ANNEXURE O

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

APPLICATIONS: P O Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION: Me P Mpu

CLOSING DATE: 20 December 2019

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document (Driver’s license where applicable). The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer/promotion/appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

MANAGEMENT ECHELON

POST 44/99: DEPUTY DIRECTOR GENERAL: CLINICAL HEALTH SERVICES: REF NO: H/D/12

Corporate Office

SALARY: R1 521 591. per annum (Level 15)

CENTRE: Bloemfontein

REQUIREMENTS: Undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) as recognised by SAQA in a Health Related Field Post Graduate Degree in Health Management and other related professions. Driver’s license. Minimum experience required to appoint to this post. 8-10 Years of experience at Senior Management Level. Statutory Body Requirements: Registration with relevant statutory body as health professional And Skills: National and Provincial Health Acts, Free State Hospitals Act, Free State Nursing Education Act, PSR/PSA and Public Finance Management Act, People Management, Financial Management, Strategic Planning, Planning and Organizing

DUTIES: To Provide Strategic Leadership, Management and Control in The Clinical Health Services and Health Support Programmes. Oversee and ensure overall provision of Strategic Health Services within the Department. Oversee and manage the provision of Health Programme Services. Oversee and ensure the provision of District Health and District Hospital Services. Oversee and manage the provision of Central Hospital Services. Manage and oversee the provision of Regional Hospital Services. Provide Strategic Direction for the clinical Health Services and Health Support Programmes. Oversee and manage the provision of Specialised Hospital Services. Monitor and implement National Health
Insurance. Implement Systems for good Corporate and Clinical Governance.

**ENQUIRIES**: Ms NL Mahlangeni, Tel No: (051) 408 1161/1162

**POST 44/100**: DEPUTY DIRECTOR GENERAL: CORPORATE SERVICE REF NO: H/D/13
Corporate Office

**SALARY**: R1 521 591 per annum (Level 15)

**CENTRE**: Bloemfontein

**REQUIREMENTS**: Undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) as recognised by SAQA in a Public Admin/HRM/HRD/Business Admin or equivalent. Driver's license. Minimum experience required to appoint to this post. 8-10 Years of experience at Senior Management Level. Knowledge And Skills: Labour Relations Act and related collective agreements. Basic Conditions of Employment Act, Treasury Regulations issued in terms of PFMA, PMS/PSR/PSA, National and Provincial Health Acts, Free State Hospitals Act/ national Health Act, Free State Nursing Education Act, National Development Plan, People Management, Financial Management, Strategic Planning, Planning and Organizing

**DUTIES**: To oversee and manage the provision of Corporate Services. Oversees and manages the provision of human resources. Oversees and manages the provision of legal services. Ensures and manages the provision of information communication and technology management services. Oversees and manages the provision of security management services. Oversees the strategic and monitoring and evaluation services. Manages the provision of resources (human, financial, equipment/assets). Knowledge And Skills: National and Provincial Health Acts, Free State Hospitals Act, Free State Nursing Education Act, PSR/PSA and Public Finance Management Act, People Management, Financial Management, Strategic Planning, Planning and Organizing

**ENQUIRIES**: Ms NL Mahlangeni, Tel No: (051) 408 1161/1162

**POST 44/101**: DIRECTOR: INFRASTRUCTURE DELIVERY PROGRAMME MANAGEMENT: REF NO: H/D/27
Infrastructure and Technical Services
Chief Directorate: Corporate Office

**SALARY**: R1 057 326 per annum. (Level 13)

**CENTRE**: Bloemfontein


**DUTIES**: Norms and Standards Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan: Identify Infrastructure strategic objectives. Determine greatest needs of Department addressed as the highest priorities in terms of infrastructure delivery – including both Capital and Maintenance Projects. Prepare Medium Term, Annual and Adjustment Budget. Prepare bids for performance grants in collaboration with the Director Infrastructure Planning. Finalise and approve Infrastructure Programme Management Plans. Finalise and approve the procurement strategy providing value for money to inform the Infrastructure Programme Management Plan. Sign off on inputs provided to the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s]. Review and sign-off Infrastructure Programme Implementation Plans. Review and recommend signing of Signed Service

ENQUIRIES:
Mr Mokgothu, Tel No: (051) 408 1666

POST 44/102:
DIRECTOR: ENGINEERING AND TECHNICAL SERVICES: REF NO: H/D/28
Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY:
R1 057 326 per annum. (Level 13)

CENTRE:
Bloemfontein

REQUIREMENTS:

DUTIES:
Manage the maintenance of health facilities, utilities and infrastructure: Determine the inputs for the scheduled and preventative maintenance plans/strategies including conceptual planning for scheduled maintenance. Determine the inputs to Health Facilities in terms of day-to-day maintenance. Provide inputs in terms of targets and indicators for infrastructure maintenance to the Directorate Infrastructure Programme Delivery. Coordinate and monitor the implementation of the maintenance plans. Monitor the implementation of the day-to-day and preventative maintenance. Monitor the resolving of emergency breakdowns. Determine specifications and oversee procurement of technical equipment and supplies in consultation with Health Facilities. Manage the research and analysis of maintenance information. Provide inputs to Health Facilities in terms of planning for disposals of related equipment. Manage the monitoring and evaluation of deployed technology. Manage the provision of professional engineering services and providing support to the Chief Directorate and Health Facilities: Manage the research of maintenance technologies. Monitor and promote the effective utilisation of utilities and

ENQUIRIES : Mr Mokgothu, Tel No: (051) 408 1666

POST 44/103 : DIRECTOR: HEALTH TECHNOLOGY: REF NO: H/D/26
Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY : R1 057 326. per annum. (Level 13)

CENTRE : Bloemfontein


**DUTIES**


**Financial Management**

Use of funds in the Directorate effectively, efficiently and in compliance with Public Finance Management Act. Use of funds medical equipment managed effectively, efficiently and in compliance with the Public Finance Management Act. Strategic Management:

Align the core business of the Directorate: with the strategic goals and objectives of the Department. Enhance the understanding of managers in terms of their roles and responsibilities. Prepare the operational plan for the Directorate. People Management: Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

**ENQUIRIES**

Mr Mokgothu, Tel No: (051) 408 1666

**POST 44/104**

**PRINCIPAL: NURSING COLLEGE; PND-6: REF NO: H/P/24**

**SALARY**

R1 057 326 per annum. (OSD)

**CENTRE**

Free State School Of Nursing: Bloemfontein

**REQUIREMENTS**

Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 13 years appropriate/recognizable experience after registration with SANC as a Professional Nurse. At least 9 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after the 1-year post basic qualification. Proof of current registration with the SANC. A valid unendorsed driver’s license. 3 Years’ experience must be on management level. Knowledge and Skills: Masters’ Degree. Good problem solving skills. Ability to work under pressure. Proven management skills. Conflict resolution and management skills.

**DUTIES**

Facilitate Nursing Education and training of Nurses in the catchment area to achieve departmental goals and objectives. Manage Human, Material and Physical resources at the Nursing College. Manage education and training of nurses provided by campuses and overall management of the College consisting of 3 campuses and hospital schools. Facilitate effective and efficient general management of the School. Management of student affairs at campus level. Enhance corporate image of FSSON and the Department. To give direction and co-ordinate nursing education within the department. Management and

**ENQUIRIES**

Mr L D Kamolane, Tel No: (051) 408 1515
POST 44/105: DIRECTOR: LEGAL SERVICES: REF NO: HD/29
Corporate Office

SALARY: R1 057 326 per annum. (Level 13)
CENTRE: Bloemfontein

DUTIES: Manage and ensure an effective provision of professional legal advice, opinions and litigation process. Oversee management of contracts, service level agreement and litigation matters. Manage legal strategies and ensure legal compliance. Manage resources (Human, Finance, Equipment/Assets.) Manage and ensure an effective provision of professional legal advice, opinions and litigation process. Ensure department’s legal capacity is strengthened to provide effective legal advice and opinion. Oversee and manage a detailed legal analysis of contracts. Oversee and ensure smooth and effective legal advice and support to management. Advise and ensure compliance by the Department to international organizations. Monitor the implementation of & provide advice on the interpretation and application of all pieces of legislation. Manage legal resources center & legal information management. Maintain and effective statutory services Oversee management of contracts, service level agreement and litigation matters. Ensure legal research and opinion drafting. Formulate legal opinions & provide legal advice and support to management. Assess and ensure department’s legal capacity is strengthened during negotiations on agreements, contract and litigations. Manage and ensure quality legislation within the department. Manage legal work in accordance with national laws and Constitution. Manage the development of sound policies, legal documents, contracts, etc. i.e. Legal support in relation to policy formulation and decision-making. Assist in the preparation of cabinet memoranda. Ensure the development, implementation and monitoring of legal policies and regulations in line with national policies. Monitor the implementation of legal risk management guidelines. Manage legal strategies and ensure legal compliance. Manage all litigations for the department. Monitor legislative developments locally and international in order to assist. Assist in prosecution of transgression of public service laws which impacts on service delivery. Ensure compliance and advocate for legislation, regulations, acts and policies. Manage investigation projects on fraud and corrupt business and provide strategic directions. Manage resources (Human, Finance, Equipment/Assets.) Manage and ensure proper implementation of budget by monitoring, projection and reporting of expenditures. Consolidate budget and ensure proper spending in line with strategic objectives. Ensure optimal utilization and functionality of equipment/assets. Evaluate and monitor performance of employees to ensure achievement of Directorate’ strategic goals. Manage the development of employees in the directorate. Enhance and maintain employee motivation,

ENQUIRIES: Mr M W Fikizolo, Tel No: (051) 408 1112/1113
OTHER POSTS

POST 44/106: CHIEF ENGINEER: GRADE A: (3 POSTS)
Infrastructure and Technical Services
Chief Directorat: Corporate Office

SALARY: R1 042 827 per annum. (OSD)
CENTRE: Bloemfontein

Civil/Structural: Ref No: H/E/13 (1 Post)
Electrical: Ref No: H/E/14 (1 Post)
Mechanical: Ref No: H/E/15 (1 Post)

REQUIREMENTS:

DUTIES:
Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent (IA). Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports [financial and non-financial indicators], Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update system information [if applicable] in terms of Technical Condition Assessments. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from an engineering perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical
information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure policies of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management: Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Financial Management: Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects. Mentoring of Candidates: Act as mentor for Candidate Architect. Complete progress reports. Conduct regular performance meetings. Provide professional guidance.

ENQUIRIES : Mr Mokgothu, Tel No: (051) 408 1666

POST 44/107 : CHIEF CONSTRUCTION PROJECT MANAGER: REF NO: H/C/23
Infra structure and Technical Services
Chief Directorate: Corporate Office

SALARY : R1 042 827 per annum. (OSD)

CENTRE : Bloemfontein


DUTIES : Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent (IA) Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing...
Agent (IA). Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators). Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update system information (if applicable) in terms of Technical Condition Assessments. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from an engineering perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure policies of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management: Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Financial Management: Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects. Mentoring of Candidates: Act as mentor for Candidate. Complete progress reports. Conduct regular performance meetings. Provide professional guidance.

ENQUIRIES: Mr Mokgothu, Tel No: (051) 408 1666

POST 44/108: CHIEF QUANTITY SURVEYOR GRADE A: REF NO: H/Q/4
Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY: R898 569, per annum. (OSD)
CENTRE: Bloemfontein
DUTIES


Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent (IA). Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent (IA). Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Review and recommend Variation Orders in terms of contract management practices and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators) Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budget on completion of projects. Collect and update information on systems [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a quantity surveyor perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management; undertake planning for
future human resources needs. Maintain discipline. Manage performance and
development of development of employees. Undertake human resources and
other related administrative functions. Establish and maintain effective and
efficient communication arrangements. Develop and manage the operational
plan. Plan and allocate work. Develop and implement processes to promote
control of work. Serve on transversal task teams as required. Implement quality
control of work delivered by employees. Financial Management: Monitor that
infrastructure projects are planned within available funds. Monitor application
of costs norms. Monitor expenditure on infrastructure projects within budgets.
Control cost and scope variances on infrastructure projects. Mentoring of
Candidates: Act as mentor for Candidate Architect. Complete progress reports.
Conduct regular performance meetings. Provide professional guidance. Working on PMIS system

ENQUIRIES : Mr Mokgothu, Tel No: (051) 408 1666

POST 44/109 : CONSTRUCTION PROJECT MANAGER: REF NO: H/C/18

Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY : R718 059 per annum. (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : B Tech or Degree or Honours Degree or National Higher Diploma in Built
Environment. Registered as a Professional Construction Project Manager with
SACPCMP. (Proof to be attached to application) Valid driver’s license, 3 Years’
experience post qualification except if National Higher Diploma 4 years’ and 6
months’ experience. If B-Tech 4 years’ experience. Knowledge And Skills:
Knowledge of built environment/construction industry. Computer literacy.
PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/
Instructions/Circulars/Construction Procurement System.
Provincial/Departmental Supply Chain Management Policies. Promotion of
Access to Information Act of 2000. Promotion of Administrative Justice Act of
Quantity Surveying Profession Act of 2000. National Building Standards Act of
1977 and Regulations. Government Immovable Asset Management Act of
and Construction Management Professions Act of 2000. Health Act and
Relevant Provincial Land Administration Legislation. ISO standards. All
different types and forms of construction contracts. Valid driver’s license.

DUTIES : Infrastructure Programme and Project Planning in line with IDMS: 1. Prepare
the Procurement Strategy, Infrastructure Programme Management Plan
(IPMP) and updating of the plan. 2. Prepare the infrastructure budget and Final
Project List. 3. Prepare the Packages/Individual Project Briefs; presenting
these to the Implementing Agent (IA) – referred to as Project Execution Plan
v1 with all the inputs obtained from the Directorate Infrastructure Planning.
Manage preparation of Packages/Individual Project Briefs for projects that are
not allocated to an Implementing Agent (IA). Participate in the procurement of
Professional Service Providers and Contractors, including the preparation and
approval of Bid Specifications and evaluations of tenders as member of the
Supply Chain Management Committees in Public Works and/or relevant SCM
Committees of Alternative IAs and Provincial Department of Health. 6. Manage
adherence to Occupational Health and Safety and Quality Assurance
standards. Infrastructure Programme and Project Implementation and
Monitoring: Monitor the implementation of Programmes and Projects by the
Implementing Agent (IA) and the adherence to the Service Delivery
Agreement. Manage project implementation of projects that are not allocated
to an Implementing Agent (IA). Review and sign-off on the Infrastructure
Programme Implementation Plan (IPIP) as prepared by the Implementing
Agent (IA). Review and sign-off on the Project Execution Plans Versions 2 – 7
prepared by the Implementing Agent (IA) with inputs received from the
Directorate Infrastructure Planning. 5. Review and recommend Variation
Orders in terms of contract management practice and financial implications in
collaboration with professionals in the Directorate Infrastructure Planning.
Recommend authorization of payments in line with the conditions of the
appointments, contract management practices and within financial
delocations. Develop and Approve Project Stage reports & designs, in
accordance with strategic decision making points as defined in the Provincial
Infrastructure Delivery Framework. (IDMS). Manage the updating of
project/programme documentation and information and submit all built
environment documentation to the Directorate Infrastructure Planning and the
financial documents to the Deputy Director Finance. 9. Manage the interface
between the end-user/community structures and Implementing Agent (IA).
Prepare and submit progress reports (financial and non-financial indicators)
Infrastructure Project Commissioning: Coordinate and participate in project
commissioning, including site visits. Review the Maintenance Plans and
budgets on completion of projects. Collect and update information on systems
[if applicable] in terms of Technical Condition Assessments on completion of
projects. Orientate users in terms of the optimal usage of Facilities. Managing
Project Management Information System Infrastructure Programme and
Project Evaluation: Review infrastructure projects and programmes in line with
the built environment norms, standards and legislative requirements. Manage
and participate in Post Project and Post Occupancy Evaluation exercises.
Provide feedback to Directorate Infrastructure Planning on functional and
technical norms and standards that should be updated from a space and
design perspective. Participate in the continuous improvement of best
practices, standardised processes and procedures, software applications and
tools. Research/literature studies to keep up with new technologies, viability
and feasibility of the geographical information management options for the
Department including interaction with relevant professional development
boards/councils: Study professional journals and publications to stay abreast
of new developments. Monitor and study the Health sector, legal frameworks,
standards changes and policy frameworks. Engage in relevant continuous
professional development activities (tools and techniques) as prescribed
and/or required. Update the Infrastructure policies of the Department in terms
of research findings, new technology and changes in the institutional
environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES : Mr Mokgothu, Tel No: (051) 408 1666

POST 44/110 : ENGINEER: (5 POSTS)
Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY : R718 059 per annum. (OSD)
CENTRE : Bloemfontein
Requirements:
Civil/Structural: Ref No: H/E/10 (1 Post)
Electrical: Ref No: H/E/11 (3 Posts)
Mechanical: Ref No: H/E/12 (1 Post)

Bachelor Degree in Engineering (Electrical/Mechanical/Civil/Structural),
Registered as a Professional Engineer with ECSA (Proof to be attached to
application). Three years’ experience post qualification. Valid Drivers' Licence.
Knowledge and Skills: PFMA/Treasury Regulations/Practice Notes/
Instructions/Circulars. Computer literacy. Provincial/Departmental Supply
Chain Management Policies. National Building Standards Act of 1977 and
Government Immovable Asset Management Act of 2007. Health Act and

DUTIES : Development, interpretation and customization of functional and technical
norms and standards from an engineering perspective: Provide inputs to
technical and functional norms and standards from an
Electrical/Mechanical/Structuring Engineering perspective to be issued in
terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure
projects implemented by Implementing Agent[s] comply with approved
Electrical/Mechanical/Structuring Engineering functional and technical norms
and standards and that the planning and design are according to sound
engineering principles and code of practice. Monitor that planning and design
completed through insourced engineering services is done according to sound
engineering principles and according to norms and standards and code of
practice. Update functional and technical norms and standards updated based
on learning generated through Post Project and Post Occupancy Evaluation
(POE) exercises. Maintain Electrical/Mechanical/Structuring Engineering
norms & standards. Investigate proposals for innovative service delivery
mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply applicable design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine electrical/mechanical/structural/civil engineering performance based standards. Develop electrical/mechanical/structural/civil engineering standard data sheets and drawings. Provide electrical engineering inputs to Project Execution Plan v 1. Provide electrical engineering inputs to Project Execution Plans v 2 – 7. Determine requirements for built environment document management system from Electrical/Mechanical/Structuring Engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary: Prepare reports on electrical engineering investigations. Determine electrical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Oversees implementation and commissioning of Electrical/Mechanical/Engineering installations as well as structural: Provide Electrical/Mechanical/Structuring Engineering inputs to implement projects successfully. Provide Electrical/Mechanical/Structuring Engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Updating project information on the PMIS system. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management: Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES

POST 44/111

ENQUIRIES : Mr Mokgothu, Tel No: (051) 408 1666

POST 44/111 : QUANTITY SURVEYOR GRADE A: REF NO: H/Q/2

Infrastructure and Technical Services
Chief Directorate: Corporate Office

SALARY : R618 732 per annum. (OSD)
CENTRE : Bloemfontein

**DUTIES**: Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent (IA) Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators). Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. Working on PMIS system

**ENQUIRIES**: Mr Mokgothu, Tel No: (051) 408 1666
**POST 44/112**

**ARCHITECT: PRODUCTION: GRADE A: REF NO: H/A/43**

Infrastructure and Technical Services
Chief Directorate: Corporate Office

**SALARY**
R618 732 per annum. (OSD)

**CENTRE**
Bloemfontein

**REQUIREMENTS**

**DUTIES**
To provide architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space designs in line with the Infrastructure Delivery Management Framework (IDMS). Architectural functional and technical norms and standards. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Undertake research. Working on PMIS system

**ENQUIRIES**
Mr Mokgothu, Tel No: (051) 408 1666

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**POST 44/113**

**CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: H/C/22**

Infrastructure and Technical Services
Chief Directorate: Corporate Office
(5-Year Contract Post)

**SALARY**
R618 732 per annum. (OSD)

**CENTRE**
Bloemfontein

**REQUIREMENTS**
B Tech or Degree or Honours Degree or National Higher Diploma in Built Environment. Registered as a Candidate Construction Project Manager with SACPCMP. (Proof to be attached to application) Valid driver’s license. Computer literacy. BTech – 1-year experience. National Higher Diploma - 18 months’ experience. National Diploma - 2 years’ experience. Knowledge And Skills: Knowledge of built environment/construction industry

**DUTIES**
Infrastructure Programme and Project Planning in line with IDMS: Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Assist to prepare the infrastructure budget and Final Project List. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Infrastructure Programme and Project Planning in line with IDMS: Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Infrastructure Programme and Project Implementation and Monitoring: Assist to monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. Assist to manage project implementation of projects that are not allocated to an Implementing Agent (IA) Assist to review the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Assist to develop Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial
and non-financial indicators). Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. Participate in the continuous improvement of best practices, standardized processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils; Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES: Mr Mokgothu, Tel No: (051) 408 1666

POST 44/114: CANDIDATE ENGINEER REF NO: H/D/21
Infrastrucuure and Technical Services
Chief Directorate: Corporate Office
(5 Year Contract Post)

SALARY: R618 732 per annum. (OSD)
CENTRE: Bloemfontein

DUTIES: Infrastructure Programme and Project Planning in line with IDMS: Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Assist to prepare the infrastructure budget and Final Project List. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Infrastructure Programme and Project Implementation and Monitoring: Assist to monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Assist to manage project implementation of projects that are not allocated to an Implementing Agent (IA). Assist to review the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Assist to develop Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS) Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators). Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of
projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation Assist to review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Assist to manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. Participate in the continuous improvement of best practices, standardized processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. Working on PMIS.

ENQUIRIES : Mr Mokgothu, Tel No: (051) 408 1666

POST 44/115 : CANDIDATE QUANTITY SURVEYOR REF NO: H/C/19
Infrastrucure and Technical Services
Chief Directorate: Corporate Office
(5 Year Contract Post)

SALARY : R535 563 per annum. (OSD)
CENTRE : Bloemfontein

DUTIES : Infrastructure Programme and Project Planning in line with IDMS: Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Assist to prepare the infrastructure budget and Final Project List. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Infrastructure Programme and Project Implementation and Monitoring: Assist to monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Assist to manage project implementation of projects that are not allocated to an Implementing Agent (IA) Assist to review the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Assist to develop Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery
Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators). Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. Participate in the continuous improvement of best practices, standardized processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. Working on PMIS.

**ENQUIRIES**: Mr Mokgothu, Tel No: (051) 408 1666

**POST 44/116**: CANDIDATE ARCHITECT REF NO: H/C/20
Infrastructure and Technical Services
Chief Directorate: Corporate Office
(5 Year Contract Post)

**SALARY**: R535 563. per annum. (OSD)

**CENTRE**: Bloemfontein


**DUTIES**: Infrastructure Programme and Project Planning in line with IDMS: Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Assist to prepare the infrastructure budget and Final Project List. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Infrastructure Programme and Project Implementation and Monitoring: Assist to monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Assist to manage project implementation of projects that are not allocated to an Implementing Agent (IA). Assist to review the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Assist to develop Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Assist to manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators). Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. Participate in the continuous improvement of best practices, standardized processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. Working on PMIS.

**ENQUIRIES**: Mr Mokgothu, Tel No: (051) 408 1666

**POST 44/116**: CANDIDATE ARCHITECT REF NO: H/C/20
Infrastructure and Technical Services
Chief Directorate: Corporate Office
(5 Year Contract Post)

**SALARY**: R535 563. per annum. (OSD)

**CENTRE**: Bloemfontein


**DUTIES**: Infrastructure Programme and Project Planning in line with IDMS: Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Assist to prepare the infrastructure budget and Final Project List. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Infrastructure Programme and Project Implementation and Monitoring: Assist to monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Assist to manage project implementation of projects that are not allocated to an Implementing Agent (IA). Assist to review the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Assist to develop Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Assist to manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators). Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. Participate in the continuous improvement of best practices, standardized processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.
documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Assist to manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators). Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Assist to review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Assist to manage and participate in Post Project and Post Occupancy Evaluation exercises. Assist to provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. Assist to participate in the continuous improvement of best practices, standardized processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. Working on PMIS system

ENQUIRIES : Mr Mokgothu, Tel No: (051) 408 1666

POST 44/117 : ASSISTANT DIRECTOR; HR ADMIN; REF NO: H/A/43 (2 POSTS)

Human Resource Directorate: Corporate Office

SALARY : R376 596 per annum. (Level 9)

CENTRE : Bloemfontein


DUTIES : Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service. Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Address human resource management enquiries to ensure the correct implementation of human resource management practises. Ensure the successful implementation of departmental/public service policies on matters related to human resource management to adhere to the relevant prescripts/legislation. Provide inputs on the development/amendments of Human Resource Management Policies/practises. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice Department/ personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies.

Management of resources.

ENQUIRIES : Mr A Z G Bebula, Tel No: (051) 408 1883
POST 44/118

ASSISTANT DIRECTOR: HR PLANNING: REFNO: H/A/45
Human Resource Directorate: Corporate Office

SALARY
R376 596 per annum. (Level 9)

CENTRE
Bloemfontein

REQUIREMENTS

DUTIES
Co-ordinate the development of policies and presentation of information sessions of human resource issues in the department in order to contribute to an effective and well-informed workforce. Render a human resource advisory service to the Management of the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment. Ensure the promotion of effective human resource management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of human resource practices. Development of norms and standards to facilitate implementation of Human Resource Policies, Strategies, procedures and Practises. Co-ordinate and conduct high level investigations of human resource related problems and advice management thereon. Monitor, evaluate and report on Human Resource Management Policies, procedures and practises. Provide Human Resource Information and Knowledge Management Services in the Department, for example: Ensure effective functioning of data bases, draw relevant reports in relation to implementation, monitoring and evaluation of Human Resource Management Policies, procedures and practises Manages and assures the quality of human resource information and the promotion of the information distribution process, Manage of resources.

ENQUIRIES
Me K T I Matheatsie, Tel No: (051) 408 1159

POST 44/119

ASSISTANT DIRECTOR; ORGANIZATIONAL DEVELOPMENT: REF NO: H/A/44
Human Resource Directorate: Corporate Office

SALARY
R376 596 per annum. (Level 9)

CENTRE
Bloemfontein

REQUIREMENTS

DUTIES
Develop & maintain the organogram/s. Conduct business process re-engineering investigations. Undertake efficiency promotion exercises. Develop, review and analyze norms and standards. Evaluate higher
level/complex jobs in the Department/Province. Provide advice on the development of job descriptions and the application of job evaluation. Perform administrative functions required in the unit. Manage resources.

ENQUIRIES
Mr C Mathye, Tel No: (051) 408 1852

POST 44/120
LEGAL ADMIN OFFICER: MR-5: REF NO: H/L/14
Legal Services: Corporate Office

SALARY
R373 389 per annum. (OSD)

CENTRE
Bloemfontein

REQUIREMENTS
An LLB degree or equivalent qualification and 8 years’ postgraduate legal experience. Extensive experience in litigation, contract management, legislative drafting and labour management. A driver’s licence is required. Knowledge and Skills: Incumbents must be admitted attorneys or Advocates who have served pupillage and have passed. Both must provide testimonials of good standing with their professional bodies. Incumbents will be expected to undergo security clearance. Extensive knowledge of legislation applicable in the Public Service and Regulations, such as Public Service Act and Regulations, PFMA, Treasury Regulations and Practice Manuals, National Health Act, 2003 and Regulations, Mental Health Care Act, 2002, Promotion of Access to Information Act, 2000, Promotion of Administrative Justice Act, 2000, Occupational Health and Safety, 1993 and Regulations, Labour Relations Act, 1995, Basic Conditions of Employment Act, 1997.

DUTIES
The incumbent will be responsible for, among other things: Providing legal advice and opinion assistance to the Department. Handling litigation matters involving the Department. Giving input into agreements, vetting of contracts and drafting of memoranda of understanding entered into by the Department with other parties. Providing advice on the interpretation and application of legislation administered by the Department. Handling internal and external enquiries of a legal nature. Representing the Department at various committees. Liaising with the State Attorney’s office and other organs of State in protecting the interest of the Department.

ENQUIRIES
Mr M W Fikizolo, Tel No: (051) 408 1112/1113

POST 44/121
MEDICAL ORTHOTIST PROSTHETIST: GRADE 1: REF NO: H/M/21
Orthotics and Prosthetic Services

SALARY
R317 976. per annum. (OSD)

CENTRE
Bloemfontein

REQUIREMENTS
Diploma/Baccalaureus Degree in Medical Orthotics Prosthetics. Registration with the Health HPCSA in in Medical Orthotics Prosthetics. Experience: None after registration with the HPCSA in the relevant profession in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: A Valid driver’s license. Good communication, interpersonal, planning and organizing skills. Basic computer literacy skills in MS-Word, MS-Excel, Database systems etc.

DUTIES

ENQUIRIES
Mr O Mosikare, Tel No: (051) 4081537 Mr J Stallenberg, Tel No: (058) 303 5123

POST 44/122
SENIOR HUMAN RESOURCE OFFICER: REF NO: H/H/12
Staff Establishment: Human Resource Directorate: Corporate Office

SALARY
R257 508 per annum. (Level 7)

CENTRE
Bloemfontein

REQUIREMENTS
A three-year Diploma/Bachelor’s Degree in Human Resource Management/Public Administration/Industrial Psychology/Public Management plus 2 years’ functional experience. Proof of knowledge of the Persal system. Knowledge of Human Resource rei Knowledge And Skills: Public Service Act, 1994 (as amended), Public Service Regulations, 2001 (as amended),

Good communication, people, development, computing, creative thinking and analytical skills. Ability to work under pressure. Be flexible, self-motivated, highly organized and conscientious.

**DUTIES**

Supervise the correct implement of the Staff Establishment of + - 21 000 posts on the PERSAL system. Find suitable solutions for problematic Staff Establishment issues and provide of support to institutions on all post related matters. Provide and assist with statistics. Supervise, plan and co-ordinate the activities of the Human Resource Officers to contribute to the rendering of a professional human resource management service for example: Personnel development, Performance and discipline. Management of subordinates (PDMS), leave, training, disciplinary etc.). Ensure quality of work. Approve transactions on Persal according to delegations. Prepare reports on personnel administration issues and statistics.

**ENQUIRIES**

Me D Oberholster, Tel No: (051) 408 1138

**POST 44/123**

**SENIOR HUMAN RESOURCE OFFICER: REF NO: H/H/13 (5 POSTS)**


**SALARY**

R257 508 per annum. (Level 7)

**CENTRE**

Bloemfontein

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Mr M J Mokgampanyane, Tel No: (051) 408 1179

**POST 44/124**

**SENIOR HUMAN RESOURCE OFFICER: REF NO: H/H/14 (2 POSTS)**


**SALARY**

R257 508 per annum. (Level 7)

**CENTRE**

Bloemfontein

**REQUIREMENTS**


**DUTIES**

Supervise, plan and co-ordinate the activities of the Personnel Officers to contribute to the rendering of a professional human resource management service for example: Personnel development, Performance and discipline. Ensure quality of work. Supervise the implementation and maintenance of
human resource administration practices concerning service benefits and or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, allowances etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) Performance Management. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice Department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Approve transactions on Persal according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9) Prepare reports on personnel administration issues and statistics

ENQUIRIES : Mr A Z G Bebula, Tel No: (051) 408 1883
POST 44/125 : LEGAL ADMIN OFFICER: GRADE 1-3: REF NO: H/L/15
Legal Services: Corporate Office

SALARY : Grade 1: R198 411 per annum
Grade 2: R230 259 per annum
Grade 3: R257 073 per Annum. (OSD)

CENTRE : Bloemfontein

DUTIES : Provide legal advice and support on less serious issues to the Department. Legislative analyses and support. Deal with files pertaining to litigation. Deal with loss control matters.

ENQUIRIES : Mr M W Fikizolo, Tel No: (051) 408 1112/1113

DEPARTMENT OF POLICE, ROADS AND TRANSPORT

APPLICATIONS : For The Department of Police, Roads and Transport to be submitted To: Head: Police, Roads and Transport, P.O Box 119, Bloemfontein 9300 or delivered by Hand at Medfontein Building, St. Andrew Street Bloemfontein

CLOSING DATE : 20 Dec 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. Separate application for every vacancy should be submitted. Applications without a reference number or a clear indication of the post for which you apply will not be considered. 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 44/126 : DIRECTOR: RBE & GMT OPERATIONS: FLEET MANAGEMENT REF NO: FS PR&T/DOFM/01/11/2019 (X1 POST)

SALARY : R1 057 326 per annum. (Level 13) (An all-inclusive package) The remuneration package consists of the basic salary, government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in the 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 assistance.

CENTRE REQUIREMENTS : Bloemfontein

DUTIES : Ensure the provision of earthmoving equipment fleet services to government in the Free State. Ensure, oversee, effective and efficient Government Motor Transport Management Service to internal and external clients. Manage the provision of general hire vehicles to departments and municipalities. Ensure the effective, efficient, economic and transparent use of financial and other resources. Ensure good working relationship with Department and other stakeholders, including improving the image of the Entity and its services to clients.

ENQUIRIES : Mr. S.S Sekobile Acting Chief Director: Corporate Services Tel No: (051) 409 8566/8481


SALARY : R1 057 326. per annum. (Level 13) (An all-inclusive package) The remuneration package consists of the basic salary, government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in the 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

DUTIES : Establish and maintain financial structures. Establish, implement and monitor Financial Management systems. Contribute to the development of the strategic and annual performance plans including coordinating, analysis and advertising. Oversee the budget preparations process, provide advice and support to stakeholders, and review the budget proposal prior to submission to the relevant authority. Oversee the final draft budget preparation process, provide advice and support to stakeholders, and review the final draft budget prior to submission to the relevant authority. Oversee and manage the budget monitoring process, including the production of monthly and quarterly financial and performance reports and provide recommendations and advice to address significant variances. Monitor the operation of accounting systems, controls and procedures in order to ensure the integrity of the financial information. Review and manage the finalization of Quarterly and Annual Financial Statements. Ensure the effective, efficient, economical and transparent use of financial and other resources.

ENQUIRIES : Mr. S.S Sekobile Acting Chief Director: Corporate Services Tel No: (051) 409 8566/8481