



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

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). 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. 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, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 **OR** Applications that are hand delivered must be brought at 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: 17 August 2012

POST: CHIEF FINANCIAL OFFICER (REFERENCE NO: PW 12/19)

SALARY: SMS Level 14 – An all-inclusive package of R872 214.00 per annum. The remuneration package consists of basic salary (60% or 70%), 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 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; Driver license (code 8); Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract and Financial Disclosure.

KEY PERFORMANCE AREAS: 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: MME NTHONGO (Me), Head of Department (Telephone number: 051 405 4692)

CHIEF ENGINEER - ELECTRICAL REF NO.: PW 2012/20
CHIEF ENGINEER - MECHANICAL REF NO.: PW 2012/21

SALARY: OSD GRADE A - An all inclusive remuneration package of **R617 945.00** per annum. The package includes 70% 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 university degree in Electrical/Mechanical Engineering. Registration with ECSA as a Professional Engineer. Computer Literate, Valid Driver's License. Extensive Post Qualification Experience

DUTIES: Planning and execution of in-house planned projects and 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 tender documents for inviting tenders 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

CHIEF QUANTITY SURVEYOR (REF NO.: PW 2012/22)

REMUNERATION: OSD GRADE A- An all inclusive remuneration package of **R548 559.00** per annum. The package includes 70% 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 university degree in Quantity Surveying. Registration with SACQSP. Computer Literate, Valid Driver's License. Extensive 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.

DUTIES: To manage Quantity Surveying Component in order to provide an effective professional service to the department as well as client departments; Administer all budget and financial management matters; Apply cost planning and project management milestone techniques in the execution of projects; Compile and scrutinize tender documentation and provide advice on tender procedures; Evaluate orders, prepare cost estimates, scrutinize the lists of materials and bills of quantities; Monitor performance of an exercise control over appointed consultants and contractors; Liaise with legal services with regard to matters relating to building contracts, escalation clauses and time constraints; Advise on the development and maintenance of policy, methods, practices and standards on quantity surveying services; Provide a quality and cost control and value management service on all building related matters in the department; Do estimates on building projects or design changes and prepare reports on projected building costs for clients; Visit building sites and regions to conduct inspections on site and monitor progress and quality of work on quantity related projects; Preparation of building feasibility studies and estimation of costs of projects and bill of quantities; Liaise with consulting quantity surveyors in respect of capital projects; Assist in providing a quantity surveying analyses and advisory service; and Train and oversee candidate quantity surveyors to ensure their registration as professional.

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

CHIEF ARCHITECT REF NO.: PW 2012/23

REMUNERATION: OSD GRADE A- An all inclusive remuneration package of **R540 450.00** per annum. The package includes 70% 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/S: Bloemfontein

REQUIREMENTS: University degree in Architecture or equivalent as recognized by South African Council for Architectural Profession. Registration with the South African Council for Architectural Profession. Computer Literate, Valid Driver's License. Extensive Post Qualification Experience

DUTIES: To manage Architectural inputs and guidance for the Department. Architectural design and analysis effectiveness. Interpretation and application of functional and technical norms/standards. Develop policies, structures, plans, procedures and criteria of all infrastructure programmes and projects. Undertake master planning. Prepare Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Provide inputs to the development of the construction procurement strategy. Perform final review and approvals or audits on architectural designs according to design principles or theory. Maintain architectural operational effectiveness. Manage the execution of architectural strategy

through the provision of appropriate structures, systems and resources. Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives.

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

CONTROL WORKS INSPECTOR (2 posts)

FEZILE DABI/LEJWELEPUTSWA DISTRICT (Kroonstad) (1 post) PW 2012/24

THABO MOFUTSANYANA DISTRICT (Bethlehem) (1 post) PW 2012/25

SALARY: Salary level 9. A basic salary of **R221 058.00** per annum

REQUIREMENTS: An appropriate National Diploma (T or N Stream) or a relevant appropriate N4 qualification and Trade Test. A valid Code-B driver's license. Extensive supervisory experience in works or similar environment

RECOMMENDATIONS: Good verbal and written communication skills with respect to interacting with management, sub-ordinates, other employees, the general public, clients and co-workers in respect of procedural matters and ability to write routine reports, memos and letters.

KEY PERFORMANCE AREAS: Co-ordinating, planning and excising control of variety of activities of own division or region; The management of all human resources allocated; The provision of technical services including and not limited to programming, budget planning, contractor and consultant appointments, evaluation and management of tenders. Inspection of all building works, including the erection, planning and inspections thereof. Must comply and enforce all policies of Government and the Department. Be prepared to work under pressure, overtime, standby duty and travel away from base whenever necessary.

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

**CHIEF WORKS INSPECTOR: PRESTIGE ACCOMODATION (REF NO PW 2012/26)
CHIEF DIRECTORATE PROPERTY MANAGEMENT**

SALARY: Salary level 8. A basic salary of **R185 958.00** PER ANNUM

CENTRE: Bloemfontein

REQUIREMENTS: A relevant, recognized diploma/degree in built environment or equivalent qualification **plus** appropriate technical experience in the Built environment **OR** A N3 Certificate and passed Trade Test in terms of the Provisions of Section 13(2)(h) of the Manpower Training Act, 1981, as amended or Certificate issued under the Provisions of the Repealed Section 27 of the same Act **plus** appropriate technical experience in the Built environment. A valid driver's license. Computer literacy. Willingness to work irregular hours. Good communication (verbal and written) skills. Appointment is subject to incumbents undergoing security clearance

DUTIES: Attend to planned and unplanned maintenance relating to Prestige accommodation in conjunction with Works Component. Compile scope of works and prepare estimates and technical reports. Inspect and report on defects. Inspect and report on optimum use of technical equipment and installations, which includes electric motors and fencing. Ensure functioning of the automatic sprinkler systems. Ensure compliance with the OHS Act and other safety procedures. Prepare bid documentation on any maintenance work or installations. Verify and clarify invoices for contractors. Ensure effective and efficient management of property functions related to the prestige accommodation. Prepare and compile monthly reports.

ENQUIRIES : Me P Malgas, Tel No.: 051 410 7538

**ARTISAN FOREMAN: PRESTIGE ACCOMODATION (REF NO PW 2012/27)
CHIEF DIRECTORATE PROPERTY MANAGEMENT**

SALARY: OSD. A basic salary of R176 931.00 PER ANNUM.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A National N3 Certificate in the built environment with 2 to 3 years experience **plus** a completed Apprenticeship and passed Trade Test in terms of the Provisions of Section 13(2)(h) of the Manpower Training Act, 1981 as amended or a Certificate issued under the Provisions of the Repealed Section 28 or 30 of the same Act, as amended referred to N2 or higher. Extensive appropriate experience in the Building environment in general. Knowledge of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) (OHS Act). Willingness to work overtime as required. A valid Code B driver's license. Appointment is subject to incumbents undergoing security clearance

DUTIES: Ensure that routine daily maintenance is carried out on all Prestige accommodation. Perform day-on-day duties in terms of emergencies and normal maintenance as prescribed. Adhere to safety

practice (OHS Act). Perform other essential services and maintenance oriented duties. Work overtime when the need arises in terms of crises, (i.e. After hours and during weekends). Compile material quantities as per works/maintenance project.

ENQUIRIES: Ms PP Malgas: 051 – 410 7538

**CHIEF WORKS INSPECTOR: BUILDING (2 POSTS):
MOTHEO & XHARIEP REGIONS
WORKS CONSTRUCTION AND MAINTENANCE**

SALARY: Salary level 8. A basic salary of R185 958.00 PER ANNUM

CENTRE: Bloemfontein

REQUIREMENTS: A relevant, recognized diploma/degree in built environment or equivalent qualification **plus** appropriate technical experience in the Built environment **OR** A N3 Certificate and passed Trade Test in terms of the Provisions of Section 13(2)(h) of the Manpower Training Act, 1981, as amended or Certificate issued under the Provisions of the Repealed Section 27 of the same Act **plus** appropriate technical experience in the Built environment. A valid driver's license. Computer literacy. Willingness to work irregular hours. Good communication (verbal and written) skills.

DUTIES: Manage minor Works maintenance projects, unplanned maintenance, with reference to the Building discipline. Monitor work performance of Works Inspectors. Analyse all the reports submitted by Works Inspectors. Be responsible for site inspections and compile technical reports. The provision of technical services including and not limited to programming, budget planning, contractor and consultant appointments, evaluation and management of tenders. Inspection of all building works, including the erection, planning and inspections thereof. Must comply and enforce all policies of Government and the Department. Be prepared to work under pressure, overtime, standby duty and travel away from base whenever necessary.

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