

**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** : 22 September 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 36/85** : **CHIEF FINANCIAL OFFICER REF NO: PWI 17/11**
- SALARY** : An all-inclusive package of R1 042 500 per annum. The remuneration package consists of a basic salary (70%), the Employer 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
: An appropriate postgraduate tertiary qualification in Accounting or Financial Management with proven managerial experience; Extensive knowledge of and 5-year's senior managerial experience in Public Service financial management; Excellent written and verbal communication skills; Driver license (code 8); Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure. 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.
- DUTIES** : Key Performance Areas: Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer; Ensuring that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the Strategic Plan; Ensuring that all conditional grants and donor funds where appropriate are properly managed and financial reports prepared; Provide technical advice to Line Managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the Strategic Objectives of the Department, legislative imperatives and good governance arrangements; Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements; Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action; Assist the Accounting Officer by applying cost benefit analysis principles assuring value for money; Oversee the budgetary process within the Department, exercise budgetary control and provide at a strategic level early warning arrangements; Develop and facilitate the implementation of the Supply Chain Management System consistent with legislative and other good governance arrangements; Oversee the preparation and submission of the annual financial statements and liaison with the Auditor-General

in this regard; Assist with the implementation of the Division of Revenue Act; Liaise with the relevant role-players within the three spheres of government in the financial environment regarding transversal financial and related corporate governance matters.

ENQUIRIES : Maditse Seoke, Head of Department Tel no: (051) 492 3907)

OTHER POSTS

POST 36/86 : **CHIEF CONSTRUCTION MANAGER GRADE A (PROFESSIONAL) REF NO: PWI 17/13**

SALARY : OSD Grade A – An all-inclusive package of R935 172 - R1 069 272 per annum. The remuneration package consists of the basic salary, the Government's Employee Pension Fund and flexible portion, which may be structured in terms of the rule 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
Applicants must be in possession of an undergraduate NQF level 6 qualification in Built Environment a minimum of 6 years' experience in the Construction environment. Compulsory Registration with the SACMP as a Professional Construction Project Manager. A valid driver's licence. Competencies: Programme and project management, Project management skills, principles and methodologies, Project and professional judgment, Computer-aided engineering and project applications, Project design and analysis knowledge, Project operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Legal and operational compliance, Research and development, Creating high performance culture, Technical consulting. Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness Communication, Computer skills, People management, Planning and organizing, Conflict management, Negotiation skills, Change management.

DUTIES : Oversee the implementation of projects. Project Design and analysis effectiveness. Maintain project operational effectiveness. Planning and execution of in-house planned projects and manage the planning and execution of projects where consultants are appointed. Evaluate construction activities to ensure that consultant designs are executed and performed to acceptable standards and investigate cause on non-compliance. Approve fee accounts of consultants and payments of final accounts of consultants and payments of final accounts to contractors of engineering services. Check tender documents for inviting tenders recommended contractors or professional engineers on the roster of consultants and perform other admin work. Oversee that legal and environmental requirements are adhered to and provide advice guidance to personnel, consultants and contractors regarding the implementation of all relevant acts, working procedures and construction methods. Attend meetings with client departments of projects in a planning stage and site meetings during the execution of projects. Train and oversee candidate engineers/technologists to ensure their registration as professional.

ENQUIRIES : Mr AR Geldenhuys, Tel no: (051) 492 3717

POST 36/87 : **DEPUTY DIRECTOR: EPWP TECHNICAL SUPPORT REF NO: PWI 17/14**
Chief Directorate EPWP

SALARY : An all-inclusive package of R779 295 per annum, Level 12. The remuneration package consists of the basic salary (70% or 76%), 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 three-year bachelor's degree or equivalent NQF level 6 qualification in civil engineering/technical field. Extensive knowledge in community development projects. Knowledge of labour intensive projects. A valid driver's license.

DUTIES : Ensuring that all EPWP project designs and contracts comply with the set labour intensive project methods. Providing expert advise to the client departments and municipalities with regards to compliance to set standards and health and safety

issues. Assisting the municipalities and contractors regarding capacity problems during the execution of projects. Monitoring, evaluation and reporting on the implementation of EPWP projects. Identify and conceptualize labour-intensive job creating projects. Undertake feasibility and viability studies of identified projects. Managing the human and material resources in the component.

- ENQUIRIES** : Ms MB Tshabalala, Chief Director EPWP Tel no: (051) 492 3909
- POST 36/88** : **DEPUTY DIRECTOR: TECHNICAL SERVICES: (MOTHEO/XHARIEP REGIONAL WORKS OFFICE) REF NO: PWI 17/15**
Chief Directorate Works Design, Construction and Maintenance
- SALARY** : An all-inclusive package of R779 295 per annum, Level 12. The remuneration package consists of the basic salary (70% or 76%), 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 an appropriate recognized Bachelor's degree/Technical Diploma (T/N/S stream) or N3 and a Trade test in the building environment. Experience in the built environment. A valid code B driver's license.
- DUTIES** : Allocation of resources to internal projects, controlling and monitoring of projects run by consulting engineers as well as Departmental Project Teams. Advise on the development and maintenance of policy, methods, practices and standards on quality services and relevant safety legislation. Visit building sites and regions to conduct inspections on site and monitor progress and quality of work on related projects. Participating in and initiation of public private partnership with regard to EPWP and professional services participation. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Ensure that the relevant project documentation for new and existing structures is compiled. Manage the activities of contractors and consultants through inter alia providing advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, and putting systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certifies progress of payments. Overall supervision of projects within the region. Managing the human and material resources in the component.
- ENQUIRIES** : Mr M Ndebe, Chief Director Works Design, Construction and Maintenance Tel no: (051) 492 3766
- POST 36/89** : **ELECTRICAL ENGINEER GRADE A (PROFESSIONAL) REF NO: PWI 17/16**
Chief Directorate Works Design, Construction and Maintenance
- SALARY** : OSD Grade A – An all-inclusive package of R637 875-R687 171 per annum. The remuneration package consists of the basic salary, the Government's Employee Pension Fund and flexible portion, which maybe 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
Applicants must be in possession of a university degree in Electrical Engineer. Registration with ECSA as a Professional Engineer. Computer Literate, Valid Driver's License. Extensive Post Qualification Experience. Minimum of 9 years post Qualification Experience. A valid driver's license.
- DUTIES** : To provide and manage Electrical Engineering inputs and guidance for the Department. Engineering design and analysis effectiveness. Maintain engineering operational effectiveness. Governance. Financial Management. People management. Develop, maintain and monitor the implementation of policies, standards and guidelines in the construction, operation and maintenance of electrical installations in the government buildings and facilities. Provide input into the Department's operational agreements with its Clients regarding electrical facilities. Ensure that the construction, operation and maintenance of electrical installations in government buildings and facilities comply with the relevant legal requirements and Departmental technical standards. Undertake special investigations and incident management regarding electrical installations. Provide technical support to the Department and its Clients regarding electrical installations. Maintain Electrical Engineering norms and standards. Investigate

		proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate Electrical Engineering installation and equipment undertake design work and implement (construction) commissioning of Electrical Engineering installations. Undertake relevant research.
<u>ENQUIRIES</u>	:	Mr M Ndlebe, Chief Director Works Design, Construction and Maintenance Tel no: (051) 492 3766
<u>POST 36/90</u>	:	<u>QUANTITY SURVEYOR GRADE A (PROFESSIONAL) REF NO: PWI 17/17</u> Chief Directorate Works Design, Construction and Maintenance
<u>SALARY</u>	:	OSD Grade A – An all-inclusive package of R549 639-R 592 110 per annum. The remuneration package consists of the basic salary, the Government's Employee Pension Fund and flexible portion, which maybe structured in terms of the rules for the structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, housing allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Applicants must be in possession of a university degree in Quantity Surveying. Post qualification experience required. Valid driver's license. Project Management. Quantity Survey legal and operational compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional judgment. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer Skills. People management, Planning and Organising. Conflict management. Negotiation skills. Change management.
<u>DUTIES</u>	:	Quantity Survey analysis effectiveness. Apply policies, methods and standards on Quantity Surveying service as well as ensure compliance with Departmental space and cost norms, requirements and legislation. Use inputs from a multi-disciplinary team, prepare cost estimates on building projects or existing and proposed built infrastructure., Consultant's designs, drawings and details against best practice norms as applicable to new installations, rehabilitation, refurbishment, upgrades and/or maintenance contracts. Assess standards of installation, operations maintenance and records in relation to costs. Determine the cost efficiency of projects and its life cycle and advise on optimising building costs and time. Advise on economic life of existing systems and built infrastructure. Provide technical, hands-on, specialised support and technical reports to inform feasibility studies in the evaluation of the effectiveness and efficiency of existing and proposed built infrastructure, including cost and time implications in relation to small, medium and mega projects as prescribed by National Treasury guidelines. Visit building sites to assess and develop technical reports. Manage the compilation of feasibility study reports within a multi-disciplinary team and according to allocates timeframes. Develop tender documentation and manage the appointment of Consultants. Scrutinise and approve free accounts of Consultants. Advise on the suitability of Professional Quantity Surveyors for registration on the Departmental roster of Consultants. Governance. Financial Management. People management.
<u>ENQUIRIES</u>	:	Mr M Ndlebe, Chief Director Works Design, Construction and Maintenance Tel (051) 492 3766
<u>POST 36/91</u>	:	<u>ENGINEERING TECHNOLOGIST (ELECTRICAL) REF NO: PWI 17/18</u> Chief Directorate Works Design, Construction and Maintenance
<u>SALARY</u>	:	R323 259 per annum
<u>CENTRE</u>	:	Head Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	Bachelor of Technology in Electrical Engineering (B Tech). Three years post-qualification Engineering Technologist experience. Valid driver's license. Compulsory registration with ECSA as an Engineering Technologist. Recommendations: Project management. Technical design and analysis knowledge. Research and development. Computer-aided-engineering applications. Knowledge of legal compliance. Technical report writing. Networking. Professional judgment.
<u>DUTIES</u>	:	Provide technological advisory services:- Support Engineers, Technicians and associates in field, workshop and office activities. Promote safety standards in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly

defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions. Research and development: Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Mr M Ndlebe, Chief Director Works Design, Construction and Maintenance Tel no: (051) 492 3766

POST 36/92 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: PW 17/19**
Chief Directorate Research, Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R334 545 per annum, Level 09
: Bloemfontein
: Applicants must be in possession of a Bachelor's degree or equivalent qualification. 3-5 years' experience in the field. Facilitation skills. Report writing skills. Analytical skills. Problem solving skills. Strategic planning skills. Training Skills.

DUTIES : Develop the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). Develop the Department's Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) in line with the Department's Annual Performance Plan as well as the Annual Report Framework of the Department. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. Monitor and report on the performance of the Department in relation to the following: Outcome Based Provincial Plan; Departmental Annual Performance Plan; SOPA and/or MEC Budget Injunctions; Government Programmes of Actions (national and provincial). Conduct spot-checks towards ensuring that resources documents confirming claimed performance are kept and maintained by supervisors / managers. Analyse and quality assure quarterly progress in relation to SOPA and MEC Budget Injunctions as per the prescribed format and report thereon monthly, quarterly and annually. Analyse the quarterly non-financial performance of the Department in terms of the OBP and APP, identify challenges related to the non-achievement of performance targets as per the Annual Performance Plan and render advice thereon to managers. Sensitize the Head of Department and/or the Executive Authority on areas where actual performance is not in line with planned performance and recommend remedial actions

ENQUIRIES : Me J Motsie, Director Research, Monitoring and Evaluation Tel no: (051) 492 3897)

POST 36/93 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: PW 17/20**
Chief Directorate Research, Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R334 545 per annum, Level 09
: Bloemfontein
: Applicants must be in possession of a Bachelor's degree or equivalent qualification. 3-5 years' experience in the field. Facilitation skills. Report writing skills. Analytical skills. Problem solving skills. Strategic planning skills. Training Skills.

DUTIES : Develop, maintain and/or facilitate the successful implementation of the Department's strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks). Conduct research towards ensuring that the Department's policy and/or strategy remains abreast with national and provincial guidelines, frameworks and/or best practices. Facilitate and consolidate inputs in the Department's strategic planning policy and/or implementation strategy. Facilitate strategic planning workshops in the Department towards the development and/or review of the Department's 5-Year Strategic Plan, 3-Year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury Regulations and/or national and/or provincial formats. Improve the capacity of the Department on matters related to strategic – and operational planning. Facilitating the arrangement of capacity building programmes in the Department on matters related to strategic – and operational planning. Facilitate the implementation of the Departmental Strategic Plan and Annual Performance Plan. Represent the Department in national and/or provincial meetings on matters related to strategic – and operational planning. Ensure that resolutions taken

<u>ENQUIRIES</u>	:	during national and/or provincial meetings on matters related to strategic planning, monitoring and evaluation are complied with and report thereon Me I de Beer, Director Strategic Planning and Service Delivery Improvement Tel no: (051) 492 3749
<u>POST 36/94</u>	:	<u>CHIEF WORKS INSPECTOR 5 POSTS</u> Directorate Works Construction and Maintenance
<u>SALARY CENTRE</u>	:	R281 418 per annum Bloemfontein/Kroonstad Motheo/Xhariep (Civil/Building) (2 Posts) (Ref No: PWI 17/21) Lejweleputswa/Fezile Dabi (Civil/Building) (2 Posts) (Ref No: PWI 17/22) Thabo Mofutsanyana (Electrical) (1 Post) (Ref No: PWI 17/23)
<u>REQUIREMENTS</u>	:	A relevant, recognized diploma/degree in the built environment or equivalent qualification plus appropriate technical experience in the built environment OR A N3 Certificate and passed Trade Test in terms of the Provisions of Section 13(2)(h) of the Manpower Training Act, 1981, as amended or Certificate issued under the Provisions of the Repealed Section 27 of the same Act plus appropriate technical experience in the built environment OR Engineering Technicians registered with the Engineering Council of South Africa may also apply. A valid driver's license. Computer literacy. Willingness to work irregular hours. Good communication (verbal and written) skills.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following: Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures, through inter alia the following: Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following: Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites through inter alia the following: Advise and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the expanded public works programme. Supervise the performance and conduct of Works Inspectors. Be prepared to work under pressure, do overtime, standby duty and travel away from base whenever necessary.
<u>ENQUIRIES</u>	:	Mr M Ndebe, Chief Director Works Design, Construction and Maintenance Tel no: (051) 492 3766
<u>POST 36/95</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: ASSET MANAGEMENT</u> <u>REF NO: PWI 17/24</u> Directorate Supply Chain Management
<u>SALARY CENTRE</u>	:	R281 418 per annum, per annum Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or equivalent qualification in Commercial/ Economic/ Financial services plus relevant and appropriate experience. Administrative experience. LOGIS / BAS Training. Knowledge of Supply Chain Management and related prescripts. Knowledge of Public Finance Management Act and Treasury Regulations. Computer skills. Valid Driver's License. Recommendations: Computer literate, in particular in the following programmes: Excel; MS Word; Power Point; and Internet.
<u>DUTIES</u>	:	Supervise the activities of the Supply Chain Management Clerks and officers to contribute to the rendering of a professional supply chain management service. Supervise the implementation and maintenance of Supply Chain Management

practices (including LOGIS Transactions) in respect of Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service. Render a Supply Chain Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain environment. Promote effective Supply Chain management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Supply Chain practices. Monitor and evaluate Supply Chain Management Policies, procedures and practises. Provide Supply Chain Information and Knowledge. Management Services to the Department. Maintain databases and draw relevant reports in relation to implementation of Supply Chain Management Policies, procedures and practises. Manage the selection, generation and presentation of Supply Chain management information taking into account the strategic and operational management information requirements. Approve and verify all documents and transactions on LOGIS / BAS according to delegations. Prepare reports on supply chain management issues and statistics. Compile monthly reconciliation's and finalization of outstanding payments / submissions / recommendations.

ENQUIRIES : Mr KS Radebe, Director Supply Chain Management, Tel no: (051) 492 3921

POST 36/96 : **DEPUTY DIRECTOR EPWP COMPLIANCE REF NO: PWI 17/25**
Chief Directorate EPWP

SALARY : MMS Level 11 – An all-inclusive package of R 657 558 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 Bachelor's Degree/National Diploma or equivalent NQF Level 6 qualification. Facilitation skills, presentation skills. Excellent written and verbal communication skills. Preference will be given to candidates with a legal qualification.

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 legal 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.

ENQUIRIES : Me Masego Tshabalala, Chief Director EPWP, Tel no: (051) 492 3784

POST 36/97 : **ADMINISTRATIVE OFFICER: RATES AND TAXES 2 POSTS REF NO: PWI 17/39**
Directorate Operational Property Management and Housekeeping

SALARY : R226 611 per annum

CENTRE : Bloemfontein

REQUIREMENTS : A National Diploma in Accounting or in Cost and Management Accounting or equivalent NQF 6 qualification. Candidates with a Senior Certificate coupled with experience in a same or similar environment may also apply. Computer literacy. Recommendations: Valid Driver's License (Code B). Exposure to Accounting packages, Well-developed presentation and facilitation skills.

DUTIES : Ensure the processing of property rates payment. Monitor and reconcile payments for state properties. Assist in the management of risks in terms of payments and ensure the implementation of corrective measures. Provide input into the development of policies and procedures and ensure compliance thereof. Prepare and submit creditors and operational reports and other related ad hoc reports within set deadlines. Advise and reporting to supervisor and middle management

regarding the states of rates and taxes payments. Evaluate and review the invoices received in respect of accounts for rates and taxes. Ensuring the effective processing of payments for rates and taxes through the implementation of payments. Approve the BAS-related payments, as well as ensuring payments that will interface with BAS, and reconciliation of interfaces. Perform creditor reconciliations so as to prevent over or under payments. Verifying of valuation roll and publicized tariffs. Advise on possible over spending. Staff supervision.

ENQUIRIES : Ms S Magashule, Director: Operational Property Management and Housekeeping, Tel no: (051) 410 7538

POST 36/98 : **ADMINISTRATIVE OFFICER: WATER AND ELECTRICITY (2 POSTS) (REF NO: PWI 17/40)**
Directorate Operational Property Management and Housekeeping

SALARY CENTRES REQUIREMENTS : R226 611 per annum
: Bloemfontein
: A National Diploma in Accounting or in Cost and Management Accounting or equivalent NQF 6 qualification. Candidates with a Senior Certificate coupled with experience in a same or similar environment may also apply. Computer literacy. Recommendations: Valid Driver's License (Code B). Exposure to Accounting packages.

DUTIES : Ensuring the monthly reconciliation of municipal accounts in respect of water and electricity (utilities). Ensuring the allocation of budgets to correct items, request allocation for the following year and adjustment budgets. Approve the BAS-related payments, as well as ensuring payments that will interface with BAS, and reconciliation of interfaces. Verifying of valuation roll and publicized tariffs. Advise and reporting to supervisor and middle management regarding the state of utility payments, especially water and electricity. Evaluate and review the invoices received in respect of accounts for water and electricity. Ensuring the effective processing of payments for water and electricity through the implementation of payments on the BAS system. Perform creditor reconciliations so as to prevent over or under payments. Check the allocation of expenditure to be implemented. Advise on possible over spending.

ENQUIRIES : Ms S Magashule, Director: Operational Property Management and Housekeeping, Tel no: (051) 410 7538

POST 36/99 : **ADMINISTRATIVE OFFICER: LEASING AND RENTING (1 POST) (REF NO: PWI 17/42)**
Directorate Property Portfolio

SALARY CENTRE REQUIREMENTS : R226 611 per annum, Level 07
: Bloemfontein
: An appropriate 3 year property related degree/diploma or equivalent qualification. Candidates with a Senior Certificate coupled with experience in a same or similar environment may also apply. Computer literacy. Recommendations: Valid Driver's License (Code B). Understanding of government procurement procedures and regulations. Knowledge of GIAMA, PFMA, OHSA, PPPFA, SCM and Treasury Regulations. Understanding of property market and its trends.

DUTIES : Initiate processes relating to procuring leased properties to be utilised by Client Department (Offices, Land and official housing). Render administrative support with regard to procuring fixed property or rights in fixed property. Keep track of property market and its trends. Assess or evaluate tendered or identified properties against the guidelines determined by management. Draft lease agreements, submissions and other documents resulting from negotiations. Negotiate with property owners for acquisitions of leased buildings. Advise clients on issues relating to property acquisitions. Follow up with relevant parties on conveyance process on the acquisition of property. Assist with any other general duties related to the property field to be assigned.

ENQUIRIES : Mr M Seetsi, Director Property Portfolio