

**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** : 15 June 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.

**OTHER POSTS**

- POST 20/75** : **ASSISTANT DIRECTOR RENTING AND LEASING REF NO: PWI 17/04**  
Directorate Property Portfolio
- SALARY** : Salary level 9 – A basic salary of R334 545.00 per annum.  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : 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** : Render administrative support with regard to the processing of renting and leasing applications in respect of the property-related contracts. Regular updating of the asset register in respect of leased state properties. Inspection of state properties and reflect findings in the assessment re report. Procure leased properties to be utilized by Client Departments (offices, land and official housing). Procure fixed property or rights in fixed property. Keep track of the property market and its trends. View tendered or identified properties. Draft lease agreements, submissions and other documents resulting from negotiations. Negotiate with property owners/landlords for leased accommodation. Advise clients on issues relating to leasing of accommodation. Follow-up with relevant parties on conveyance processes regarding the acquisition of property. Draft reports and submissions.
- ENQUIRIES** : Mr MJ Seetsi, Director Property Portfolio, Tel. No 051 410 7539
- POST 20/76** : **ASSISTANT DIRECTOR ASSETS AND FACILITIES REF NO: PWI 17/05**  
Directorate Property Portfolio
- SALARY** : Salary level 9 – A basic salary of R334 545.00 per annum.  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate National diploma/degree or equivalent NQF level 6 qualification in Property Management/Finance/Administration. Relevant. Knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) (OHS Act), the Preferential

Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) (PPPFA), Supply Chain Management, Treasury Regulations. Knowledge of contracts and administration of leases is a strong recommendation. Computer literacy. A valid driver's license.

**DUTIES** : Management of the allocation of office and rental accommodation. Ensuring the optimal utilization of office space and accommodation. Determination of the renting tariffs for the government property. Providing solutions to queries relating to the allocation of office space and other accommodation issues. Compilation of monthly reports. Conduct regular inspections at state properties to ensure that properties are used for the intended purposes, and to establish that occupants are legal. Keep track of developments with regards to property management trends. Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in good time. Preparation of reports to top management and all relevant stakeholders. Managing the performance of sub-ordinates and resources to enhance productivity of the unit.

**ENQUIRIES** : Mr MJ Seetsi, Director Property Portfolio, Tel. No 051 410 7539

**POST 20/77** : **FINANCIAL MANAGER: FINANCIAL STATEMENTS REF NO: PWI 17/06**  
Directorate Finance

**SALARY CENTRE REQUIREMENTS** : Salary level 9 – A basic salary of R334 545.00 per annum.  
: Bloemfontein

**REQUIREMENTS** : An appropriate B Comm Accounting/Internal Auditing degree or equivalent NQF level 6 qualification. Knowledge of relevant Acts/Legislation like the PFMA, Treasury Regulations, etc. Knowledge of financial norms and standards. Computer literacy. Experience in financial management systems/state budgeting processes/internal auditing. Skills and knowledge of finance/budgeting/auditing/strategic management/financial reporting, etc will be beneficial. Recommendations: Computer literate, in particular in the following programmes: Excel; MS Word; Power Point; and Internet

**DUTIES** : Compilation of financial statements (quarterly and annually). Monitor and report on expenditure trends. Support management with the implementation of the PFMA. Ensure sound financial planning and control. Establish and maintain cash flow control. Assist management with compiling the multi-term budgets. Ensure that sound financial management principles are established and maintained. Ensure credibility of data with regard to budget, expenditure and projections. Compile monthly reports. Train and support officials employed in financial components

**ENQUIRIES** : Me N Jordaan, Director Finance (Tel: 051 492 3783)

#### **DEPARTMENT OF TREASURY**

***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** : The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Room 426b, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Room 426b, Fidel Castro Building, Bloemfontein.

**CLOSING DATE** : 02 JUNE 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

<b><u>POST 20/78</u></b>	:	<b><u>DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING (FEZILE DABI DISTRICT)</u></b> <b><u>REF NO: FSPT 014/17</u></b>
<b><u>SALARY</u></b>	:	Salary level 11– A basic salary of R 657 558.00 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, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13 <sup>th</sup> cheque, motor car allowance, housing allowance and medical aid assistance)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A three year degree or diploma in Financial Accounting or equivalent qualification with Accounting as a major subject and a minimum of five (5) years' experience in an accounting environment of which three (3) years should have been on a supervisory level. Knowledge of the Municipal Finance Management Act, Public Finance Management Act, Treasury Regulations, Division of Revenue Act and Municipal Structures Act. Completed articles
<b><u>DUTIES</u></b>	:	Monitor adherence to Generally Recognized Accounting Practice (GRAP) standards and submission of annual financial statements by 31 August and mid-year financial statements by 28 February each year. Promote the improvement of audit outcomes in municipalities. Promote the improvement of assets and liabilities registers. Conduct joint meetings for the Free State Provincial MFM Forum. Promote the submission of draft Annual Reports together with the annual financial statements on 31 August and the tabling of Annual Reports by 31 January each year. Review monthly work plans and reports of Assistant Directors. Manage the human resources of the Sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. SD Mokhele: (051) 405 4784
<b><u>POST 20/79</u></b>	:	<b><u>ORGANIZATIONAL DEVELOPMENT PRACTITIONER (PMDS) REF NO: FSPT: 015/17</u></b>
<b><u>SALARY</u></b>	:	Salary level 7– A basic salary of R 226 611.00 per annum.
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree/ diploma in Human Resources Management/ Public Management/Administration or equivalent qualification with a minimum of one year relevant experience. Knowledge of the Public Service Performance Management and Development System. Computer literate.
<b><u>DUTIES</u></b>	:	Promote effective implementation of the Performance Management and Development System (PMDS) in the Department. Develop and maintain a database for the administration of all PMDS documents. Co-ordinate PMDS training and information sessions. Handle all the administrative functions related to annual end-of-cycle performance assessments.
<b><u>ENQUIRIES</u></b>	:	Ms. FF Sithole (051) 405 4137