

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

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

- APPLICATIONS** : Head: Public Works, 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.
- CLOSING DATE** : 23 July 2021
- NOTE** : 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 (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). 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.
- ERRATUM:** Kindly note that the post of Assistant Director: Supply Chain Acquisition (salary Level 9), Centre: Bloemfontein with reference number PWI 21/19 (1xPost) advertised in the public Service Circular 23 dated 25 June 2021. The requirement and duties of the post have been amended as follows:
- Requirements:** An appropriate recognized Bachelor's degree or equivalent qualification in Supply Chain Management/Commercial/Economical/ Financial services with relevant experience in the Supply Chain Management field/Government Service. A relevant tertiary qualification at NQF level 7, 3 years related supply chain experience at supervisory level. Valid driver's license. Recommendations: Computer literacy, ability to work under pressure with minimal supervision and willingness to travel and work irregular hours. Problem solving and analysis. Decision making, team work. Analytic skills. Creativity. Self – management. Customer focus responsiveness. **Duties:** Coordinate (synergize), review and execute the bidding process policies in terms of the supply chain management legal framework and policies. Provide secretarial services to the Bid Evaluation Committee and Bid Acquisition Committee (including obtaining approval and compiling bid documents). Invite quotations, publish tender, expressions and proposal invitations. Receive and opening of tender documents. Evaluate and adjudicate the expressions of interest. Ensure that procurement is carried out through suppliers registered on Central Supplier Database and where applicable through the CIDB register of contractors. Compile a database of approved suppliers in terms of approved national norms and standards. Coordinate, review, and source quotations from suppliers registered on database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions with regards to financial and HR administration. 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 in terms of the required standards. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. People who applied are encouraged to re-apply, the closing date will be 16 July 2021.

OTHER POSTS

POST 24/63 : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: PWI 21/26 (1 POST)**
Directorate: Security Services

SALARY : R733 257. per annum. (A basic salary)
CENTRE : Bloemfontein

REQUIREMENTS : An appropriate recognized Bachelor's Degree or equivalent qualification. Minimum of 3-5 years' experience in Security Management or related field. Completed SSA Security Manager Course. Sound knowledge of MISS, MPSS and Events Management. Good coordination and, organizational and planning, Communication (written and verbal) report writing skills, contract management, interpersonal relations, conflict management and resolution, security management. Ability to work long hours voluntarily and travel extensively, gather information and analyze reports, develop and apply policies, work independently and in a team, lead multidisciplinary team, work under pressure, organize and plan under pressure. Registration with PSIRA, Driving Licence.

DUTIES : Ensure physical security appraisals is conducted in the Department. Consult with SAPS in compliance with the MPSS. Conduct security Threat and Risk Assessment (TRA) as per the MISS and MPSS. Draft recommendations on risk assessment reports and physical appraisals security for approval. Implement approved recommendations in the Department. Monitor Compliance of implemented recommendations. Implement the MISS Policy Framework. Ensure classified documents security. Develop and maintain Key control procedures. Develop, review, implement the security policy and access control directives. Conduct security training and awareness for all security officials. Conduct awareness session of security policy and access control system to staff. Ensure awareness to employees and relevant contractors and consultants of the institution, about the security policy and directives. Evaluate reports on losses of departmental property and security breaches. Compile reports on cases investigated. Conduct security planning meeting prior to event.

ENQUIRIES : Mr T Dhlamini, Acting Director: Security Services, Tel. No: (051) 492 3834

POST 24/64 : **ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: 21/27 (1 POST)**
Directorate: Security Services,

SALARY : R376 596 per annum. (Level 9) (A basic salary)
CENTRE : Bloemfontein

REQUIREMENTS : Applicants must be in possession of a Bachelor's degree or equivalent qualification (NQF level 7), 3-5 years' experience in the field. Analytical skills. Problem solving skills. Strategic planning skills. Training Skills, Report writing skills. Good communication (verbal and written) skills. Computer skills (MS Word, Excel, Power-point, etc), Registration with PSIRA. Driving Licence.

DUTIES : Support the implementation of effective security operations and programs. Coordinate reporting of any security systems faults or defects by Security Officers, Support security operations in management and administration of resources, Support provisioning of effective and efficient Security investigation services, and support the implementation of security operations and protection, People management.

ENQUIRIES : Mr T Dhlamini, Acting Director: Security Services, Tel. No: (051) 492 3834