

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

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

- APPLICATIONS** : Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 OR Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No Applications Will Be Accepted By Staff In Offices In The Building.
- NOTE** : Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver's license, identity document and a CV. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

OTHER POSTS

- POST 09/42** : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A (PROFESSIONAL) REF NO: PWI 20/05**
Project Management Unit (PMU)
Re-advertise with an amendment to the post description
- SALARY** : Grade A: R1 042 872 per annum (An all-inclusive package) (OSD). The remuneration package consists of the basic salary, the Government's Employee Pension Fund and flexible portion, which may be structured in terms of the rule for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate degree in the built environment with six years' experience as a registered Professional Construction Project Manager. Valid driver's licence with exception of persons with disabilities. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Competencies: Programme and project management, Project management skills, principles and methodologies, Project and professional judgment, Computer-aided engineering and project applications, Project design and analysis knowledge, Project operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Legal and operational compliance, Research and development, Creating high performance culture, Technical consulting. Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness Communication, Computer skills, People management, Planning and organizing, Conflict management, Negotiation skills, Change management.
- DUTIES** : Oversee the implementation of projects. Project Design and analysis effectiveness. Maintain project operational effectiveness. Planning and execution of in-house planned projects and manage the planning and execution of projects where consultants are appointed. Evaluate construction activities to ensure that consultant designs are executed and performed to acceptable standards and investigate cause on non-compliance. Approve fee accounts of consultants and payments of final accounts of consultants and payments of final accounts to contractors of engineering services. Check tender documents for inviting tenders recommended contractors or

professional engineers on the roster of consultants and perform other admin work. Oversee that legal and environmental requirements are adhered to and provide advice guidance to personnel, consultants and contractors regarding the implementation of all relevant acts, working procedures and construction methods. Attend meetings with client departments of projects in a planning stage and site meetings during the execution of projects. Train and oversee candidate construction project managers to ensure their registration as professional.

ENQUIRIES
CLOSING DATE

Mr. F Tokwe Tel No: (051) 492 3718
20 March 2020

POST 09/43

CHIEF RISK OFFICER REF NO: PWI 20/07 (X1 POST)
Sub Directorate Risk Management

SALARY
CENTRE
REQUIREMENTS

R733 257 per annum. (Level 11)
Bloemfontein
A three-year Bachelor's degree or equivalent NQF level 7 qualification with Risk Management, Auditing/ Internal Auditing as a major. 3-5 years' experience in Risk Management, Auditing/ Internal Auditing. Valid driver's license with exception of persons with disabilities. Recommendations: Experience in the development and implementation of Risk Management Systems/Strategies. Experience of Risk Management soft-ware. Practical experience in a risk management services.

DUTIES

Develop risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plan. Manage, implement, review and improve the risk management framework. Undertake studies and analysis for identifying risks to establish the internal and external organisation context. Manage, facilitate and advice on the risk management assessment process. Manage, monitor and review the identified risk response activities. Compile risk profile (ensure that the risk register is maintained). Compile reports as required Facilitate the institutionalisation risk management. Ensure that risk management philosophy and culture is embedded in the organisation. Manage and undertake capacity development (inform, guide and advise employees on risk management matters). Manage the Sub Directorate: Risk Management. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transversal task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Provide functional technical advice and guidance.

ENQUIRIES
CLOSING DATE

Mr. SW Diakos Tel No: (051)-492 381
27 March 2020

POST 09/44

ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: PWI 20/08 (X1 POST)
Sub Directorate Risk Management

SALARY
CENTRE
REQUIREMENTS

R376 596 per annum (Level 09)
Bloemfontein
A three-year Bachelor's degree/ National diploma or equivalent NQF level 6 qualification with Risk Management, Auditing/ Internal Auditing as a major and valid driver's license. 2-3 years' experience in Risk Management, Auditing/ Internal Auditing. Valid driver's license with exception of persons with disabilities. Recommendations: Experience in the development and implementation of Risk Management Systems/Strategies. Experience of Risk Management soft-ware. Practical experience in a risk management services.

DUTIES

To supervise and implement the risk management framework in the organisation. Participate in the development of the risk management framework. Implement the risk management plan. Support the establishment of the risk management philosophy and culture in the organisation. Advocate and promote risk management in the organisation (awareness activities). Risk maturity – data gathering and quality review. Capacity building (training and development). Develop and maintain stakeholder and client relationships.

Continuous monitoring the risk environment. Collect statistical information on indicators of risks. Detect changes in the risk environment (internal and external context). Supervise the capturing of data and maintenance of databases on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate and advice on the risk management assessment process. Facilitate the identification of risks. Analysis of risks. Risk evaluation. Risk response. Compile risk profile (ensure and maintain risk register). Compile reports as required. Monitor and review the identified risk response activities. Monitoring the implementation of the progress of activities to address risks as agreed on. Revising risk response activities. Supervise employees to ensure an effective risk management service. 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
CLOSING DATE

: Mr. SW Diakos Tel No: (051) 492 3811
: 27 March 2020