Manage the construction and maintenance of bridges, paved and unpaved roads through timeous preventive actions. Oversee programmes relating to the upgrading of critical safety-related items within the road reserves. Ensure the constant liaison with the Government Garage and Fleet Management. Oversee the budget, human and other resources allocated to the chief directorate.
ENQUIRIES: Mr S Msibi. Tel: 051409 8737

CHIEF DIRECTOR: ROAD TRAFFIC MANAGEMENT REFERENCE NO: FS PR&04/12

SALARY: Level 14- An all inclusive salary package of R830 502.00 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:
The candidate must be in possession of an appropriate recognized degree or equivalent qualifications. The applicant must have insight, knowledge and background in Policy and Strategy development as well as in the implementation of policies & directives; Good knowledge of governing legislation, with special focus on the Road Traffic Act & National Transport directives and Initiatives, as well as transversal government policies; Specific knowledge of Traffic Safety, Transport Management. Broad working knowledge required to effectively apply supply chain management principles and directives with regard to acquiring expensive equipment, government labour saving devices and subsidized vehicles; Ability to relate to challenges facing FS Provincial Traffic and Public Transport Industry.
DUTIES:
Co-ordinates the execution of traffic management, road safety, transport and revenue collection in all the districts. Implement AARTO and all Road Traffic Acts in the province. Combat fraud and corruption within the province. Assist with the promotion of compliance of public transport Act. Develop, implement and monitor the passenger transport policy. Oversee the budget, human and other resources allocated to the chief directorate.
ENQUIRIES: Mr S Msibi. Tel: 051409 8737

DIRECTOR: ROADS CONSTRUCTION AND MAINTENANCE REFERENCE NO: FS PR&T/05/12

SALARY: Level 13- An all inclusive salary package of R685 200.00 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:
The candidate must be in possession of an appropriate recognized degree or equivalent qualifications. Project management, analytic skills and knowledge in roads construction and maintenance activities is critical. Extensive knowledge of legislation, policies and procedures in respect of the Public Service. Advanced skills in writing, communication, facilitation, co-ordination and presentation. Knowledge of roads maintenance costing system (added advantage). Knowledge of the Expanded Public Works Program.
DUTIES:
Provide direction and management in respect of road construction and maintenance activities. Provide high-level expertise and leadership in respect of design, maintenance and road construction capital projects. Oversee the adherence of the legal and environmental requirements in all matters of road construction projects, as well as provision of advice and guidance to personnel, consultants and contractors regarding the implementation of all relevant acts, working procedures and construction methods. Render expert professional and technical guidance to Chief Engineers, Regional Engineers, Technicians and Road Superintendents to ensure quality control and optimal utilization of road building material and resources during maintenance as well as road construction capital projects. Oversee the compilation of the district operational business plans in respect of road maintenance and construction activities, as well as monitoring the expenditure per activity in road maintenance; strategic management of the pavement management systems and gravel management systems as per the legislative framework. Monitor and evaluate pavement performance on all provincial roads, which entails the co-ordination of preventative maintenance programs regarding the conditions of roads in order to address rutting, cracking, potholes, etc. Liaise with the Road Building Equipment component on the availability of the mechanical plant. Provide reports to the Chief Director Roads on the performance of all road related activities taking place in all districts. Manage the procurement of roads maintenance material as required in all districts. Ensure the effective management of the budget and other resources of the directorate.
ENQUIRIES: Mr S Msibi. Tel: 051409 8737

DIRECTOR: INTERNAL AUDIT REFERENCE NO: FS PR&T/06/12

SALARY: Level 13 - An all inclusive salary package of R685 200.00 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 or equivalent NQF level 6 qualifications with exposure to an internal auditing background. Managerial experience. Excellent written and verbal communication skills. Driver's license (code 8).Registration with SA Institute of Internal Auditor will be a strong recommendation. Report writing and communication skills. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of internal audit standards. Computer skills (MS Word, Excel, Power-point, etc).
DUTIES:
Prepare a rolling three-year strategic internal audit plan based on its assessment of key areas of risk for the institution. Evaluate the effectiveness of the departmental risk management strategy and implement the annual internal audit plan. Prepare a quarterly report to the departmental Audit Committee with performance details. Review and appraise the soundness, adequacy and application of the accounting, financial and operating controls that comprise the internal control system of the Department. Recommend necessary improvements in the internal control system where controls have been found to be malfunctioning, insufficient or nonexistent. Review the timeliness and appraising

the effectiveness of corrective actions. Develop an effective and professional relationship with the Auditing Committee and external auditors. Develop, implement and maintain anti-corruption strategies in the Department. Co-ordinate activities of the Internal Audit component with others so as to best achieve the objectives of the Department

ENQUIRIES: Mr S Msibi. Tel: 051409 8737

**DIRECTOR: HUMAN RESOURCE MANAGEMENT
REFERENCE NO: FS PR&T/07/12**

SALARY: Level 13- An all inclusive salary package of R685 200.00 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 or equivalent qualifications. A 3 years' relevant managerial experience in an HR environment. Insight into legislation and other prescripts, which impacts on human resources management. A thorough understanding of Public Sector policy analysis, formulation and interpretation. Advanced skills in writing, communication, facilitation, co-ordination and presentation. An understanding of the Public Service Regulatory Framework.

DUTIES:

Development and facilitate the implementation of Human Resource Management Policies, Regulations, Practices and Procedures. Develop and maintain Human Resource Planning and resource in line with the strategy of the department. Provide effective and efficient Human Resource practice, Administration and capacity development. Develop partnerships and network with relevant stakeholders. Manage resources (Human, Financial and Physical)

ENQUIRIES: Mr K Mhetoa. Tel: 051 403 3025

Closing dates: 24 FEB 2012

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. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates will also be subjected to a competency assessment as well as a practical test. 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.

Closing dates: 20 FEB 2012

**MANAGER: MUNICIPAL ACCOUNTING (2posts)
REFERENCE NO: FSPT 001/12**

SALARY LEVEL 11 – An all inclusive salary package of R 434 505 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Bachelor degree with Accounting as a major subject. Three years appropriate experience in an accounting environment at an Assistant Manager's level. Ability to compile financial statements. Completed Articles will serve as an added advantage. Valid driver's license.

DUTIES:

Manage and ensure optimal utilization of resources (human, physical and financial). Monitor, assist and guide municipalities with the submission of mandatory information, i.e. AFS, Annual Reports and Remedial Action Plans. Provide guidance relating to the interpretation of accounting standards, frameworks, accounting policies, etc. Support and monitor

the implementation of GRAP in municipalities. Issue guidelines on annual financial reporting cycles and procedures. Monitor the implementation of legislative resolutions. Monitor the management of assets and liabilities in municipalities. Provide / facilitate training on accounting standards, frameworks, etc.

ENQUIRIES: Mr. L Moduane Telephone number: 051 4055094

**ASSISTANT MANAGER: MUNICIPAL
ACCOUNTING (2 posts)
REFERENCE NO: FSPT 002/12**

SALARY LEVEL 9 – A basic salary of R 221 058 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Three year degree/ diploma with Accounting as a major subject. At least two years experience in an Accounting environment. Ability to compile financial statements. Valid driver's license.

DUTIES:

Monitor, assist and guide municipalities with the submission of mandatory information, i.e. AFS, Annual Reports and Remedial Action Plans. Provide guidance relating to the interpretation of accounting standards, frameworks, accounting policies, etc. Support and monitor the implementation of legislative resolutions. Monitor the management of assets and liabilities in municipalities. Facilitate training on accounting standards, frameworks, etc.

ENQUIRIES:

Mr. L Moduane Telephone number: 051 4055094

**POST:WEB MASTER
REFERENCE NO: FSPT 011/12**

SALARY: Salary level 9 – A basic salary of R 221 058 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate tertiary qualification in Information Technology/ Information Management Systems/ Computer Science. Appropriate experience in Adobe CS3, Visual Studio.Net and SQL Server 2008.

RECOMMENDATION

Supervisory experience will be an added advantage.

DUTIES:

Develop and design websites for the Department which includes Intranet and Departmental website.

Update the departmental Intranet and website with relevant and accurate information.

Liaise with National Departments, Provincial departments and SITA regarding IT matters.

Manage all phases of web site development, from research, requirement analysis, design, technical management, development, web site deployment to maintenance.

Implement and maintain Internet Servers (hardware and software) and the web site development environment.

Establish and manage a complex web site with database back-end support.

Co-ordinate, arrange and administer Internet meetings with departments and departmental developers in the Free State Provincial Government.

Remain abreast of developments and trends in respect of electronic information management.

Manage and coach the Web Designer in producing deliverable software functionality for Internet Infrastructure, web related applications or products.

Responsible for the technical direction and growth of the Internet web site to ensure the application of appropriate technologies and support resources.

ENQUIRIES:

Ms. TEM Moloabi: (051) 405 4364

**APPLICATIONS FOR THE DEPARTMENT OF FREE STATE
PROVINCIAL TREASURY TO BE SUBMITTED TO:**

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. M Moalosi, Provincial Government Building, Tel No: (051) 405 5262 or deliver by hand to Ms. Moalosi in Room 426(b), Provincial Government Building, Bloemfontein.

Closing dates: 20 FEB 2012

DEPARTMENT OF TREASURY

Welcome to the Heart of Freedom

