

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL
AFFAIRS**

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.

- APPLICATIONS** : Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand to in Room 105, 1ST floor North Wing, Agriculture Building, Zastron Street, Bloemfontein.
- FOR ATTENTION** : Ms K Molusi /Ms MA Parkies
- CLOSING DATE** : 23 December 2016 at 16:00
- NOTE** : 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 applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The department reserves the right not to appoint. All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidate will be expected to enter into a performance agreement.

MANAGEMENT ECHELON

- POST 49/218** : **CHIEF FINANCIAL OFFICER REF NO: DESTEA 05/09/16**
Chief Financial Officer Chief Directorate
- SALARY** : An all-inclusive salary package of R1 042 500 per annum. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate three year Bachelor's degree/diploma in Commerce or Financial Management (BCom/ BCompt) or equivalent qualifications. Extensive experience in the finance environment with at least 5 years' experience at senior management level. Knowledge of the financial prescript in the Public Service. Computer literacy. A valid driver's license. RECOMMENDATION: An appropriate post graduate qualification or registration as a CA (SA)
- DUTIES** : Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behavior) and policies to ensure effective and efficient management resources. Support the Head of Department and other Senior Managers in the execution of their functions in terms of the PFMA and the Treasury Regulations. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and Financial statements. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the

administration of the Department. Facilitate the implementation of national norms and standards where applicable. Advise the HOD pertaining the matters that have strategic and financial implications. Liaise with the relevant role-players in the financial environment regarding transverse financial matters. Ensure effective and efficient asset and financial management/procurement/SCM by collaborating in the development of training programmes or by providing direct training to officials of the Department. Management of resources of the Chief Directorate, i.e, human, asset and financial resources.

ENQUIRIES : Ms. G Brown, Tel. No: (051) 400 4916/ 4924

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, FREE STATE

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

APPLICATIONS : 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 : 23 December 2016 at 16H00

NOTE : 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.

OTHER POSTS

POST 49/219 : **DEPUTY DIRECTOR EPWP COMPLIANCE REF NO: PWI 16/46**

SALARY : MMS Level 11 – An all-inclusive package of R612 822.00 per annum. The remuneration package consists of basic salary (75% or 70%), the Government's contribution to the Government Employee Pension Fund and a 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, housing allowance and medical aid assistance.

CENTRE REQUIREMENTS : Bloemfontein
An appropriate 3-year Bachelor's Degree/National Diploma or equivalent NQF Level 6 qualification in General Management/Business/Public Management/Social Sciences with proven administrative experience. Knowledge in project management, facilitation skills, presentation skills, experience in working with communities. Excellent written and verbal communication skills. Driver license (code B)

DUTIES : Undertake inspections at all EPWP project sites to ensure compliance with EPWP criteria. Collect data 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. Participate in the learning network initiatives for best practices. Supervise and guide the Community Liaison Officers, administration clerks and interns allocated under control to enhance their performance on community development projects under their control and to perform administrative support and related activities.

		Manage the resources of the Sub-directorate to ensure efficient and effective utilization thereof.
<u>ENQUIRIES</u>	:	Me Masego Tshabalala, Chief Director EPWP, Telephone: 051 492 3784
<u>POST 49/220</u>	:	<u>DEPUTY DIRECTOR SECTOR CO-ORDINATION: SOCIAL SECTOR REF NO: PWI 16/47</u> Chief Directorate EPWP
<u>SALARY</u>	:	MMS Level 11 – An all-inclusive package of R612 822.00 per annum. The remuneration package consists of basic salary (75% or 70%), the Government's contribution to the Government Employee Pension Fund and a 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, housing allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A three-year bachelor's degree or equivalent NQF level 6 qualification in Administration or Development. Extensive knowledge in community development projects. A valid driver's license. Good financial management and understanding of the public service and other developmental policies such as BBBEE. Recommendations: Computer literate, in particular in the following programmes: Excel; MS Word; Power Point; and Internet.
<u>DUTIES</u>	:	Co-ordinate and assist in the development of sector business plans. Provide the secretarial function at sector steering committee meetings. Analyze, interpret and compile sectoral reports and other related documents. Monitoring the implementation of EPWP projects against the sector plans and targets. Assisting with regards to the preparation of sectoral progress reports to the Department of the Premier and National Public Works. Liaison role with other departments within the sectors, as well as other stakeholders. Promotion of the concept of job creation among sector stakeholders. Providing advice to stakeholders of EPWP framework. Facilitate the workshops on EPWP issues in the relevant sector. Managing the budget and other resources of the sub-directorate.
<u>ENQUIRIES</u>	:	Me Masego Tshabalala, Chief Director EPWP, Telephone: 051 492 3784
<u>POST 49/221</u>	:	<u>EPWP COMMUNITY LIAISON OFFICER REF NO: PWI 16/48</u>
<u>SALARY</u>	:	Salary level 9 – A basic salary of R 311 784.00 per annum.
<u>CENTRE REQUIREMENTS</u>	:	Thabo Mofutsanyana, Qwa-Qwa An appropriate Bachelor's Degree/National Diploma or equivalent NQF Level 6 qualification in General/Business/Public Management/Social Sciences with administrative experience with proven ability to apply community facilitation. Applicants who possess matric coupled with experience in community development issues were also considered. Computer literacy.
<u>DUTIES</u>	:	To facilitate the transformative social and community engagement processes relevant to the implementation of EPWP projects in the four sectors, namely infrastructure, social, environmental and non-state sectors in order to promote the spirit of project ownership by the communities, and ensure effective functioning, supervision, co-ordination and monitoring of Expanded Public Works Programmes (EPWP) at district level in partnership with municipalities, implementing departments and other stakeholders. To ensure social facilitation and mobilisation of communities and stakeholders to support provincial infrastructure projects and participate in labour intensive projects in line with EPWP guidelines and principles. Monitoring and evaluating the implementation of EPWP multi-year projects in other sectors, namely social, environmental and non-state sectors in partnership with sector departments to contribute towards the creation of job opportunities through the Expanded Public Works Programmes. To ensure successful implementation of departmental community development projects aimed at poverty alleviation and community empowerment. Ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g. in departments/provinces, NGOs, Local community structures and faith based organisations) and stakeholders to facilitate intersectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community.
<u>ENQUIRIES</u>	:	Me Masego Tshabalala, Chief Director EPWP, Telephone: 051 492 3784

POST 49/222 : **PERSONAL ASSISTANT: CHIEF DIRECTORATE: EPWP, REF NO: PWI 16/49**

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 Masego Tshabalala, Chief Director EPWP, Telephone: 051 492 3784

POST 49/223 : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: PW 16/50**

SALARY : OSD Grade A - An all inclusive remuneration package of R871 548.00 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 : B degree in a technical field /built environment/facility management plus Health and Safety Training recognized by the SACPCMP. Six years' experience. Valid driver's license. Compulsory registration with the SACPCMP as Health and Safety Officer/Manager/Agent. Note: Applicants must provide proof of their registration with SACPCMP as Health and Safety Officer/Manager/Agent. Recommendations: Knowledge and experience with the regulatory requirements regarding construction health and safety and its links to the health and safety management system. Health and safety management systems and the key components of an effective system. Principles of cause and effect analysis and its application to hazard identification and risk management on a project. Principles of developing and implementing safe working practices. Criteria and standards for effective documentation and document control. Concepts and principles of developing an emergency preparedness plan and process for key approval, rehearsal and implementation steps. Concept of behavioural safety management.

DUTIES : Prepare health and safety specifications for all the construction work. Ensure that principal contractors have made provision for health and safety costs in their tenders. Provide principal contractors with any information that might affect health and safety. Attend site tender clarification meetings with contractors. Assist in the preparation of project specific health and safety documentation for distribution to contractors for inclusion into their tender submissions. Assist with the evaluation of the contractor(s) competencies, knowledge and resources to carry out the works safely. Assist with the preparation of contract documentation related to health and safety requirements for approval and signatures Health and safety evaluations of contractors. Obtain proof of attendance of project/contractors tender clarification

meetings. Verify health and safety documentation for authorities. Assist with the preparation of a construction health and safety plan. Confirm necessary documentation was submitted to the relevant authorities. Attend project planning meetings. Assessments and approval of contractor(s) health and safety plans. Attend the contractor's site handover. Attend regular site, technical and progress meetings. Facilitate site health and safety meetings. Identification of the hazards and risks relevant to the construction project through regular coordinated site inspections. Establish and maintain health and safety communication structures and systems, distribution of health and safety specific documents to sub-contractors. Compiling project specific emergency response and preparedness plans. Testing the effectiveness of the emergency response plan. Conduct site safety inductions. Evaluate the levels of compliance of subcontractors to the project specific health and safety plan and client specifications through inspections and audits. Oversee the reporting and investigation of project related incidents. Oversee the maintenance of all records. Participation in management reviews of the health and safety systems. Use of trends analysis to identify system deficiencies and incident trends, outline relevant improvements. Incorporation of changes into a health and safety management system. Review and update the health and safety plan. Development of technical reports in relation to health and safety issues and communicate through presentations to diverse groups of decision makers. Review, discuss and approve contractor's consolidated health and safety file with contractor(s). Monitor site health and safety during defects liability period. Prepare the consolidated project health and safety file.

ENQUIRIES : Mr M. Ndlebe, Chief Director Works Design, Construction and Maintenance: 051-492 3908

POST 49/224 : **PROFESSIONAL ARCHITECT GRADE A: OSD REF NO: PWI 16/11**
Chief Directorate Works Design, Construction and Maintenance

SALARY : OSD- All-inclusive package of R512 244.00 per annum. The remuneration package consists of the basic salary, the Government contribution to the Government's contribution to the Government Employees Pension Fund, and a flexible portion which may be structured according to the member's needs.

CENTRE : Bloemfontein
REQUIREMENTS : An appropriate degree in Architecture coupled with registration at the SACAP as a Professional Architect. Post registration/qualification experience. Valid driver's license. Knowledge of the following: Architectural design and analysis, good understanding of the legislation and operational compliance norms and construction industry contracts. Programme and Project Management. Architectural legal and operational compliance. Architectural operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Architectural principles. Research and development. Computer-aided engineering applications.

DUTIES : Architectural design and analysis effectiveness. Maintain architectural operational effectiveness. Review and evaluate existing and proposed built infrastructure, consultant's designs, drawings and details against best practise norms as applicable to new construction, rehabilitation, refurbishment, upgrades and/or maintenance contracts as well as compliance with departmental requirements and legislation. Assess standards of construction, operations, maintenance and records. Understand user or client needs/requirements and translate into options or accommodations solutions which may include development of conceptual designs, using airbrushing techniques and conceptualizing client needs into built form. Assist in the development of life cycle solutions for all immovable assets during compilation of UAMP's and CAMP's. Provide technical hands-on specialised support and technical reports so as to inform feasibility studies of small, medium and mega projects. Assist to determine the cost efficiency of projects and develop life cycle models and costs of different accommodation solutions and time implications in collaboration with a multidisciplinary team. Provide expert professional advice on the economic life of existing built infrastructure. Provide specialised advice in optimizing building performance and efficiency whilst integrating latest technology that includes energy efficiency best practices from an architectural perspective. Visit building sites to assess and develop technical

reports. Develop tender documentation for the appointment of consultants.
Scrutinize fee accounts of consultants.
Mr M Ndlebe, Chief Directorate Works Design, Construction and Maintenance, Tel.
No 051 492 3908

ENQUIRIES

DEPARTMENT OF TREASURY

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APPLICATIONS

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300.,
Room 426b, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to
Room 426b, Fidel Castro Building, Bloemfontein. Applications can also be faxed to
051 405 4265 or e-mailed to recruitment@treasury.fs.gov.za

FOR ATTENTION

Ms. N Mchabasa

CLOSING DATE

23 December 2016

NOTE

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 or subjects should be mentioned in the CV),
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 who apply for posts on salary level 13
and higher will also be subjected to a competency assessment as well as a practical
test. Candidates who apply for posts on salary level 9 to 12 will also be subjected
to 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. 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.

MANAGEMENT ECHELON

POST 49/225

**CHIEF DIRECTOR: ASSET AND LIABILITY MANAGEMENT REF NO: FSPT
030/16**

SALARY

Salary Level 14. An all-inclusive salary package of R 1 068 56400.00 per annum
(This all inclusive flexible remuneration package consists of a basic salary, the
Government's contribution to the Government Employees Pension Fund and a
flexible portion that may be structured according to specific rules)

CENTRE

Bloemfontein

REQUIREMENTS

A post graduate qualification in commerce with a minimum of six years experience
in a senior management position of which at least three years should have been in
a financial management environment. Knowledge of Public Finance Management
Act (PFMA), Treasury Regulations and supply chain management. Computer
literate. Knowledge of research methodology. Good interpersonal, supervisory and
analytical skills. Valid driver's license.

DUTIES

Provide strategic advice and monitor the implementation of supply chain
management (SCM), Public Private Partnerships (PPP) and transversal systems.
Manage and support the successful implementation of transversal financial
management. Promote prudent implementation of supply chain management
practices in the Province. Evaluate and ensure the implementation of Public Private
Partnerships (PPP) in the Province. Manage controls on possible risks that might
hamper the smooth running of the Chief Directorate. Manage the resources of the
Chief Directorate.

ENQUIRIES

Mr. G. Mahlatsi: (051) 403 3065