

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT**

It is the Department's intention to promote Equity (race, gender and disability) through the filling of these posts with a candidate whose appointment/promotion/transfer will promote representativity in line with the numeric targets contained in our Employment Equity Plan.

CLOSING DATE : 19 April 2024

NOTE : Directions to applicants: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed by the Applicant. The application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of Foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). 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 during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

MANAGEMENT ECHELON

POST 11/12 : **DEPUTY DIRECTOR-GENERAL REF NO: FS CSRT 01/01/2024 (X1 POST)**

SALARY : R1 663 581 per annum (Level 15), (all-inclusive remuneration package). The remuneration package consists of the basic salary – 70% of the package, the Government's contribution to the Government Employee Pension Fund 13% of the basic salary and flexible portion which may be structured in terms of the rules for the structuring of the flexible portion and which include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE REQUIREMENTS : Head Office (Bloemfontein)
An appropriate bachelor's degree PLUS the relevant NQF level 8 qualification as recognized by SAQA, Qualification in Civil Engineering or Construction Management, or equivalent qualification with a minimum of 8 -10 years' experience at a Senior Managerial level. A valid driver's license. Prior to appointment (i.e no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela).

DUTIES : Provide overall strategic management of the branch relating to the Roads, Transport Infrastructure, Transport Regulations and Transport Operations budget programmes. Oversee the functioning of Provincial Transport and Taxi Industry; Provide strategic management in the development of infrastructure and maintenance of provincial roads. Provide strategic vision to ensure a safe road traffic environment; Monitor the attainability and sustainability of performance standards as reflected in departmental strategic thrusts. Monitor and evaluate the implementation of strategic direction organizational and operational plans and policies of the branch. Provide strategic direction in respect of utilization and development of human capital. Ensure that financial resources and designated funds and conditional grants are optimally managed in collaboration with the Chief Financial Officer.

ENQUIRIES APPLICATIONS : Office of the HoD: Ms. N. Mopeli at 072 781 5180
To be submitted to: Head of Department: Community Safety, Roads and Transport, P.O Box 119, Bloemfontein, 9300 or delivered by Hand at the 45 Charlotte Maxeke Street, Perm Building, Bloemfontein.

<u>POST 11/13</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: FS CSRT 02/01/2024 (X1 POST)</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (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.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bloemfontein) A three-year Bachelor's degree or Advanced Diploma in Financial Management Field or an equivalent qualification at NQF level 7 as recognized by SAQA. A SAICA CA qualification will be an added advantage. A minimum of six (6) years relevant experience in financial accounting, management accounting/budgeting, supply chain management and asset management of which five (5) years must be at Senior Management Level. A valid drivers license. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Knowledge and understanding of the public sector financial management. Experience in preparation and management of strategic plans, business plans, budgets and financial reports. Ability to implement and maintain internal systems and controls to ensure sound financial management as well as the management of resources. Excellent knowledge and understanding of Transactional and Development Finance, Asset and Liability management as well as Audit and Risk Governance Management. Proven skills in Financial Accounting, Management Accounting and Supply Chain Management within a government institution. Knowledge of and experience in the application of government policies and legislation relevant to the post of Chief Financial Officer. Comprehensive knowledge and understanding of the Public Finance Management Act (PFMA), 1999 and Generally Recognised Accounting Practice (GRAP) including proven experience in its application. Skills and Competencies: Excellent. Communication skills (written and verbal) appropriate to operational and executive levels. Flexibility and ability to work under pressure. Ability to provide leadership to a team. Innovative and self-driven professional. Excellent interpersonal skills and team player. Strategic capability and leadership. Financial management (GAAP, GRAP, Auditing practices and business planning). Programme and Project Management. People Management and Empowerment. Change management. Service Delivery Innovation. Excellent planning and organisational skills. Analysis, problem solving and judgment. Decision Making. Managing Complexity. Accountability. Resilience. Customer Service Orientation. Business Performance Management. Organisational Resource Management.
<u>DUTIES</u>	:	Provide strategic leadership and guidance on financial matters relating to the Department. Ensure strategic financial management for the Department; i.e. Revenue, Expenditure, Assets Management, Liability and Supply Chain Management. Oversee the development of financial models that facilitate the selection of optimised funding options for the Department. Develop and maintain the Departmental Financial Strategy, Policies, Standards and Procedures. Coordinate Departmental budget processes. Ensure the implementation of Management Accounting processes within the Department through the planning, co-ordination, and management of the budget and Medium-Term Expenditure Framework budget processes. Management and monitoring of Revenue and expenditure and Reporting in line with Public Finance Management Act (PFMA), 1999. Ensure compliance with relevant government legislation, regulations, policies, and provisions of the PFMA. Provide timely, accurate and relevant reports to all stakeholders. Be accountable for the Department's revenue and banking management. Ensure the rendering of financial accounting services through the monitoring of monthly accounting services and oversee the development and submission of interim and annual financial statements. Management of the Department's financial systems and administration of salary-related matters inclusive of Compensation of Employees (COE). Liaison with key stakeholders such as the Provincial Treasury, Auditor-General of South Africa as well as Risk Management and Audit Institutions. Advise the Accounting Officer pertaining to matters that have strategic, financial and revenue implications. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Direct the overall operations and staff within the Financial Management Chief Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Office of the HoD: Ms. N. Mopeli at 072 781 5180 To be submitted to: Head of Department: Community Safety, Roads and Transport, P.O Box 119, Bloemfontein, 9300 or delivered by Hand at the 45 Charlotte Maxeke Street, Perm Building, Bloemfontein.
<u>POST 11/14</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: FS CSRT 03/01/2024 (X1 POST)</u>
<u>SALARY</u>	:	R1 162 200 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.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bloemfontein) A Recognised qualification in Law (LLB); Minimum of 5 years' working experience in middle management level or in private practice. Proven extensive experience in the practice of law, either as an admitted Attorney or an Advocate. Valid driver's license. The Nyukela Public Service SMS

Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Required skills: Litigation; Legislative drafting; contract management including drafting, negotiation and vetting of all types of legal agreements; Legal drafting and research; Compliance management; Dispute Resolution; Presentation skills; Good communication (verbal and written), Project management; Strategic capability and leadership; Analytical thinking; Planning and organising; People and resource management; Computer literacy. Required Knowledge: Prescripts governing the Public Service including: the Constitution of the Republic of South Africa, PFMA, PAJA, PAIA. High Court, Labour Court, Magistrates Court and CCMA Rules.

DUTIES : Reporting to the Chief Director: Corporate Services the successful candidate will provide strategic leadership and direction to ensure efficient and effective provision of legal services. Manage the provision of legal advice and opinions in the Department; Review internal policies; Review and draft legislation; Manage litigation; negotiate, draft and quality assure contracts (i.e MOA's and MOU's). Continuously monitor compliance with statutory obligations. Liaise with both the State Law Advisors and State Attorneys. Prepare and manage the submission of monthly, quarterly or ad hoc reports. Quality assures the work produced in the Directorate. Provide continuous support and training of departmental staff on legal matters. Manage Directorate's staff and allocated resources in the Directorate.

ENQUIRIES APPLICATIONS : Office of the HoD: Ms. N. Mopeli at 072 781 5180
 : To be submitted to: Head of Department: Community Safety, Roads and Transport, P.O Box 119, Bloemfontein, 9300 or delivered by Hand at the 45 Charlotte Maxeke Street, Perm Building, Bloemfontein.

POST 11/15 : **DIRECTOR: EMPLOYEE RELATIONS REF NO: FS CSRT 04/01/2024 (X1 POST)**

SALARY : R1 162 200 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 : Head Office (Bloemfontein)
 : An appropriate qualification (NQF level 7) as recognised by SAQA, Bachelors Degree or equivalent qualification (NQF level 7) in Labour Law or related study field in Employee or Industrial Relations. Five (5) years of experience in Middle Management Level. Valid driver's license. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Legal Knowledge and understanding of the following prescripts, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations. Budgeting and Financial Management legislation. Labour Relations Act. Employment Equity Act. Skills Development Act and Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury Regulations. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act. (PAJA). Minimum of Information Security Standard (MISS). Protection of Personal Information Act (POPIA). Governance and Corporate Affairs. General Litigation. Legislative Requirements: Skills: Technical Proficiency. Business Writing Skills. Communication (verbal and written). Problem solving and Decision making. People Management and Empowerment. Positive Employee relations orientation and Customer Focus. Negotiation skills. Change management. Work Ethic and self-management.

DUTIES : Strategically manage and oversee Employee Relations Directorate within the department. Preventing conflicts and facilitating the resolution of grievances between Employees and Management. Promotion of sound labour relations within the Department. Oversee the management of misconduct investigations and disciplinary hearings. Ensure that the Department is represented in the conciliation and arbitration hearings/ set-downs. Facilitate effective collective bargaining processes and advise management on the appropriate interpretation and implementation of collective agreements. Promote constructive relationships between the department and employee representatives (labour unions). Facilitate and manage the consultation processes on Departmental policy review. Oversee the preparation and submission of labour relations reports and liaise with both State Law Advisors and State Attorneys through Legal Services Directorate. Management of resources in the Directorate.

ENQUIRIES APPLICATIONS : Office of the HoD: Ms. N. Mopeli at 072 781 5180
 : To be submitted to: Head of Department: Community Safety, Roads and Transport, P.O Box 119, Bloemfontein, 9300 or delivered by Hand at the 45 Charlotte Maxeke Street, Perm Building, Bloemfontein.0

POST 11/16 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: FS CSRT 05/01/2024 (X1 POST)**

SALARY : R1 162 200 per annum (Level 13), (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 : Head Office (Bloemfontein)

REQUIREMENTS

: A SAQA recognised B-degree (NQF7) in Human Resource Management/ Public Management or other related field; Minimum of 5 years' Human Resource; working experience at middle management level. Valid driver's license. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and PowerPoint). Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Knowledge of HR practices in the Public Service and of HR formulas. Proven experience in Policy Development and implementation. The ability to think strategically. Skills: Strategic Management and Leadership, Stakeholder Management, Project Management, People Management and Empowerment, Financial Management, Change Management, Client Orientation and Customer Care, Good communication skills (verbal and written), Good interpersonal and mediation, Analytical and problem-solving skills. Computer literacy.

DUTIES

: The successful candidate will ensure Development and provision of strategic leadership and direction with respect to the following key functions: Monitor the implementation of Human Resource legislative framework and directives. Managing the human resource information systems. Developing and facilitating the implementation of both the Retention Strategy and Succession plan. Management of compensation and the conditions of service of employees by ensuring effective processing and implementation of allowances, leave including PILIR, housing, pension, overtime, service terminations, long service recognition etc. Managing and coordinating the development and implementation of recruitment and selection processes. Monitoring HR trends and developments to inform recruitment and selection processes. Ensuring the alignment of recruitment strategies and plans to the approved HR Plan; Advising on strategies to align recruitment to the available personnel budget in consultation with the CFO; Evaluating the impact of Human Resource Practices and Administration processes; Implementing human resource planning, strategies and processes in line with the department's mandate, objectives and personnel budget allocation. Ensure the development and implementation of Employment Equity Plan; Managing the analysis of HR reports; Overseeing the development of Operational Plans to give strategic direction to business units. Compiling management reports on performance against operational plan. Developing, reviewing and implementation of HR Practices and Administration policies, procedures, processes and standard operating procedures (SOPs) to ensure efficient and effective service delivery. Build the culture of high performance and accountability by creating internal communications platforms to ensure broadened understanding and adherence to HR Practices and Administration. Management of human resource personnel records by ensuring proper document management system. Management of risk by proactively identifying and analysing the risk areas related to HR Practices and Administration. Dealing with audit findings and implementation of mitigating action plans. Provide support and training on HR Practices and Administration.

ENQUIRIES

: Office of the HoD: Ms. N. Mopeli at 072 781 5180

APPLICATIONS

: To be submitted to: Head of Department: Community Safety, Roads and Transport, P.O Box 119, Bloemfontein, 9300 or delivered by Hand at the 45 Charlotte Maxeke Street, Perm Building, Bloemfontein.

OTHER POST

POST 11/17

: **SENIOR INTERNAL AUDITOR REF NO: FS CSRT 07/01/2024 (X2 POSTS)**

SALARY

: R359 517 per annum (Level 08)

CENTRE

: Head Office (Bloemfontein)

REQUIREMENTS

: National Senior Certificate, National Diploma (NQF Level 6) in Internal Auditing with 2-3 years relevant experience in the field of internal auditing and / or auditing (1 year supervisory experience). Possession of an Internal Audit Technician (IAT) and Professional Internal Auditor (PIA) certificate will be an added advantage. A valid driver's license. Knowledge and Skills: Knowledge: International Standards for the Professional Practice of Internal Auditing. Reasonable knowledge of the Public Finance Management Act No. 1 of 1999 and Treasury Regulations, the Public Sector Enterprise Risk Management Framework, and other relevant prescripts. Understanding of project management principles. Good presentation, interviewing, client and interpersonal relationship skills. Exceptional analytical and decision-making skills. Diversity awareness. Ability to pay attention to detail. Deadline driven and willingness to work under pressure and travel when required, is expected to apply sound and impartial rulings to ensure observance of internal audit guidelines, and proactively apply the principle of confidentiality as espoused in the Code of Ethics. Innovative, good interpersonal and problem-solving skills. Must be computer literate and be able to use audit software. Good oral and written communication skills. Good organizational and administrative skills. The candidate must possess a valid driver's license. Ability to assist with the supervision and coaching of internal audit interns and learners. Honesty and integrity, independence and good judgement.

DUTIES

: Planning individual audit assignments. Execute detailed audit procedures, prepare audit working papers, and summarize audit procedures performed. Draft audit reports for review by senior

personnel. Conduct ad-hoc and consulting audit assignments as allocated, as well as follow-up audits. Assist in Developing strategic internal audit plans. Implement the approved Internal Audit operational plan. Participate in the coordination with other internal and external service providers of assurance 60 to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment.

ENQUIRIES
APPLICATIONS

- : Ms. L. Prins-Bademan at 066 380 9331
- : To be submitted to: Head of Department: Community Safety, Roads and Transport, P.O Box 119, Bloemfontein, 9300 or delivered by Hand at the 45 Charlotte Maxeke Street, Perm Building, Bloemfontein.