



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 54/2016

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

*W.M. van Niekerk*  
**DEPARTMENT OF THE PREMIER**

**DATE:**.....17/11/2016.....



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 this post and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

**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 CV. 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 AND INFRASTRUCTURE TO BE SUBMITTED TO:** Head: Public Works and Infrastructure, Human Resources Management Directorate, P.O Box 7551, Bloemfontein 9300 OR Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. **\*NO APPLICATIONS WILL BE ACCEPTED BY STAFF IN OFFICES IN THE BUILDING.**

**CLOSING DATE: 2 December 2016**

**POST: PERSONAL ASSISTANT (1 POST): CHIEF DIRECTORATE: PROPERTY MANAGEMENT  
REFERENCE NO: PWI 16/44)**

**SALARY:** Salary level 7 – A basic salary of R211 194.00 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate National Diploma or equivalent NQF Level 6 qualification augmented with administrative experience. Candidates with Senior Certificate coupled with secretarial experience may also apply. Knowledge and practical application of Microsoft packages i.e. word, excel, PowerPoint, etc. 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:** Manage engagements of the Chief Director to improve service delivery. Implement administrative measures to ensure the efficient functioning of the Office of the Chief Director. Ensure an efficient flow of information and documents to and from the Office of the Chief Director. 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. Keep record of documents, memoranda, etc., which are dealt with by the Chief Director. Do research for the Chief Director on relevant administrative matters. Ensure the safe-keeping of all documentation in the Office of the Chief Director to be in line with the Archive Legislation. Handle travel arrangements for the Chief Directorate and assist him with his personal matters to enable him, to attend to his duties. Set up and maintain systems in the Office of the Chief Director that will contribute towards improving efficiency in the office. Compile and monitor the budget for the Office to ensure the effective and efficient utilization of funds. Promote professional behaviour and ethics in the Office of the Chief Director to enhance the image of the Public Service. Oversee the work of the subordinates of the Office of the Chief Director to ensure the co-ordination of activities, manage the performance of the incumbents and to address development needs.

**ENQUIRIES:** Me Gladys Mushikoma, Chief Director Property Management, Telephone: 051 492 3916

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**POST: SENIOR ADMINISTRATION CLERK: ASSET REGISTER (1 Post)  
DIRECTORATE STRATEGIC IMMOVABLE ASSET MANAGEMENT  
(REF NO: PWI 16/45)**

**SALARY:** Salary level 5 – A basic salary of R 142 461.00 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** A grade 12 or equivalent (NQF 4) qualification. A valid driver's license.

**RECOMMENDATIONS:** Willingness to travel outside working hours. Computer literacy. Good interpersonal, communication and writing skills

**DUTIES:** Record all immovable properties in the asset register. Physical verification of all state owned properties. Safekeeping of the title deeds. Update the immovable asset register on a regular basis with the relevant information to ensure accuracy of figures disclosed in the financial statements. Ensure the quality and accuracy of information captured in the asset register. Preparing relevant reports for management and Auditors.  
Address enquiries.

**ENQUIRIES:** Mr M Sauls, Assistant Director Asset Register, Tel. No 051 410 7548

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