

**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.
- 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.

OTHER POSTS

- POST 23/68** : **ASSISTANT DIRECTOR (ACQUISITION) REF NO: PWI 21/19 (1 POST)**
Directorate Supply Chain Management
- SALARY** : R376 596. per annum (Level 9)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate recognized Bachelor's degree or equivalent qualification in Supply Chain Management/Commercial/Economical/ Financial services or Grade 12 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** : To coordinate, review, undertake and implement the supply chain management framework and policies through the execution of the bidding process, compilation of a list of service providers, according to the prescribed procurement methodologies. Coordinate (synergies), review and execute the bidding process. Provide secretariat services to the Bid Evaluation Committee and Bid Acquisition Committee (includes obtaining approval) Compile Bid documents. Publish tender invitations. Receiving and opening tender documents. Coordinate, review and compile the list of prospective providers for quotations. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions with regards to financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standards effectively and efficiently. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
- ENQUIRIES** : Mr. K. Radebe Tel No: (051) 492 3902
- CLOSING DATE** : 09 July 2021

POST 23/69 : **ADMINISTRATIVE OFFICER: LEGAL ADMINISTRATION REF NO: PWI 21/20 (2 POSTS)**
Legal Services Directorate

SALARY : R257 508. per annum (level 7) A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : Bachelor's Degree in Law. At least two years' appropriate experience in the legal environment. Knowledge of the Public Finance Management Act, Promotion of Access to Information Act, Labour Relations Act, Housing Act and relevant Public Service legislation and regulations. Verbal and written communication skills, leadership skills, analytical, performance management, problem solving, Batho Pele principles, and interpretation of Acts and Regulations. A valid driver's licence.

DUTIES : Attend to drafting of contracts and relevant documents, provide legal advice and opinions to the Department, attend to litigation on behalf of the Department and represent the Department on all legal matters. Provide recommendation and conclusion with legal prescripts. Participate in Inter-sectoral Committees and meetings on behalf of the Directorate. Assist with general administrative duties within the Directorate. Conduct research of policy, legislation and principles. Submit monthly and quarterly reports, provide inputs into the strategic planning of the Directorate, liaise with stakeholders. Draft and edit legal correspondence on all administrative enquire and conduct awareness on the legal interventions.

ENQUIRIES : Adv. KP Moletse Tel No: (051) 492 3813
CLOSING DATE : 09 July 2021

POST 23/70 : **SECRETARY TO DIRECTOR REF NO: PWI 21/21 (1 POST)**
Directorate: Research

SALARY : R173 703 per annum. (Level 5) A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 Certificate or equivalent qualification. Strong in respect of Microsoft office packages which include Word, Excel, PowerPoint and outlook. Ability to work under pressure. People oriented; ability to work in a team environment. Ability to deal with sensitive information in a confidential and professional manner.

DUTIES : Provide an effective secretarial and administrative support. Serve as first point of contact for the office. Answering and screening of incoming telephone calls, as well as making calls, including the managing and updating of contact lists message management and take comprehensive message. Proactive dairy management, travel arrangement for the senior manager and all the staff and the manager's office, appointments for the senior manager, arranging meetings for the Senior Manager (venues, equipment requirements, documentation, parking, refreshments, etc) and coordinating arrangements pertaining to visitors. Receiving of visitors to office and control of office environment including the provision of tea and refreshments. Completing accurate claims forms, calculating telephone and cell phone expenses, registering claims and following-up on claims. Identifying needs with regard to consumables, equipment, IT in the senior manager and ensuring that suppliers are in order. Managing the senior manager office consumable budget and reconciliation of office expenses. Provide professional document management (keep good track record of incoming and outgoing correspondence, excellent filing system, typing, including the faxing, photocopying and dispatching of general correspondence (letters, agendas, minutes, memos, reports faxes) within specified time. Organize and coordinate functions, workshops and internal and external meetings and prepare required documents. Type presentations, letters, agendas, minutes, memos, reports, faxes, edit guides and manuals.

ENQUIRIES : Mr SP Menye Tel No: (051) 492 1747
CLOSING DATE : 09 July 2021