

**PROVINCIAL ADMINISTRATION: FREE STATE**  
**DEPARTMENT OF ECONOMIC 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 pREF.*

- APPLICATIONS** : Quoting the REF 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, 1<sup>ST</sup> floor North Wing, Agriculture Building, Zastron Street, Bloemfontein.
- FOR ATTENTION** : Ms K Molusi /Ms MA Parkies.
- CLOSING DATE** : 02 July 2017 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 25/30** : **DIRECTOR: SUPPLY CHAIN & ASSET MANAGEMENT REF NO: DETEA 01/06/17**
- SALARY** : An all-inclusive salary package of R 898 743 p.a (Salary level 13). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund (15%) 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 Supply Chain Management/ Public Management/ Administration or equivalent qualifications. Extensive relevant experience in Supply Chain Management environment and Asset Management. Knowledge of PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service. RECOMMENDATIONS: A further post-graduate qualification in SCM/Procurement will be an added advantage
- DUTIES** : Manage and coordinate the sourcing and purchasing decision of all goods and services in the Department. Maintain, monitor and manage relationships between acquisition management and suppliers. Evaluate that spending of goods and services is according to the Demand Management Plan of the Department. Coordinate supplier scheduling, delivery times and supply continuity. Develop and maintain manuals on SCM policies and procedures. Source goods and services with fair, equitable, transparent, competitive and cost-effective system. Set performance standards in respect to service delivery to departmental clients. Manage assets and disposal in the Department. Manage all properties of the Department. Manage fleet which include subsidized and state-owned vehicles of the Department. Provide and manage auxiliary service which

include central registry and messenger. Manage losses in the Department. Manage the resources of the Directorate, i.e. human, asset and financial resources.

**ENQUIRIES** : Mr. J Motsetse, Tel. No: (051)-400 4734

**POST 25/31** : **DIRECTOR: SECURITY SERVICES, FRAUD AND ANTI-CORRUPTION REF NO: DESTEA 02/06/17**

**SALARY** : An all-inclusive salary package of R 898 743 p.a (Salary level 13). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund (15%) and flexible portion that may be structured in terms of the applicable guidelines

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate Degree / Diploma in Security Management / Policing / Public Management/Administration or equivalent qualifications. An extensive experience the administration of total security, coupled with 3-5 years in a managerial position. PSIRA registered or willing to register. Computer literacy. A valid driver's license.

**DUTIES** : Provide leadership to include case planning, case review and case assignment for requests for investigative services. Assess allegations reported in line with approved investigative methodology, decide on investigative approach and scope, monitor cases allocated to Investigators from inception of investigation till investigation is finalized. Oversee and assist investigators in liaison with law enforcement agencies and ensure that cases referred to law enforcement agencies are of the highest quality. Initiate investigation projects within the organisation and provide plans and strategies on how to conduct them. Provide a leadership role in the investigation of allegations of fraud and corruption and ensure that investigations are conducted in terms of the Department's investigation strategy and within timeframes. Review all monthly and quarterly reports generated by Investigators to ensure that quality of work is of required standard. Coordinate information and monitor statistics with regard to investigations. Provide guidance to investigators on the investigation assignments and ensure that the investigation conducted is of high standard and is conducted in terms of the project plans. Develop and monitor investigation project plans for investigators and ensure that they are adhered to, and give proper guidance to Investigators. Manage the flow of information with various law enforcement agencies and others. Ensure a proper relationship with both internal and external stakeholders and coordinate the line of reporting. Identify potential areas of vulnerability to fraud risk within the region of responsibility and ensure that corrective measures for problematic areas are put in place. Keep up to date with compliance and regulatory requirements (such as Treasury Regulations) and liaise with all relevant stakeholders within and external to the Department to ensure accurate implementation. Ensure training and qualifications for investigative staff. Perform other duties and responsibilities assigned from time to time by Director: Anti-fraud and Corruption Unit.

**ENQUIRIES** : Adv. T. Phahlo 051 400 9402

#### **OTHER POSTS**

**POST 25/32** : **DEPUTY DIRECTOR: SALARY ADMINISTRATION REF NO: DESTEA 03/06/17**

**SALARY** : All-inclusive salary package of R 657 558 p.a (Salary level 11). The total package includes 75 or 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 Bachelor's Degree/ Diploma in Financial Accounting or Accounting or equivalent qualifications. Relevant experience in Financial Management in the Public Service. Knowledge of Public Services Regulations, PFMA, and Treasury Regulations, Treasury guidelines and best practices relating to salary administration. Basic Persal/Salary Admin training. Computer literacy. A valid driver's license.

**DUTIES** : Monitoring the process of salary related payments to officials. Management of payroll functions and ensure payroll certification. Implementing and monitoring salary deductions for reporting purpose. Ensure the compilation of Tax reconciliations. Monitor the processing of Pensions and Leave gratuity. Ensure the checking and verification of financial transactions to avoid unwanted expenditures. Monitoring and

	:	ensuring the safekeeping of financial transactions. Liaise with Auditor-General on enquiries relating to salaries in the Department. Ms. P. Rantekane; Tel 051 400 4753
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 25/33</u></b>	:	<b><u>RESERVER MANAGERS 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	R 439 917 – 502 992 per annum (OSD) Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.
<b><u>CENTRE</u></b>	:	Rustfonteindam Nature Reserve – Botshabelo Ref No: 05/06/17 Kalkfonteindam Nature Reserve – Fauresmith Ref No: 06/06/17 Willem Pretorius Nature Reserve – Ventersburg Ref No: 07/06/17
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma in Nature Conservation or Wildlife Management or equivalent qualifications. Relevant experience in Nature Conservation. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the infrastructure to ensure the functional utilization, maintenance and development of the Protected Area. Preserve the biodiversity of the Reserve to ensure the continued livelihood thereof. Manage risks and security aspects on the Reserve. Manage internal and external relationship with all interested and affected stakeholders to the Reserve. Perform and manage administrative and related functions. Manage human and financial resources of the Reserve.
<b><u>ENQUIRIES</u></b>	:	Mr. D. Hayter, Tel. No: 051-400 9502
<b><u>POST 25/34</u></b>	:	<b><u>ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: DESTEA 04/06/17</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Level 9)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/ Diploma in Financial Accounting or Accounting or Grade 12 with extensive experience in financial management environment or equivalent qualifications. Relevant experience in Financial Management. Knowledge of Public Services Regulations of 2001, PFMA, and Treasury Regulations. Extensive Persal/Salary administration training. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Monitoring the processing of salary related payments of officials. Management of payrolls and ensure payroll certification. Implementing and monitoring salary deductions. Monitor and ensure monthly clearing of PERSAL exceptions on BAS. Monitoring the processing of payments to Financial Institutions. Financial PERSAL Controller functions. Monitoring and ensuring the safe keeping of financial transaction. Supervision of officials and other resources within the division.
<b><u>ENQUIRIES</u></b>	:	Ms. P Rantekane, Tel no. 051 400 4753.
<b><u>POST 25/35</u></b>	:	<b><u>RESORT MANAGERS 6 POSTS</u></b>
<b><u>SALARY</u></b>	:	R 344 545 per annum (Salary Level 9)
<b><u>CENTRE</u></b>	:	Tussen Die Reviere Resort – Bethulie Ref No: 08/06/17 Koppiesdam Resort – Koppies Ref No: 09/06/17 Seekoeivlei Resort – Memel Ref No: 10/06/17 Gariepdam Resort – Gariep Ref No: 11/06/17 Maria Moroka Resort - Thaba Nchu Ref No: 12/06/17 Sandveld Resort – Hoopstad Ref No: 13/06/17
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma in Tourism Management /Hospitality Management or equivalent qualifications. Relevant experience in Tourism Hospitality. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure effective management and marketing of all departmental resorts in order to attract provincial, national and international tourists. Ascertain that all Provincial resorts are graded in order to improve and maintain their standards. Develop and implement a database of visitor statistics and keep track of the tourism trends in the industry so as to determine the needs of the industry. Assis in the determination of tariffs in the resorts.
<b><u>ENQUIRIES</u></b>	:	Mr. T Sibeko, Tel. No: 051-400 9497
<b><u>POST 25/36</u></b>	:	<b><u>OFFICE MANAGER: OFFICE OF THE DDG: ECONOMIC DEVELOPMENT REF NO: DESTEA 14/06/17</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Salary Level 9)
<b><u>CENTRE</u></b>	:	Bloemfontein

<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma in Office Management & Technology/Public Administration or equivalent qualifications. Relevant experience in office administration. Computer Literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Undertake policy or line function tasks as required to execute research, analyze information and compile complex documents for the DDG. Provide support to the DDG by collecting and compiling information, and record minutes/resolutions and communicate/disseminate to relevant role-players. Manage general support services in the office of the DDG. Manage the resources of the Office of the DDG: determine and collate information with regard to the budget needs for the office; keep record of expenditure commitments, monitor expenditure and alert the DDG with regard to possible over- and under spending.
<b><u>ENQUIRIES</u></b>	:	Dr. M. Nokwequ, Tel: 051 400 4923
<b><u>POST 25/37</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER REF NO: DESTEA 15/06/17</u></b>
<b><u>SALARY</u></b>	:	R331 692 – R446 736 per annum (OSD) Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
<b><u>DUTIES</u></b>	:	LLB / B Proc or a four year recognized legal qualification. At least 8 years' appropriate post qualification legal experience
<b><u>DUTIES</u></b>	:	Analyse, interpret, advise and conduct research that will provide information and case law relevant to the legal matter at hand. Present and advice on motivation/ proposals on how the specific case should be approached to obtain a desirable/justifiable outcome / result. Draft legal documents and advice on the legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success I this regard. Successfully conduct an interview in order to determine the client's goals and objectives. Advice the client on possible coursed of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client. Assist line functions in drafting of policies.
<b><u>ENQUIRIES</u></b>	:	Ms. C. Sefo; Tel: 051 400 4725

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

***Free State Department of the Free State is an 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.***

<b><u>APPLICATIONS</u></b>	:	Applications for the department of Human Settlements to be submitted to: HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by hand in the box provided in the entrance at OR Tambo Building Bloemfontein.
<b><u>CLOSING DATE</u></b>	:	30 June 2017
<b><u>NOTE</u></b>	:	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). 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 application was unsuccessful.

## MANAGEMENT ECHELON

<b><u>POST 25/38</u></b>	:	<b><u>CHIEF DIRECTOR CORPORATES SERVICES REF NO: HS 01/2017</u></b>
<b><u>SALARY</u></b>	:	Level 14- An all-inclusive salary package of R1068 564.00 per annum. 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 13 <sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An undergraduate qualification (NQF Level 7), preferable in the Human sciences field, as recognized by SAQA. A minimum of 5 years' experience at senior managerial level in the public or private sector. Extensive experience with regard to implementing turn-around strategies. Special knowledge of the relevant legislation and policies applicable to corporate support issues. Knowledge of corporate support issues in the Free State/Human Settlements and in South Africa. Strategic thinking, analytical and problem solving skills.
<b><u>DUTIES</u></b>	:	Strategically plan, direct, co-ordinate, manage and oversee the development and successful implementation, monitoring and evaluation of departmental policies, strategies and services with regard to the following: Strategic Plan, Annual Performance Plan, Operational Plan and the Annual Report. Oversee effective implementation of Performance Monitoring and Evaluation of Non-Financial Performance Information, Service Delivery Improvement, Organizational Development, Corporate Communication, Employee Performance Management, Employee Health and Wellness, Employment and Gender Equity, Employee Capacity – and Skills Development, HR Planning and Information Communication Technology, HR Practices, Labour Relations, Compensation Management and Conditions of Services, Employee Relations, Knowledge and change Management, Risk Management, Implementation of MPAT and provision of Executive Support and Auxiliary Services such as: Secretariat Support, Physical Planning, and Departmental Record Management Centre. Attend Provincial and National Forums regarding transverse corporate issues for purpose of improving policy/strategies and or reporting on progress with implementation in the Department of Human Settlements. Liaise with provincial, national and international stakeholders in order to obtain information on the latest developments with regard to human resources, organizational development, training and development and information technology. Overall management of the component to ensure the effective and efficient utilization of resources including the management of the performance of the personnel falling under this component
<b><u>ENQUIRIES NOTE</u></b>	:	Mr. N. Mokhesi, Telephone 051 403 3883 This appointment is subjected to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subject 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 (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>POST 25/39</u></b>	:	<b><u>DISTRICT DIRECTOR 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	Level 13- An all-inclusive package of 898 743.00 per annum. 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 13 <sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE</u></b>	:	Mangaung Ref No: HS 02/2017 Fezil Dabi Ref No: HS 03/2017 Letjweleputswa Ref No: HS 04/2017
<b><u>REQUIREMENTS</u></b>	:	Engineering degree Civil (B Eng/BSC (Eng) or BTECH qualification). Four years post qualification experienced required and eligible to register as a Professional Engineer.

Valid driver's licence and extensive managerial experience in a similar environment  
COMPETENCY: This post requires a person with a proven record of managerial and leadership capabilities, planning and analytical skills couple with excellent interpersonal relationship skills. An in-depth knowledge of and extensive experience in a similar environment is a pre-requisite.

**DUTIES**

: Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or re-direct project services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services, Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organization needs and objectives, Manage the commercial added value of the discipline-related programmes and projects, Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles, Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.

**ENQUIRIES**

: Mr. N. Mokhesi, Telephone 051 403 3883

**OTHER POSTS**

**POST 25/40**

: **CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE C REF NO: HS 05/2017**

**SALARY**

: OSD – An all-inclusive package of R830 172.00 per annum. 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**

: Bloemfontein

**REQUIREMENTS**

: National higher diploma (built Environment field) with a minimum of 6 year's experience as a registered Professional Construction Project Manager with the SACPCMP. B.Tech (Built Environment field) with a minimum of 6 years experience, registration with SACPCMP or equivalent. Honours degree in any Built Environment field with a minimum of 6 years experience as a registered Professional Construction Project Manager with the SACPCMP. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.

**DUTIES**

: Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or re-direct project services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements: Provide technical consulting services for the operation of project related matters to minimize possible project risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment.; Continuously

monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Mr. F Tokwe, Telephone 051 4055008

**ENQUIRIES**

**POST 25/41**

**DEPUTY DIRECTOR: AUXILIARY SERVICES REF NO: HS 06/2017**

**SALARY**

Salary level 11- An all-inclusive package of R657 558.00 per annum. 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 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance

**CENTRE REQUIREMENTS**

Bloemfontein  
An appropriate degree/diploma/equivalent qualification. The candidates who are in position Grade 12 with exposure in the related field may also apply.

**DUTIES**

Ensure that an effective and efficient support services is rendered to the corporate services chief directorate, security management and anti-corruption directorate, internal audit directorate, office of the MEC and / or office of the HOD. This includes the development and implementation of policies and / or strategies related to executive support services. Oversee and promote implementation of OHS Act and provide adequate accommodation to all departmental officials (physical planning). Ensure the rendering of an effective and efficient support services to Departmental meetings chaired by the HOD and /or MEC, including the keeping of resolutions, following up on the implementation thereof, etc. Oversee the rendering of an effective and efficient records management service to the department in the line with archive requirements and to ensure the rendering of general support services, e.g. reproduction services, messenger / driver services, postal services, etc. Manage all departmental resources. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of and extensive managerial experience in a similar environment is a prerequisite

**ENQUIRIES**

Mr. T.S Mokoena, Telephone 051 403 3643

**POST 25/42**

**DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HS 07/2017**

**SALARY**

Salary level 11- An all-inclusive package of R657 558.00 per annum. 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 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE REQUIREMENTS**

Bloemfontein  
An appropriate degree/diploma/equivalent qualification. The candidates in position of Grade 12 with practical experience of ten (10) years or more in the Human Resource Management related field may also apply.

**DUTIES**

To develop and ensure the successful implementation of Human Resource Management Policy/Strategy in the Department in line with national and provincial frameworks. To advice management in the Department on matters related to human resources management including the following: Personnel Provisioning, Personnel utilization, Deviations. To serve on various For a in the FSPG on matters related to human resources management such as the Provincial JE Quality Assurance Committee, the Provincial Strategic HR Committee, Thandile Health Risk Manager etc. to ensure the rendering of an effective and efficient registry service to the department. To provide training on matters related to Human Resources Management, both within and outside the department. To optimally plan, co-ordinate, manage and development all resources in the unit. To oversee and manage the rendering of effective and professional Human Resources Management initiatives in the line with the strategic objectives and competency needs of the Department. Develop internal controls, policies and procedures on recruitment and selection, conditions of service, remuneration and

employee benefit in the line with Human Resources practices, procedures, guidelines and policies and ensure the implementation thereof. Manage and co-ordinate the recruitment, selection and appointment processes. Manage and network with relevant stakeholders. Manage resource (physical and human). Plan, develop, monitor, review and evaluate the implementation of Employment Equity. Monitor and evaluate the implementation of Human Resources Planning Strategies.

**ENQUIRIES**

: Mr. T.S. Mokoena, Telephone 051 403 3643

**POST 25/43**

: **PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A (OSD) 3 POSTS**

**SALARY**

: OSD – An all-inclusive package of R637 875 .00 per annum. 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**

: Bloemfontein 2 Posts REF NO: HS 8/2017

**REQUIREMENTS**

: Lejweleputswa 1 Post REF NO: HS 9/2017

: National higher diploma (built Environment field) with a minimum of 4 years and six months certified experience or equivalent. B. Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.

**DUTIES**

: Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management: Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office administration: Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

**ENQUIRIES**

: Mr. F Tokwe, Telephone 051 4055008

**POST 25/44**

: **ASSISTANT DIRECTOR: DATA AND INFRASTRUCTURE MANAGER REF NO: HS 10/2017**

**SALARY**

: Level 9 a basic salary of R334 545.00 per annum

**CENTRE**

: Bloemfontein

**REQUIREMENTS**

: 3 years tertiary qualifications in relevant area and / or extensive administrative experience in the IT related field with at least 3-5 years' experience in IT environment Valid Driver's license.

**DUTIES**

: to ensure that an ICT Data and Infrastructure Management unit are established and maintained within the IT Unit of the Corporate Services Chief Directorate of the Department of Human Settlements and thereby ensuring optimized, efficient and effective ICT service delivery to the internal and external clients of the Department, Assisting the Department to meet its objectives. Manage operational level Data and Information Management in the Department. Manage and control ICT Infrastructure management in the Department. To manage and control ICT Security Management in the Department. To provide assistance to the DITC. General staff supervision and management of the resources of the unit by means of planning, co-ordination, monitoring and improvement of work. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements.

**ENQUIRIES**

: Ms. M.E. Rapulungoana, Telephone 051 402 5214



**POST 25/45** : **ASSISTANT DIRECTOR: PRIORITY AND INTERVENTION PROGRAMMES REF NO: HS 11/2017**

**SALARY** : Level 9 a basic salary of R334 545.00 per annum  
**CENTRE** : Fezile Dabi District  
**REQUIREMENTS** : RVQ 13 or NQF Level 4 with at least 2-5 years' experience in similar environment. The candidates with Grade 12 having at least ten (10) years experience in Priority and Intervention Programmes field may also apply.

**DUTIES** : Determine, in liaison with municipalities, the demand for housing within the district, keep and maintain a District, Demand database and communicate such to Head office monthly, quarterly and or annual basis towards informing the Provincial housing demand database. Facilitate the implementation of all subsidy programmes within the District. Supervise the housing audit in terms of all subsidy programmes. Assist, support and liaise with municipalities, housing beneficiaries and/ or other stakeholders within the District on matters related to housing delivery and facilities solutions to identified challenges. Foster good working relations with and between all housing stakeholders. Provide inputs to and ensure the successful implementation of Housing policies within the District towards improving housing delivery. Promote a proper understanding amongst all stakeholders within the District on matters related to housing delivery by means of information sessions, Marketing workshops, capacity building initiatives, etc. Ensure smooth running of projects on a continuous basis. Represent the Department in various committees and or fora on matters related to the above.

**ENQUIRIES** : Mr. T.B Roberts, Telephone 016 976 9013

**POST 25/46** : **PHYSICAL PLANNER REF NO: HS 12/2017**

**SALARY** : Salary level 9 – A basic salary of R334 545 00 per annum.  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate degree/diploma/equivalent qualification. Candidates with Grade 12 and extensive exposure in the related field.

**DUTIES** : To ensure the provision and maintenance of adequate accommodation and facilities for the department in line with the occupational health and safety act towards promoting effective and efficient service delivery functions: Develop and successfully implement departmental policies, including norms and standards, with regard to office accommodation and related facilities. Ensure the successful implementation of the Occupational Health and Safety Act, monitor and report thereon and render advice on such matters. Conduct regular inspections on the status of office accommodation and related facilities and submit monthly, quarterly and annual reports on such matters. Administer service level agreements related to office accommodation and related facilities. Perform all supervisory functions as Head of the Component.

**ENQUIRIES** : Mr. T.S. Mokoena, Telephone no: 051 403 3643

**POST 25/47** : **HOUSING TECHNICIAN 2 POSTS**

**SALARY** : level 9 – A basic salary of R281 418.00 per annum.  
**CENTRE** : Thabo Mofutsanyana District: REF NO: HS 13/2017  
Fezile Dabi District: REF NO: HS 14/2017

**REQUIREMENTS** : Appropriate degree in building / Civil Engineering/ or National Diploma in Building / Civil Engineering. Registration with the appropriate professional body will a plus. Candidate to have knowledge of the following: BNG Housing industry. Project Management Principles. Building Engineering Process. Building Milestones. Building Industrial Practices. Housing Code. National Building Standards and Regulations. NHBRC Building Manual, 3years experience will be an added advantage.

**DUTIES** : Technical plan, direct, co-ordinate, manage, and oversee the rendering of the following services, in the Province. Quality inspections on BNG housing projects allocated in the province. Undertake, approve and control building milestone for payments. Meetings with contractors, consulting engineers and NHBRC technical inspectors to discuss noncompliance. Compile building cost estimate (Bills of Quantity) to inform management decision. Compile material specification in accordance with the departmental specification for all the projects. The receipt of request for the testing of building materials not covered by the departmental norms and standards (specifications). The receipt and the evaluation of the housing development proposals relating to alternative building methods and materials. Solve technical problems in

accordance with the policy and priority with regard to inspection of BNG Houses. Compile tender specifications and regulations. Writing reports on the quality of houses and material inspected on site.

**ENQUIRIES** : Mr. F Tokwe, Telephone number: 051 405 5008

**POST 25/48** : **SENIOR STATE ACCOUNTANT: BUDGET MANAGEMENT REF NO HS 15/2017**

**SALARY** : Level 8- Basic salary of R281.418.00 per annum

**CENTRE** : Bloemfontein

**REQUIREMENTS** : NQF level 6 or equivalent finance qualification in financial management Degree/Diploma in Accounting, Public Finance and Economics. RECOMMENDATIONS: Degree/Diploma in Accounting, Public Finance, extensive knowledge of BAS, and EXCEL spreadsheet. Knowledge and understanding of the financial management environment, Knowledge, interpretation and application of DORA, (Division of revenue Act) PFMA (Public Finance Management Act) and Treasury Regulations. Knowledge and experience in government budget processes (budget experience). The applicant must be willing to work overtime and under pressure. Valid driver's license

**DUTIES** : Prepare financial data for compilation of the Appropriation Statement, Main & Adjustment budgets and presentations. Compilation & reporting of the monthly In-Year-Monitoring (IYM) and revenue performance. Analyze monthly expenditure trends of the sub-programmes and departmental expenditure, and preparation of internal expenditure reports and presentations for meetings. Shift funds/Virements whenever it is necessary to do so and capturing of the budget on BAS. Calculation of savings on the different items for the preparation of the Adjustment budget and roll overs. Provide leadership to the subordinates in the directorate. Assist the manager with In-depth analysis of the budget requests from different sections of the department, and also assist with the consolidation of the financial data for Adjustment budget. Assist the manager to compile letters for budget inputs, schedules and annexures for MTEF guidelines. Capturing of the projects, main & adjustment budget on BAS. Render a financial management advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and other financial management related issues to promote an effective financial management environment. Research, analyse, monitor and review Departmental policies, guidelines and procedures in order to contribute to the consistent and effective application of financial management practices. Ensure compliance to PFMA and all relevant regulations and provide financial information and knowledge management services to the Department.

**ENQUIRIES** : Ms. M Leeuw, Telephone 051-403 3223

**POST 25/49** : **HUMAN RESOURCE PRACTITIONER REF NO: HS 17/2017**

**SALARY** : Salary level 8 – A basic salary of R281 418.00 per annum.

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate Diploma/Degree or equivalent qualification. The candidates with Grade 12 and having at least ten (10) years' experience in Human Resource Management field may also apply. In depth knowledge and understanding on Human Resource Management, Legislation, policies, practices and procedures. Business strategy translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Policy Development skills. Presentation skills. Interpretation skills. Creativity.

**DUTIES** : Render HR advice & liaison services and determine best practices related to service benefit practices, oversee the implementation of Leaves administration, Housing Allowance, Service terminations, COIDA, Overtime and, Long Service Recognition applications Obtain statistic of HR functional matters performed by subordinates and analyze these reports. Assist with the development of policies within the service benefits scope. Responsible for Asset management as well as human resource management which includes the electronic approval of transaction captures by Personnel Practitioners. Render HR advice liaison services and determine best practices with regard to recruitment matters, Oversee the advertising, interview and selection process and provide information on advertised posts. Obtain statistic of HR functional matters performed by subordinates and analyze these reports. Oversee the facilitation of pre-employment suitability check for short listed candidates. Arrange the competency assessment on candidates through liaison with service provide approved by DPSA.

Administer the appointment of approved candidates and life cycle even of the departmental employees. Direct the maintenance of the electronic structure on PERSAL. Assist with the development of policies within the recruitment and life Cycle Management scope. Responsible for asset management as well as human resource management which includes the electronic approval of transaction captures by Personnel Practitioner.

**ENQUIRIES** : Mr. T.S Mokoena, Telephone 051 403 3643

**POST 25/50** : **STATE ACCOUNTANT: CLAIMS PROCESSING AND VERIFICATION REF NO HS16 /2017**

**SALARY** : Level 8- Basic salary of R226 611.00 per annum.

**CENTRE** : Bloemfontein

**REQUIREMENTS** : NQF level 6 or equivalent finance qualification in RECOMMENDATIONS: BAS and LOGIS training, 6 years' work experience in the finance environment. Knowledge and understanding of the financial management environment, knowledge of financial management legislation and directives, Knowledge of policies and implementation strategies, extensive knowledge of HSS, Valid driver's license.

**DUTIES** : Supervise the activities of the State Accounting Clerks and State Accountants to contribute to the rendering of professional financial management service for example: Personnel development, Performance and discipline, ensure quality of work. Supervise the implementation and maintenance of Financial Management practices (HSS/ LOGIS/ BAS/Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Capture and verify housing claims on HSS. Assist the contractors in resolving queries timeously to facilitate claims payments within 30 days. Render a Financial Management advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote an effective Financial Management environment. Promote effective financial management by researching, analysing, developing, monitoring and reviewing departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Financial Management practices. Monitor and evaluate Financial Management Policies, procedures and practices. Provide Financial Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to the implementation of Financial Management Policies, procedures and practises. Manage the selection, generation and presentation of Financial management information taking into account the strategic and operational management information requirements, Prepare reports on financial management issues and statistics. Compile monthly reconciliation's i.r.o. HSS /BAS/LOGIS – accounts and finalization of outstanding payments / submissions/ recommendations.

**ENQUIRIES** : Mr. J.M Zoko, Telephone 051 405 5391

**POST 25/51** : **PERSONAL ASSISTANT 4 POSTS**

**SALARY** : Salary level 7 – A basic salary of R226 611.00 per annum.

**CENTRE** : District Director Mangaung Ref No: 18/2017

Financial – Budget Management Ref No: 19/2017

Director Technical Services Ref No: 20/2017

Chief Director: Project Management Ref No: 21/2017

**REQUIREMENTS** : An appropriate National Diploma or equivalent qualification. The candidates who are in position Grade 12 with exposure in the related field may also apply. This post requires a person with excellent planning and organizing skills coupled with good interpersonal relationships. A working knowledge of SM Word, EXCEL and Power Point as well as a proven record of being able to set up and maintain a record system is a pre-requisite.

**DUTIES** : It will be expected of the successful candidate to ensure that the office of the Chief Director/Director functions effectively by planning, overseeing, co-coordinating and/ or performing the following functions: manage engagements of the SMS member to improve service delivery: liaise with and/or sensitize the SMS regarding engagements, compile realistic programmes of appointments and journeys, prioritize appointments ensure that appointments are made. Implement administrative measures to ensure the efficient functioning of the office of the SMS: ensure an efficient flow of information and documents to and from the Office of the SMS, 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 SMS, stay updated with information from various media and to bring such information to the attention of the SMS, arrange for the placements of items on the agenda of meetings chaired by the SMS and to ensure circulation of accompany memoranda. Arrange for the attendance of the SMS at meetings and other relevant gatherings, produce/ prepare relevant correspondence/ paper in connection with the above arrangements, do certain research for the SMS, render a secretarial function for committees chaired by the SMS, assist the SMS with regard to meetings attended by him/her so as to enable the SMS to efficiently execute his/her duties/responsibilities: compile all necessary documents for the SMS in terms of the meetings to be attended and to sensitize the SMS on the contents thereof, prioritize documentation, correspondence, etc., engage members of the public, officials of other Departments and other role-players to determine the scope of issues to be discussed at meetings attended to and/or chaired by the SMS, to conduct research thereon and to prepare briefing documents, prepare and co-ordinate, as directed by the SMS, submissions, documents, briefing notes, etc., record decisions and to communicate it, with the purpose of executions, to role-players, to follow-up on progress made and to prepare briefing notes for the SMS, attend meetings with the SMS with the purpose of minuting resolutions and interaction with role-players to ensure the implementation of such resolutions.

**ENQUIRIES** : Mr. T.S. Mokoena, Telephone 051 403 3643

**POST 25/52** : **SUPPORT OFFICER: SPECIAL PROGRAMME REF NO: HS22/2017**

**SALARY** : Level 07 a basic salary of R 226 611.00 per annum

**CENTRE** : Bloemfontein

**REQUIREMENTS** : an appropriate National Diploma or equivalent qualification. The candidates who are in position Grade 12 with exposure in related field may also apply. Relevant experience in the related field. Computer skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills. Knowledge of Employee Wellness programme.

**DUTIES** : provide administrative support services. Draft routine correspondence (type documents). Receive, register and trace records or documents posted for further processing in the administration component of the Directorate. Develop and assist in the managing of the Directorate's Special programme to ensure effectiveness. Exercise expenditure control to ensure the effective utilization of funds. Handle all matters pertaining to personnel enquiries in the Directorate. Represents the Directorate on the Health and Safety Committee of the Department. Handle travel and accommodation arrangements for officials of the Directorate to ensure coordinated and cost effective travelling as well as handling of subsistence and travel claims. Supervises and controls resources to ensure a satisfactory workflow and service delivery.

**ENQUIRIES** : Mr. C. Somiah, Telephone 051 403 3883

**POST 25/53** : **SUBSIDY ADMINISTRATION OFFICER 3 POSTS REF NO: HS24/2017**

**SALARY** : Level 06 a basic salary of R 183 558.00 per annum

**CENTRE** : Bloemfontein

**REQUIREMENTS** : grade 12 certificate. With at least 2- 5 years relevant experience in the related field will be added advantage, computer literacy, communication skills and accounting skills. The person must have values/ attitudes in loyal, trustworthy and responsible.

**DUTIES** : implement and ensure successful completion and processing of housing subsidy applications in line of Housing subsidy programme. Process housing forms in respect of projects and programmes, queries receiving from payment authorization.

**ENQUIRIES** : Ms. M. Ridgard, Telephone 051 405 4728

**POST 25/54** : **LEJWELEPUTSWA DISTRICT SERVICES SUBSIDY ADMIN OFFICER REF NO: HS23/2017**

**SALARY** : Level 06 a basic salary of R 152 862.00 per annum

**CENTRE** : Lejweleputswa DC18

**REQUIREMENTS** : grade 12 certificate. With at least 2- 5 years relevant experience in the related field and be Computer Literate. Code 8 Valid Driver's License.

**DUTIES** : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices)

**ENQUIRIES** : Mr. S.J. Mohlabane, Telephone 057 916 8560

**POST 25/55** : **SUBSIDY ADMIN OFFICER REF NO: HS25/2017**

**SALARY** : Level 05 a basic salary of R 152 862.00 per annum

**CENTRE** : Lejweleputswa DC18

**REQUIREMENTS** : grade 12 certificate. With at least 2- 5 years relevant experience in the related field and be Computer Literate. Code 8 Valid Driver's License.

**DUTIES** : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration and maintain personnel records in the component. Keep and maintain the attendance register of the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**ENQUIRIES** : Mr. S.J. Mohlabane, Telephone 057 916 8560