

**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 these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Head: Public Works and Infrastructure, P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought to the Foyer of O.R Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, O.R Tambo House, St Andrews Street, Bloemfontein.
- CLOSING DATE** : 11 March 2019
- NOTE** : 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, 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.

OTHER POSTS

- POST 07/73** : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: PW19/13**
Supply Chain Management Directorate
- SALARY** : A basic salary of R697 011 per annum
- CENTRE** : Head Office (Bloemfontein)
- REQUIREMENTS** : A relevant Tertiary qualification at NQF level 7. 3 years related financial/asset management experience at supervisory/management level. Valid driver's license. Knowledge of SCM and Treasury Regulations. Valid driver's license. Recommendations: Computer literacy, ability to work under pressure with minimal supervision and willingness to travel and work irregular hours. Problem solving and analysis. Decision making Team work. Analytic skills. Creativity. Self – Management. Customer focus and responsiveness.
- DUTIES** : Manage the Sub directorate: Physical Asset Management. Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department. Monitor and review the capturing of all physical movable assets in the physical asset management of registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Inform guide and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices. Manage the Sub-Directorate: Physical Asset Management. Maintenance of discipline and management of performance and development. Undertake Human Resource and other related administrative functions, Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress required. Develop, implement and maintain preprocesses ensure a proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management of the sub- directorate. Planning and allocate work. Quality control of the work delivered by employees. Provide functional

- technical advice and guidance. Perform the functions of department transport officer.
- ENQUIRIES** : Mr. K Radebe, Director: SCM Tel No: 051 492 3902
- POST 07/74** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (ACQUISITION)**
REF NO: PWI19/14
Supply Chain Management Directorate
- SALARY** : A basic salary of R356 289 per annum
CENTRE : Head Office (Bloemfontein)
REQUIREMENTS : A relevant Tertiary qualification at NQF level 7. 3 years related supply chain experience at supervisory level. Valid driver's license. Knowledge of SCM and Treasury Regulations. Valid driver's license. Recommendations: Computer literacy, ability to work under pressure with minimal supervision and willingness to travel and work irregular hours. Problem solving and analysis. Decision making Team work. Analytic skills. Creativity. Self –Management. Customer focus and responsiveness.
- DUTIES** : To coordinate, review, undertake and implement the supply chain acquisition management framework and policies through the execution of the bidding process, compilation of a list of service providers, according to the prescribed procurement methodologies. Coordinate (synergies), review and execute the bidding process. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile Bid documents. Publish tender invitations. Receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standards efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
- ENQUIRIES** : Mr. K Radebe, Director: SCM Tel No: 051 492 3902
- POST 07/75** : **ARTISAN PRODUCTION GRADE A (X14 POSTS)**
Directorate: Works Construction and Maintenance Regional Offices (Building & Plastering /Plumbing/ Carpentry /Painting/Welding/Electrical)
- SALARY** : A basic salary of R179 523 per annum (OSD)
CENTRE : Thabo Mofutsanyane Ref No: PWI 19/15 (X5 Posts)
Motheo/Xhariep Ref No: PWI 19/16 (X4 Posts)
Lejweleputswa/Fezile Dabi Ref No: PWI 19/17 (X5 Posts)
- REQUIREMENTS** : A completed Apprenticeship and passed Trade Test in terms of the Provisions of Section 13(2) (h) of the Manpower Training Act of 1981, as amended or a Certificate issued under the Provision of the Repealed Section 27 of the same Act. Knowledge of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) (OHS Act).
- DUTIES** : Maintenance, including new work to build infrastructure works. Ensure that routine daily maintenance is carried out on all client departmental institutions. Perform day- on-day duties in terms of emergencies and normal maintenance as prescribed. Adhere to safety practice (OHS Act). Perform other essential services and maintenance oriented duties applicable to the post. Maintain good housekeeping in the workmanship. Ensure that the machinery is maintained in good condition. Maintain tools. Compile material quantities per project. Preparation and compilation of material lists. Report writing. Planning and organizing activities. Minor and new installations. Manage equipment, tools and machinery used.

ENQUIRIES

Conduct maintenance of all buildings. Perform construction work in all civil structures. Perform fabrication work in the workshops. Maintain good housekeeping in the workshops. Maintain good housekeeping in the workshops. Ensure Machinery in the workshop is maintained and in good condition. Manage equipment, tools and machinery used and evaluate subordinates.

: Mr. M Ndlebe, Chief Director: Works Construction and Maintenance Tel No: 051 492 3908