

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

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** : 20 March 2017 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, 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.

MANAGEMENT ECHELON

- POST 10/66** : **DIRECTOR: WORKS CONSTRUCTION AND MAINTENANCE: REF NO: PWI 17/01**
- SALARY** : An all-inclusive package of R898 743 per annum, SMS, Level 13. 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 REQUIREMENTS** : Bloemfontein
: Applicants must be in possession of a Bachelor's degree or equivalent in the Built Environment. 5 years' experience in middle/senior managerial level augmented by tangible project management proficiency. Driver's license. Appointment is subject to the following: SMS Competency Assessments, Performance Agreement, Vetting, SMS Permanent Employment Contract and Financial Disclosure.
- 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 built 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 and artisans. Administer all budget and financial management matters.
- ENQUIRIES** : Mr MP Ndebe, Chief Director Works Design, Construction and Maintenance, Tel no: (051) 492 3766
- NOTE** : NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated.

DEPARTMENT OF TREASURY

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- APPLICATIONS** : The Free State Provincial Treasury, Private Bag X20537, 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 e-mailed to recruitment.fstresury@gmail.com
- FOR ATTENTION** : Ms. N Mchabasa
- CLOSING DATE** : 24 March 2017
- 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 9 to 12 will also be subjected to a practical test. 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, hand delivered or e-mailed 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.

OTHER POSTS

- POST 10/67** : **ASSISTANT DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT**
REF NO: FSPT 012/17
- SALARY** : R311 784 per annum, Level 09
- CENTRE** : Bloemfontein
- REQUIREMENTS** : National Diploma/ Degree in Information Technology/Computer Science/Information Systems, with a minimum of 3 years experience in an IT environment. Computer literacy. Ms SQL Server Database skills. Knowledge of MS Visio, data warehousing, Sharepoint platform, business process analysis and design.
- DUTIES** : Conceptualise, develop and maintain a knowledge management strategy for Free State Provincial Treasury and evaluation of the information dissemination processes to maximize the usability and usefulness of knowledge for different user groups. Monitoring and development of the knowledge portal for the department. Monitoring of learning networks in the Free State Provincial Treasury. Conduct research and liaise on issues with regard to knowledge management. Management of human resources.
- ENQUIRIES** : Ms. T.E.M Moloabi Tel no: (051) 405 4364
- POST 10/68** : **WEB DESIGNER REF NO: FSPT 013/17**
- SALARY** : R211 194 per annum, Level 07
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Degree/ National Diploma in Information Technology (Web Designing/Development/Graphics Design) BSc Computer Science, with a minimum of three years experience in or information technology environment, of which at least two years experience should have been in web development and design. Experience in Wordpress and Cross browser/platform design. Knowledge of Treasury Regulations, the Public Finance Management Act, Departmental policies and internal standards, web applications, java, PHP, CSS, CSS3, HTML and HTML5, multimedia and graphic design, computer and multimedia programming, databases, web scripting and application and code testing.
- DUTIES** : Design, create and maintain web site for the department (web content management). Graphic designing and print media design. Plan, coordinate and implement security measures to safeguard against unauthorized web access. Maintain, test and administer web server, operating tools and software for the departmental web site. Keep abreast with new developments; Provide inputs on

policies and strategies. Train, advise and inform IT staff and departmental officials on usage of web resources to improve the department's efficiency and effectiveness.

ENQUIRIES

: Ms. T.E.M Moloabi Tel no: (051) 405 4364