ANNEXURE P

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

APPLICATIONS: Department of Cooperative Governance and Traditional Affairs: The HR Manager, P.O. Box 211,Bloemfontein, 9300 or hand delivered in the box provided in the entrance at the Oliver Tambo House, St Andrew Street, Bloemfontein. Please quote the reference number on your application.

CLOSING DATE: 15 March 2019

NOTE: Directions to applicants Applications must be submitted on form Z83, 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. The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record as well as vetting where necessary. 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. Applications from people with disabilities are welcomed.

OTHER POSTS

POST 08/65: SENIOR LEGAL ADMINISTRATION OFFICER MR-6: MUNICIPAL POLICY AND ADVICE REF NO: COGTA 17/2019

SALARY: MR - 6 –R747 405 per annum (All-inclusive package) (OSD). The remuneration package consists of the basic salary (70%), the Government's contribution to the Government Employee Pension Fund and flexible portion (30%), 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: LLB and 8 years’ experience in the local government and public service administrative environment. A minimum of at least two years’ experience in a managerial capacity. A basic knowledge of Local Government legislation, knowledge of basic principles of legislative drafting and an understanding of conflict resolution will be recommended.

DUTIES: Management of the Regulator Sub-Directorate which includes amongst others: Provision of well researched, motivated and accurate legal documents to the Departments regarding municipal by-laws, municipal demarcation matters, electoral matter and exhumation of mortal remains. Dealing with interventions at municipalities and investigate matters of fraud and corruption. Brief and consult with state attorney and advocates when litigation is instituted against MEC or HOD and provision of reports, submissions and notices in this regard.

ENQUIRIES: Adv MA Mantso Tel No: 051 407 6783/29

POST 08/66: DEPUTY DIRECTOR MANAGEMENT ACCOUNTING REF NO: COGTA 15/2019

SALARY: R697 011 per annum (Level 11) (All-inclusive package). 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**: An appropriate Bachelor's Degree or equivalent qualification. Recommendations: Valid driver's license; a minimum of 3 years relevant experience; knowledge and understanding of public service policies and procedures; working knowledge of the functioning of Provincial/National Government; basic knowledge of MS Word, Excel and Power Point; good verbal and written communication skills; proven knowledge of management accounting policies, strategies, processes and procedures in the Public Service.

**DUTIES**: Advice and assist management and other officials in the Department by planning, managing, coordinating and/or performing the following functions: Advise senior management, the Chief Financial Officer (CFO) and the Head of Department as the Accounting Officer on the compilation and administration of the department's budget in line with Treasury requirements. Advise, monitor and implement structures relating to the financial systems of the department. Manage and report on the monthly cash flow of the department. Ensure that corrective measures are taken to improve budget spending in the department and timeously alert the Chief Financial Officer if and when spending is not in accordance with planned spending. Evaluate and analyses financial information and advise the CFO and HOD on such matters. Ensure that the Department complies Treasury requirements in relation to management accounting. Compile and submit various compliance reports relating to management accounting. Monitor, evaluate and report in terms of various matters emanating from Auditor General Reports. Develop and ensure the effective implementation of the Department's management accounting policies, strategies and/or practice notes. Identify and monitor financial capacity training needs and facilitate the implementation of capacity building programmes towards improving the knowledge and understanding of all levels of management in the Department on matters related to management accounting. Manage, plan and co-ordinate all resources in the sub-directorate.

**ENQUIRIES**: Mr. C Aspeling Tel No: 051 405 4225
Adv MA Mantso Tel No: 051 407 6783/29

**POST 08/67**: TOWN AND REGIONAL PLANNER PRODUCTION GRADE A REF NO: COGTA 19/2019

**SALARY**: R585 366 per annum (OSD) (All-inclusive package). 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**: B Degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience required. Valid driver’s license. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Recommendations: Technical Competencies: Programme and project management, Town and Regional Principles and methodologies. Research and development. Computer-aided applications. Town and Regional knowledge of legal compliance, Creating high performance culture, Technical consulting, Professional judgment. Generic Competencies: Decision making, Team leadership. Analytical skills, creativity, Self-management, Financial management, Customer focus and responsiveness, communication skills, Computer literacy, Delegation and development of others, Planning, organizing and execution. Ability to manage conflict. Problem solving and analysis, Insight, People management skills, Change management.

**DUTIES**: Ensure the application of town and regional planning principles in land development: Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements; Co-ordinate, evaluate and monitor the implementation of
development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines; Formulate, interpret and implement planning legislation, guidelines, policies and regulations; Facilitate site clearance in terms of Project Execution Plans and manage site clearance Standards as agreed with Project Managers; Plan and design to ensure sustainable human settlement; Compile of spatial development frameworks (SDF) (as part of the IDP processes); Compile guidelines and evaluate land use management schemes (LUMS). Human capital development: Mentor, train and develop candidate town and regional planners and town and regional. Planners to promote skills/knowledge transfer and adherence to sound town and regional planning principles and code of practice; Supervise town and regional planning work and processes; Performance management and development. Office administration and budget planning: Prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement SCM and personnel Human resource administration; Monitor and control expenditure: Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on town and regional planning technology to improve expertise; Liaise with relevant bodies/councils on town and regional planning-related matters.

ENQUIRIES:
Mr MS Selogilwe Tel No: (051) 407 6843

POST 08/68:
ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (PERFORMANCE MANAGEMENT) REF NO: COGTA 26/2019

SALARY:
Basic salary R356 289 per annum (Level 09)

CENTRE:
Bloemfontein

REQUIREMENTS:
An appropriate Degree or equivalent qualification. LOGIS / BAS Certificate. 5 years appropriate experience in a supply chain management environment. Recommendations: Computer literacy skills, Numeracy skills, Literacy skills, Interpersonal relationship skills, Problem solving/analytical skills. Presentation skills, Supervisory skills. Knowledge of LOGIS/BAS and Supply Chain Management-related policies and practices in the public service is a pre-requisite.

DUTIES:
Manage, co-ordinate and integrate the implementation and maintenance of supply chain management practices (including LOGIS Transactions) concerning logistics and stores and the maintenance of supply chain management processes in the Department to contribute to the rendering of a professional supply chain management services, e.g. Logistics (ordering, payment, transit in, transit out, warehouse, quotations, etc.); assets management (including disposals); Demands; Acquisitions. Address supply chain management enquiries to ensure the correct implementation of supply chain management practices and policies. Ensure the successful implementation of departmental/public service polices on matters related to supply chain management to adhere to the relevant prescripts/legislation. Prepare and consolidated reports on supply chain management issues. Inform, guide and advice Department/personnel on supply chain management matters to enhance the correct implementation of supply chain management practices/policies. Authorize transactions on LOGIS/BAS according to delegations. Prepare in-depth complex reports on supply chain management issues and statistics. Plan, co-ordinate and manage all resources attached to the unit and develop the skills of sub-ordinate human resources.

ENQUIRIES:
Mr RJ Molisana Tel No: (051) 405 4255

POST 08/69:
SDIP ADVISOR: SERVICE DELIVERY PLANNING AND IMPROVEMENT REF NO: COGTA 27/2019

SALARY:
Basic salary R356 289 per annum (Level 09)

CENTRE:
Bloemfontein

REQUIREMENTS:
An appropriate Degree, Appropriate years’ experience in the field. Proven working knowledge on the area of specialization. Recommendations: Relevant legislations & policies, Policy Development, Management Practices. Facilitation, Leadership, Report writing, Analytical thinking, Problem solving, Planning, Organizing,
DUTIES:

- Develop, maintain and/or facilitate the successful implementation of departmental policies and/or implementation strategies in relation to the following (in line with national and/or provincial frameworks): Department service delivery planning policy and/or implementation strategy; Customer Care and Complaints Management Strategy and Processes; Customer / Client Participation Strategy and Processes; Gender empowerment facilitation and transformation. This includes the following: Conduct research and/or supervising research projects and ensure that the Department’s policies and/or strategies in relation to the above remain abreast with national and provincial guidelines and/or framework. Prepare policies and/or implementation strategies in relation to the above and liaise with senior managers and managers thereon to obtain and consider their inputs towards finalizing such policies and/or implementation strategies. Facilitate the identification and implementation of Batho Pele initiatives and report thereon. Develop and/or review the following documents in line with national and/or provincial formats: The Departmental Service Delivery Model/Plan; The 3-Year Departmental Service Delivery Charter with service delivery standards, including; citizen participation and customer care and complaints; The Departmental Service Delivery Improvement Plan. This includes the following: Development of the documents in line with DPSA prescribed formats; Liaise with senior management and evaluating and accommodating all inputs from senior managers and managers towards finalizing the documents; Prepare the final documents for the approval of the HoD and MEC; Advice senior managers and manger on the correct completion of the documents; Assist and advice senior managers and managers on the identification of areas where service delivery needs to be improved, informed by the Department’s quarterly and annual (non-financial) performance reports. Ensure the successful implementation of the Batho Pele Framework in the Department, inclusive of the following: Promote the Batho Pele Principles & Belief Set within the Department; Co-ordinated the implementation of BP revitalization programmes, i.e. Public Service Week, APSA, BP Learning Networks, Project Khaedu, etc. Identify activities which will be part of the service delivery improvement programme; Co-ordinate advocacy/awareness programmes within the Department; Facilitate the development of policies that would ensure implementation/integration of BP initiatives; Ensure redress of BP violations at the appropriate level (complaints handling mechanism); Ensure that service delivery concerns are taken to management and resolved; Determine what factors might inhibit service delivery; Liaise with unit heads regarding the service delivery improvement programme; Cascade Batho Pele information, e.g. information sessions; e-mails; newsletter; FAQ’s boxes within the Department (i.e. in all buildings occupied by the Department); Organize in-house staff training e.g. cultural diversity programmes etc; Constantly communicate Batho Pele issues as part of communication strategy (e-mail, intranet, etc.); Mainstream programmes relating to gender, and particular in relation to women, within the Department. This includes the following: Making the organization aware of gender mainstreaming programmes and projects; Identify and address negative attitudes, perceptions and behavior within the Department; Provide support and promote the creation of equal opportunities and fair treatment through the elimination of unfair discrimination in relation to gender; Promote the advancement of women and related social-economic empowerment programmes; Monitor and report on implementation in relation to the above; and Ensure compliance with legislative requirements (i.e. as per the Strategic Framework for Gender Equality, 2000-2015). Plan and manage the performance of sub-ordinate personnel reporting to this post towards contributing to the effective functioning of the Directorate as a collective, thereby ensuring the successful achievement of performance targets set out in the Annual Performance Plan insofar as it relates to the work areas of the Directorate.
ENQUIRIES : Mr. R Matsoso Tel No: (051) 405 4399

POST 08/70 : ASSISTANT DIRECTOR: DEMAND AND PLANNING MANAGEMENT REF NO: COGTA 33/2019

SALARY : A basic salary of R356 289 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant tertiary qualification at NQF level 7. 3 year supply chain experience on supervisory level. Recommendations: Relevant experience of at least 5 years in financial management practices as well as LOGIS/BAS Training. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and understanding of financial control policies, practices and procedures.

DUTIES : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department: Research the relevant identified needs. (in line with the SC strategy), Analyse requirements, undertake research, determine and develop proposals for implementation, Asses the results of the research on the market, interprets and develops proposals for procurement methodology, ensure compliance with quality requirements, determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed template, Check (engage) and analyse the information, confirm availability of budget, check alignment against strategic and other objectives, Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required: Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference, Compile and publish request for proposals as required. Develop, implement and maintain the supplier database: Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Supervise employees to ensure an effective demand 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 standard efficiently and effectively.

ENQUIRIES : RJ Molisana Tel No: (051) 4054255

POST 08/71 : ASSISTANT DIRECTOR: LOSS CONTROL REF NO: COGTA 34/2019

SALARY : A basic salary of R356 289 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant tertiary qualification at NQF level 7. 3 year supply chain experience on supervisory level. Recommendations: Relevant experience of at least 5 years in financial management practices as well as LOGIS/BAS Training. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and understanding of financial control policies, practices and procedures.

DUTIES : Supervise the activities of the Supply Chain Management Clerks / Snr AND officers to contribute to the rendering of a professional supply chain management service for example: Personnel development; Performance and discipline; Ensure quality of work. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions), concerning Logistics and Stores and Maintenance of supply chain management processes in the department. To contribute to the rendering of a professional Supply Chain Management Service. Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.); Assets (Disposals), Loss Control, Demands, Acquisitions. 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 practices. Provide Supply Chain Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to implementation of Supply Chain Management Policies, procedures and practices; 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. (Authorization should happen on a higher level preferable at AD or Control level 9). Prepare reports on supply chain management issues and statistics. Compile monthly reconciliation’s and finalization of outstanding payments / submissions / recommendations.

ENQUIRIES : RJ Molisana Tel No: (051) 4054255

POST 08/72 : SENIOR SUPPLY CHAIN PRACTITIONER: CONTRACT MANAGEMENT REF NO: COGTA 24/2019

SALARY : Basic salary of R299 709 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Degree or equivalent qualification. LOGIS / BAS Certificate. 3 years appropriate experience in a supply chain management environment. Recommendations: Computer literacy skills, Numeracy skills, Literacy skills, Interpersonal relationship skills, Problem solving/analytical skills. Knowledge of LOGIS/BAS and supply chain management-related policies and practices in the public service is a pre-requisite.

DUTIES : Ensure the successful implementation and maintenance of supply chain management practices (including LOGIS Transactions) concerning logistics and stores and the maintenance of supply chain management processes in the Department to contribute to the rendering of a professional supply chain management service in Contract Management. 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 management policies, procedures and practices. Provide supply chain information and knowledge management services to the Department, for example: Maintain databases and draw relevant reports in relation to implementation of supply chain management policies, procedures and practices. 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. Supervise the activities of the supply chain clerks and/or supply chain practitioners and develop their skills towards contribute to the rendering of a professional supply chain management service to the Department.

ENQUIRIES : Mr RJ Molisana Tel No: (051) 405 4255

POST 08/73 : SKILLS DEVELOPMENT ADVISOR: HUMAN RESOURCE DEVELOPMENT REF NO: COGTA 22/2019

SALARY : Basic salary of R242 475 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 or appropriate degree. 3-5 years working experience. Computer literacy; knowledge of the public service. Recommendations: Have Interpretation skills, Interpersonal skills, Community skills, Co-ordinations skills, listening skills and Counseling skills. Must have Organization skills, Conflict handling skills and
financial management skills. Must be committed, have Integrity, Professionalism; must be enthusiastic, Motivated, Loyal and Self driven.

**DUTIES**: Perform Skills Development functions within the department. Assist with the implementation of Internship and Learnerships within the department. Arrange and organize induction programmes to new employees within the department (including recordkeeping of attendance, etc.). Administer part-time bursaries in the department to ensure holistic development of human resource.

**ENQUIRIES**: Mr Mohale Mokhele Tel No: (051) 403 3754

**POST 08/74**: INTERNAL AUDITOR REF NO: COGTA 23/2019

**SALARY**: Basic salary of R242 475 per annum (Level 07)

**CENTRE**: Bloemfontein

**REQUIREMENTS**: National Diploma in Internal Auditing/ Financial Information Systems, B.com (Accounting, Auditing) or equivalent qualification. 1 – 2 years’ work experience in Internal Audit or related activities. Recommendations: Internal Audit Technician (Certificate: Technician Internal Audit) A valid driver’s license. Member of the Institute of Internal Auditors, South Africa (in good standing).

**DUTIES**: Perform a risk based audits, performance and ad-hoc audits in line with the Internal Audit Annual Plan, IIA standards and PFMA. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Perform planning of the internal audit engagement. Perform execution of the internal audit engagement. Make recommendations and prepare audit findings and consideration by the Senior Internal Auditor. Timeously attend to and prepare responses to audit queries emanating from the review of the audit file. Professionally evaluate client responses and perform follow up audits. Assist with administration of Internal Audit Activity. Keep up to date with the new developments within the internal audit environment.

**ENQUIRIES**: Ms L Sefako Tel No: (051) 403 3748

**POST 08/75**: PERSONAL ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: COGTA 25/2019

**SALARY**: Basic salary of R242 475 per annum (Level 07)

**CENTRE**: Bloemfontein

**REQUIREMENTS**: Grade 12 with proven ability to apply knowledge and skills. Secretarial qualification (certificate, diploma, degree.). Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and or Windows 95. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate, Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective, Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

**DUTIES**: Provide a secretarial/receptionist support service to the manager, receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded, performs advanced typing work, records the engagements of the senior manager, utilizes discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter, renders administrative support services, ensures the effective flow of information and documents to and from the office of the manager, ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies, obtains inputs, collates and compiles report, scrutinizes routine submission/reports and make notes and/or recommendations for the manager. Responds to enquiries received from internal and external and external stakeholders, drafts documents as required, does filing of documents for the manager and the unit where required, collects, analyzes and collates information required by the manager, clarifies instructions and notes on behalf of the manager, ensures that travel arrangements are well coordinated, prioritizes issues in the office of the manager, manages the leave register and telephone accounts for the unit, handles the procurement of standard items like stationary, refreshments etc.
for the activities of the manager and the unit, provides support to manager regarding meetings: scrutinizes documents to determine actions/information/other documents required for meetings, collects and compiles all necessary documents for the manager to inform him/her on the contents, records minutes/decisions and communicates to relevant role-players, follow-up on progress made, prepares briefing notes for the manager as required, coordinates logistics arrangements for meetings when required. Supports the manager with the administration of the manager's budget, collects and coordinates all the documents that relate to the manager's budget, keep record of expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending, checks and correlates BAS reports to ensure that expenditure is allocated correctly, studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensured efficient and effective support to the manager, remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr RJ Molisana Tel No: (051) 405 4255

POST 08/76 : SUPPLY CHAIN PRACTITIONER ASSET MANAGEMENT REF NO: COGTA 31/2019 (X2 POSTS)

SALARY : Basic salary of R242 475 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Degree or equivalent qualification. Recommendations: LOGIS/BAS Certificate and appropriate experience in a supply chain management environment.
DUTIES : Successfully implement and maintain supply chain management practices (including LOGIS Transactions) concerning logistics and stores and the maintenance of supply chain management processes in the Department to contribute to the rendering of a professional supply chain management service in respect of asset management, inclusive of disposals. Address and handle all enquiries related to asset management to ensure the correct implementation of supply chain management practices in this regard. Inform, guide and advice the Department and related employees on supply chain management matters related to asset management to enhance the correct implementation of supply chain management practices and policies in this regard. Approve transactions on LOGIS/BAS according to delegations. Supervise the activities of supply chain clerks and develop their skills.

ENQUIRIES : Mr RJ Molisana Tel No: (051) 405 4255

POST 08/77 : PERSONAL ASSISTANT: DIRECTOR INTERGOVERNMENTAL RELATIONS REF NO: COGTA 35 /2019 (Re-advertisement)

SALARY : Basic salary of R242 475 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 with proven ability to apply knowledge and skills. Secretarial qualification (certificate, diploma, degree.). Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or Windows 95. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate, Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective, Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.
DUTIES : Mange engagements of the Director to improve service delivery and assist the Deputy Director General with regard to meeting attended: Liaise with and/or sensitize the Director regarding engagements. Prioritize appointments. Ensure that appointments are made. Compile all necessary documents for the Director in terms of the meetings to be attended and to sensitize the Director on the contents thereof. Prioritize documentation, correspondence, etc. Implement administrative measures to ensure the efficient functioning of the Directorate: Ensure an efficient flow of information and documents to and from the Directorate. Keep record of
documents, memoranda, etc., which are dealt with by the Directorate. Stay updated with information from various media and to bring such information to the attention of the Director. Arrange for the placements of items on the agenda of meetings chaired by the Director and to ensure circulation of accompanying memoranda. Arrange for the attendance of the Director at meetings and other relevant gatherings. Produce/ prepare relevant correspondence /papers in connection with the above arrangements. Render a secretarial function for committees chaired by the Director. Screen, transfer and handle all telephonic calls as well as other enquiries (internal and external). Manage, in liaison with the Director, the office supplies of the Directorate. Keep and maintain the Leave Register of the Directorate. Administer the Attendance Register of the Directorate and ensure that all officials sign in and out in a daily basis. Keep and maintain the Incoming and Outgoing Register of the Directorate in respect of all documents. Deal with enquiries from internal and external stakeholders. Handle travel and other logistical arrangements for meetings/ workshops/ events for the Director. Handle invoices and claims of the Director and other officials within the Directorate. Make photocopies of documents, submissions, etc. Obtain quotations and complete request forms/ submissions for the ordering of stationary/equipment. Act as Transport Officer for the Directorate and perform all related functions. Act as Chief User Clerk for the Directorate and perform all related functions. Act as Sub Asset Controller to Deputy Director General control all the equipment and to report all losses in the Directorate. Handles all matters pertaining to personnel enquiries in the Directorate. Represents the Directorate on the Health and Safety Committee of the Department. Assist the Directorate with subsistence, travel and kilometers claims Liaise with service providers to ensure the maintenance of equipment (facsimile, photocopy machine, etc.); Administer the budget and procurement of the Directorate, which includes the following: Confirm the availability of funds prior to procuring goods and services. Monitor the budget expenditure of the Directorate and sensitive the Director on under-and/ or-over-expenditure: Procure goods and services for the Directorate in liaison with the Director and process and handle all invoices, claims and payments. Handle documentation in the Deputy Director General office: Correctly classify documents and ensure the safe-keeping thereof. Ensure an efficient flow of information and documents to and from the Office of the Director. Destroy documents as and when instructed by the Director. Prioritize documentation, correspondence, etc. Correctly classify documents and ensure the safe-keeping thereof. Ensure an efficient flow of information and documents to and from the Office of the Director. Destroy documents as and when instructed by the Director. Prioritize documentation, correspondence, etc. Prepare and co-ordinate, as directed by the Director, submissions, documents, briefing notes, etc. Ensure security of office and documentation. Remain au fait with applicable prescripts, policies and procedures: All relevant national/departmental prescripts/policies and other documents are studied and the application thereof is understood properly insofar as the functioning of the Office of the Director is concerned. Procedures that apply in the Office of the Director comply with prescribed policies/strategies insofar as procurement, photocopying, faxing, etc. are concerned. Undertake any other duties and responsibilities which are appropriate to the grade and role of the post.

ENQUIRIES: Mr Masukela T Tel No: (051) 407 6733
POST 08/78: PERSONAL ASSISTANT: DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: COGTA 21/2019

SALARY: Basic salary of R242 475 per annum (Level 07)
CENTRE: Bloemfontein
REQUIREMENTS: Grade 12 with proven ability to apply knowledge and skills. Secretarial qualification (certificate, diploma, degree.). Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or Windows 95. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate, Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective, Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

DUTIES: Provide a secretarial/receptionist support service to the manager, receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded, performs advanced typing work, records the engagements of the senior manager,
utilizes discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter, renders administrative support services, ensures the effective flow of information and documents to and from the office of the manager, ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies, obtains inputs, collates and compiles report, scrutinizes routine submission/reports and make notes and/or recommendations for the manager. Responds to enquiries received from internal and external and external stakeholders, drafts documents as required, does filing of documents for the manager and the unit where required, collects, analyzes and collates information required by the manager, clarifies instructions and notes on behalf of the manager, ensures that travel arrangements are well coordinated, prioritizes issues in the office of the manager, manages the leave register and telephone accounts for the unit, handles the procurement of standard items like stationary, refreshments etc for the activities of the manager and the unit, provides support to manager regarding meetings: scrutinizes documents to determine actions/information/other documents required for meetings, collects and compiles all necessary documents for the manager to inform him/her on the contents, records minutes/decisions and communicates to relevant role-players, follow-up on progress made, prepares briefing notes for the manager as required, coordinates logistics arrangements for meetings when required. Supports the manager with the administration of the manager’s budget, collects and coordinates all the documents that relate to the manager’s budget, keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending, checks and correlates BAS reports to ensure that expenditure is allocated correctly, studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensured efficient and effective support to the manager, remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES
Ms N Mosoeu-Kopa Tel No: (051) 405 5223

POST 08/79
SENIOR LEGAL ADMINISTRATION OFFICER MR-3 REF NO: COGTA 18/2019

SALARY
MR - 3–Basic Salary R242 064 per annum (OSD)

REQUIREMENTS
LLB and 2 years minimum experience. Recommendations: Must have knowledge and understanding of By-laws and by-elections. Municipal Demarcation Board Processes. Exhumation of Human Remains. All other local government legislations. He/ She must have the ability to draft submissions and reports. Good interpersonal relations and the ability to work under pressure. Be able to work in a team. Judge circumstances objectively. Produce accurate work as well as professional. He/ She must be able to solve problems.

DUTIES
The successful candidate will be responsible for the follow functions: Assist / Support municipalities with the drafting, adoption and promulgation of municipal bylaws. Prepare submissions and notices which include, but not limited to electoral and municipal demarcation matters. Facilitate the processing and approval of applications for the exhumation of mortal remains. Assist the HoD, MEC and municipal officials on legislation impacting on local government.

ENQUIRIES
Adv MA Mantso Tel No: 051 407 6783/ 29

POST 08/80
REGISTRY CLERK: SUPPORT SERVICE REF NO: COGTA 01/2019

SALARY
Basic salary R163 563 per annum (Level 05)

CENTRE
Bloemfontein

REQUIREMENTS
Grade 12 or equivalent qualification. At least a minimum of 2 years experience in the field. Recommendations: A valid driver’s license and proven knowledge of record management practices and processes.

DUTIES
Render a clerical support/operator service to the component. This would, inter alia, entail the following: Copy and fax documents. Keep and maintain the registry system, which includes administering the Remittance Register. Ensure the smooth, efficient and effective flow of documents (receive and distribute) between Record Management and the Department and/or external stakeholders. Receive
and distribute post and documents. Record documents in the required databases/registers. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render and general support service in Record Management, e.g. such as making photocopies of documents and receiving and/or sending facsimiles.

ENQUIRIES: Ms LM Bopalamo Tel No: 051 407 6705

POST 08/81: STATE ACCOUNTING CLERK REF NO: COGTA 14/2019 (X2 POSTS)

SALARY: Basic salary R163 563 per annum (Level 05)
CENTRE: Bloemfontein
REQUIREMENTS: Grade 12 includes Accounting, mathematics as subjects. Recommendations: Previous experience in a financial environment. Knowledge on PERSAL, BAS will be an added advantage. Among others he/she must be accurate, computer literate in BAS, Word, EXCEL, Communication and Accounting Skills.

ENQUIRIES: Mr T Bikane Tel No: (051) 405 5036

POST 08/82: STATE ACCOUNTING CLERK (DEBT) REF NO: COGTA 29/2019

SALARY: Basic salary R163 563 per annum (Level 05)
CENTRE: Bloemfontein
REQUIREMENTS: Senior certificate or NQF equivalent with proven ability to apply knowledge and skills. Recommendations: Skills such as good interpersonal relationships, accounting skills and computer literacy are some of the essential skills needed in executing the duties.
DUTIES: Assist with the implementation and administrating of financial accounting practice (PERSAL, BAS transactions) in the Department. Process of debt cases (in and out of service personnel of the Department). Maintaining of all debt cases (writing of letter, follow up calls). Maintain telephone accounts. Handle enquiries related to debt cases.

ENQUIRIES: Ms. P Tsotetsi Tel No: 051 403 3403

POST 08/83: SECURITY ADMINISTRATIVE CLERK: SECURITY MANAGEMENT AND ANTI-CORRUPTION REF NO: COGTA 20/2019

SALARY: Basic salary R163 563 per annum (Level 05)
CENTRE: Bloemfontein
REQUIREMENTS: Degree/ National Diploma in Security management or appropriate equivalent qualification. 3 years relevant experience and appropriate knowledge. Driver’s license. Recommendations: Public Sector experience. Must have skills in Analytical thinking; Formal presentation; Organizing and effective communication.
DUTIES: Carry out inspections on sites, in Respect of Security and OHS matters: Do rounds on building with contracted security companies; Check occurrence book of the external security provider; Compile report after each Site Inspection; All discrepancies are recorded in the occurrence book. Ensure that patrols are done by the external security company; and ensure that all required equipment is available at every security checkpoint. Advice, inform or instruct, as needed, External Security Providers on the Departmental Security mandate; Hold monthly meeting with external security Providers to ensure compliance; Inspect all relevant OHS areas and make recommendations via a report to Departmental OHS Officer. Form part or lead Departmental Security Teams that perform Security Functions to a Minimum Security Standard, as prescribed by National/Provincial Legislation and Organisational Policy; Attend, participate and report on Multi Agency Meetings to determine Security Risks and Contingency Plans for Public Gatherings, Events and Meetings; Participate in or Coordinate Quarterly Risk and Threat Assessment Teams at Departmental events. Participate or coordinate the departmental Security team, in ensuring that order is kept at departmental events. Collate and information on any physical security breaches; investigate the scene of reported
incidents, open a investigation in register and report to Security Manager; collect and gather information from Community with regard to Community meetings, events and investigations. Provide oversight to Safekeeping of Building’s Master Keys and the appointed Key controller’s processes; Participate in Security Awareness Sessions, to Departmental Officials and advise on Physical, Personnel and Information Security. Rendering courier services on classified information and documents. Ensures safe delivery of packaged to the relevant authority. Provide driver function when required to transport officials and/or designated individuals to destinations. Form part of Investigation teams into allegations of Fraud and Corruption. Within the Public Sector in the Free State.

ENQUIRIES
Mr H Tilotsane Tel No: (051) 405 4323

POST 08/84
DRIVER/MESSENGERS (X5 POSTS)

SALARY
Basic salary R115 437 per annum (Level 3)

CENTRE
Vrede Ref No: COGTA 02/2019 (X1 Post)
Thaba Bosiu Ref No: COGTA 03/2019 (X1 Post)
Monontsa Ref No: COGTA 04/2019 (X1 Post)
Bolata Ref No: COGTA 05/2019 (X1 Post)
Thaba Tsoue Ref No: COGTA 06/2019 (X1 Post)

REQUIREMENTS
Grade 10 plus a valid driver’s license and 1-2 years experience in a similar environment. The incumbent should also be knowledgeable and able to function within the traditional environment in which he or she is expected to operate.

DUTIES
To drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timeously. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render a clerical support/messenger services in the relevant office. This would inter alia entail to collect and delivery documentation and related items in the department. Copy and fax document. Assist in the registry.

ENQUIRIES
Ms LM Bopalamo Tel No: (051) 407 6705

POST 08/85
SECURITY OFFICERS (X5 POSTS)

SALARY
Basic salary R115 437 per annum (Level 3)

CENTRE
Mabolela Ref No: COGTA 07/2019 (X1 Post)
Monontsa Ref No: COGTA 08/2019 (X1 Post)
Dinkoeng Ref No: COGTA 09/2019 (X1 Post)
Namahadi Ref No: COGTA 10/2019 (X1 Post)
Thaba Tsoue Ref No: COGTA 11/2019 (X1 Post)

REQUIREMENTS
Grade 12 and 1 year actual experience in a similar environment. Recommendations: Knowledge of work procedures related to the safeguarding of government premises and building. Knowledge of Customary Law. Have basic numeracy, basic interpersonal relationship, basic literacy and conflict management. Compliance with the Public Service Code of Conduct.

DUTIES
Render security services: Patrol government offices, buildings and premises; Identify security breaches and report thereon; Keep official premises tidy and neat; Monitor and ensure Proper and rightful ownership of livestock during public auctions; Act as witness during the payment of lobola for customary marriages; Investigate reported incidents of theft and/or crime by the community and report thereon; Lock and unlock government offices and entry gates to government premises; Accompany community members to burial sites in according with burial receipts; Guard community forests to prevent the unauthorized chopping/removal of trees, poles, branches, etc. This includes monitoring whether community members have permits for the removal of trees/poles/branches. Take community members not having authorized permit in custody and accompany them to the Morena for further action in line with customary law. Enhance orderly court hearing, which include the following: Delivery summons; handle disruptive behavior during court cases; accompany witnesses to court cases; fetch and escort accused community members to court cases if and when they do not attend such court hearings (in liaison with the Police Service); ensure that community members and/or witnesses attending court hearings are not armed.
ENQUIRIES : Ms LM Bopalamo Tel No: (051) 407 6705

POST 08/86 : CLEANERS (X2 POSTS)

SALARY : Basic salary R96 549 per annum (Level 02)
CENTRE : Thaba Bosiu Ref No: COGTA 12/2019 (X1 Post)
          Thaba Tseu Ref No: COGTA 13/2019 (X1 Post)

REQUIREMENTS : ABET Training, no previous experience is required. Recommendations: Practical experience in the cleaning field will be an added advantage, cleaning equipment, work procedures with regard to cleaning services. Basic interpersonal skills, basic literacy. Loyal, trustworthy, client oriented and committed.

DUTIES : Perform cleaning services of a routine nature, which includes the following: Empty dustbins, Wash crockery and cutlery, Dust furniture in offices, Vacuum and/or sweep carpets, Sweep offices and corridors, Polish furniture, Wash windows and walls, Clean and keep toilet tidy, Place toilet rolls and soap, Clean and keep kitchen tidy, Place water and crockery for meetings in venue/s and Clean meeting venue/s.

ENQUIRIES : Ms LM Bopalamo Tel No: (051) 407 6705

DEPARTMENT OF POLICE, ROADS AND TRANSPORT

APPLICATIONS : Head: Police, Roads and Transport, P.O Box 119, Bloemfontein 9300 or delivered by Hand at Medfontein Building, St. Andrew Street Bloemfontein

CLOSING DATE : 15 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 (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. The shortlisted candidate will be subjected to criminal vetting and Qualification Verification. People with disability are encouraged to apply.

MANAGEMENT ECHELON

POST 08/87 : DIRECTOR: INTERNAL AUDIT REF NO: FS PR&T /DIA/ 01/01/2019 (X1 POST)

SALARY : R1 005 063 per annum (Level 13) (An all-inclusive package). 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 owners’ allowance and medical aid assistance.

CENTRE : Head Office

REQUIREMENTS : An appropriate 3 year Bachelor or equivalent NQF level 6 qualification augmented by at least 5 years’ experience in middle management level within the field of Auditing.

DUTIES : Ensure that an effective and efficient internal audit service is rendered to the Department of Police, Roads and Transport, which includes: Preparing in consultation with and for approval by the Audit Committee responsible for the Department the following: A three year strategic Internal Audit Plan based on its assessment of key areas of risk for the Department. Compiling Audit Plans and quarterly reports for the Audit Committee detailing performance against the plans. Ascertain the extent of compliance with established policies, procedures and
applicable laws and regulations. Ascertaın the extent to which the Department's assets are accounted for and safe-guarded from losses of any kind. Recommend necessary improvements in the internal control system where controls have been found to be malfunctioning, insufficient or nonexistent. Recommend necessary improvements in the accountability and safeguarding of the Department's assets and the reliability of management information. Participate in the development of automated information system.

ENQUIRIES : Mr. N.N Selai-Chief Director: Corporate Services Tel No: 051 409 8481