



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 20/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

DEPARTMENT OF THE PREMIER

DATE: 2008 / 02 / 25

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

PROVINCIAL ADMINISTRATION: DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

- APPLICATIONS : Head: Public Works, Roads and Transport, Human Resources Management, P.O. Box 7551, Bloemfontein, 9300 OR Applications that are hand delivered must be brought to the foyer of the Medfontein Building, where they must be placed in the appropriately marked sealed container at: Security Entrance, Ground Floor, Medfontein Building, St Andrews Street, Bloemfontein
- CLOSING DATE : 05 March 2008
- NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number not be processed. No faxed or e-mailed applications will be considered and applications received after the closing date indicated below will not be accepted. The Department intends to promote representivity through the filling of vacancies.

THE POST OF CHIEF FINANCIAL OFFICER IS BEING RE-ADVERTISED. APPLICANTS WHO APPLIED IN THE ADVERTISEMENT WHICH CLOSED ON 21 DECEMBER 2007 NEED NOT RE-APPLY. THEIR APPLICATIONS WILL BE CONSIDERED.

- POST : CHIEF FINANCIAL OFFICER: PWRT 2008/001
- SALARY : R635 874 per annum (including basic salary of 60% of package), State contribution to GEPP, and flexible portion. The flexible portion can be structured according to the individual's personal needs.
- CENTRE : Bloemfontein
- REQUIREMENTS : The ideal candidate must be in possession of an appropriate postgraduate tertiary qualification in Accounting or Financial Management with proven managerial experience. Extensive knowledge of and experience in Public Service financial management. Excellent written and verbal communication skills. Driver license (code 8) Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract and Financial Disclosure.
- MANAGEMENT COMPETENCIES: This position calls for a creative and innovative strategic thinker who is adaptable to changes in the work environment and often difficult work circumstances. Registration as a CA (SA) would be an added advantage Sound technical knowledge of GRAP (Generally Recognized Accounting Practices) and GAAP (Generally Accepted Accounting Practices), which will encompass the transition to the "accrual" basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management. Ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Line Managers. Sound knowledge of strategic planning processes and associated budgetary processes.
- DUTIES : Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer. Ensuring that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the Strategic Plan. Ensuring that all conditional grants and

donor funds are properly managed and financial reports prepared. Provide technical advice to Line Managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the Strategic Objectives of the Department, legislative imperatives and good governance arrangements. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles assuring value for money. Oversee the budgetary process within the Department, exercise budgetary control and provide at a strategic level early warning arrangements. Develop and facilitate the implementation of the Supply Chain Management System consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statements and liaison with the Auditor-General in this regard. Assist with the implementation of the Division of Revenue Act. Liaise with the relevant role-players within the three spheres of government in the financial environment regarding transversal financial and corporate governance matters.

<u>ENQUIRIES</u>	:	Mr SW Diakos (Director Human Resources Management) Tel no: (051) 405 4340
<u>POST</u>	:	<u>Assistant Director: Cleaning Services: PWRT 2008/002</u> Directorate: Property Management and Housekeeping
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A three-year bachelor's degree or equivalent NQF level 6 qualification in Management OR Grade 12 with extensive experience in the Government Service. Relevant experience, Knowledge of hygiene standards, A valid driver's license
<u>RECOMMENDATIONS</u>	:	Good leadership and interpersonal skills. Written and verbal communication skills. Ability to plan, execute and compile report. Prepared to work irregular hours, weekends, and public holidays where necessary. Computer skills (MS Word, Excel, Power-point, etc)
<u>DUTIES</u>	:	Control and supervise cleaning staff and assist with the day-to-day Cleaning. Administer attendance records for cleaning personnel. Execute daily inspections of the government buildings to ensure its cleanliness. Overseeing the procurement processes in respect of placing orders for cleaning materials. Controlling the inventory of cleaning material and equipment. Draft the schedules for cleaning services. Supervise and managing service in respect of moving of furniture in government buildings. Provide leadership pertaining to the planning, advocacy and support for the provisioning of cleaning service to the government buildings. Developing and updating a policy framework on the standards for cleaning service in the department, taking into consideration the Occupational Health and Safety Act. Overseeing the cleaning service contracts. Liaison between the relevant client Departments and institutions with a view to ensure an integrated approach to facilities management, service delivery planning; and monitoring performance against the set standards. Ensure the safekeeping and correct utilization of equipment and other resources allocated.

<u>ENQUIRIES</u>	:	Ms N Zulu, Director Property Management and Housekeeping Tel 051-410 7500
<u>POST</u>	:	<u>Assistant Director: Gardening Services: PWRT 2008/003</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A three-year bachelor's degree or equivalent NQF level 6 qualification in Horticulture/Landscaping/ Facilities Management. Relevant landscaping experience. Knowledge of project management. A valid driver's license
<u>RECOMMENDATIONS</u>	:	Good leadership and interpersonal skills. Written and verbal communication skills. Ability to plan, execute and compile report. Computer skills (MS Word, Excel, Power-point, etc)
<u>DUTIES</u>	:	Provide leadership pertaining to the planning, advocacy and support for the provisioning of gardening service to the government buildings. Control inventory of gardening tools and equipments for various buildings. Developing and updating a policy framework on the standards for garden service in the department, taking into consideration the Occupational Health and Safety Act. Drafting gardening schedules for government buildings. Developing and implementing interventions for ensuring effective and efficient garden services. Overseeing the cleaning and garden service contracts. Liaison between the relevant client Departments and institutions with a view to ensure an integrated approach to facilities management, service delivery planning; and monitoring performance against the set standards. Ensure the safekeeping and correct utilization of equipment and other resources allocated to the Section.
<u>ENQUIRIES</u>	:	Ms N Zulu, Director Property Management and Housekeeping Tel 051-410 7500
<u>POST</u>	:	<u>Assistant Director: Demand Management: PWRT 2008/009</u> Directorate Supply Chain Management
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	BLOEMFONTEIN
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor's degree or equivalent qualification in Commercial/Economical/ Financial and relevant experience <u>OR</u> Grade 12 with extensive experience in the Supply Chain Management field/government service Knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Police
<u>RECOMMENDATIONS</u>	:	Appropriate experience. Knowledge of BAS and LOGIS systems. Good communications and interpersonal skills. Good managerial skills. Computer skills (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Conduct an industry and commodity analysis to ensure that required resources fulfill identified needs. Determine strategies for the department to achieve government broader policy goals such as enhancing of Black Economic Empowerment (BEE) through the supply chain management process. Determine specifications. Calculate economic order quantities and identify lead time. Verify a company's claim of preferences/compliance to SARS/DTI's requirements prior to awarding of a tender, and make recommendations to management. Manage the human capital in the unit.

<u>POST</u>	:	<u>Supply Chain Management Practitioner: Logistics (Region): PWRT 2008/010</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	PHUTHADITJHABA
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor's degree or equivalent qualification in Commercial/ Economical/ Financial services and relevant experience <u>OR</u> Grade 12 with extensive experience in the Supply Chain Management field/Government Service. Knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA). Valid driver's license
<u>RECOMMENDATIONS</u>	:	Appropriate experience. Knowledge of BAS and LOGIS systems. Good communications and interpersonal skills. Good managerial skills. Computer skills (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Oversee the rendering and issuing of stock and services in line with the preferential database. Coordinating and implementing the SCM action plans to ensure the implementation and achievement of Business Plans objectives. Ensuring proper stock taking and asset verification. Keep a database for all redundant and unserviceable items for disposal purposes. Supervising and managing demand, acquisition, logistics, disposals and risk management. Ensuring that procurement of goods and services is in accordance with the approved delegations, directives and SCM procedures. Ensure the departmental database is used correctly for the promotion of SMME's and BBEEE suppliers. Verifying the correctness of the prepared inputs documents/request memos. Maintaining ledgers and filing of documentation registered. Assist with the management of administrative duties, such as compilation of monthly management report and performance appraisal. Monitor the implementation of unique numbering of assets. Perform the duties of LOGIS system controller. Management of staff and other resources allocated to the region.
<u>POST</u>	:	<u>Supply Chain Management Practitioner: Logistics (Head Office): PWRT 2008/011</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	BLOEMFONTEIN
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor's degree or equivalent qualification in Commercial/ Economical/ Financial services plus relevant experience <u>OR</u> Grade 12 with extensive experience in the Supply Chain Management field/Government Service. Knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA). Valid driver's license
<u>RECOMMENDATIONS</u>	:	Appropriate experience. Knowledge of BAS and LOGIS systems. Good communications and interpersonal skills. Good managerial skills. Computer skills (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Oversee the rendering and issuing of stock and services in line with the preferential database to contribute effective and efficient procurement of items/services. Oversee the capturing of receipts on the LOGIS system to ensure proper records. Execute LOGIS functions according delegations. Pre-authorize payments according to financial delegations. Ensure that request memos are completed correctly, payments are processed timeously and proper records are kept thereof. Contribute to good financial management by ensuring good asset management, keep records and forward necessary reports to asset management unit. Supervising and controlling the opening of a bid box.

POST : Chief Supply Chain Management Clerk: PWRT 2008/012
SALARY : R106 335 per annum
CENTRE : BLOEMFONTEIN
REQUIREMENTS : Senior Certificate. Extensive experience in a procurement/acquisition management environment. Knowledge of the PFMA, PPPFA, National Treasury Regulations and Instructions, BEE/BBBEE Act.
RECOMMENDATIONS : Knowledge of BAS and LOGIS systems. Good communications and interpersonal skills. Good managerial skills. Computer skills (MS Word, Excel, PowerPoint, etc).
DUTIES : Oversee the rendering and issuing of stock and services in line with the preferential database to contribute effective and efficient procurement of items/services. Oversee the capturing of receipts on the LOGIS system to ensure proper records. Execute LOGIS functions according delegations. Pre-authorize payments according to financial delegations. Ensure that request memos are completed correctly, payments are processed timeously and proper records are kept thereof. Contribute to good financial management by ensuring good asset management, keep records and forward necessary reports to asset management unit.

Enquiries: Mr S. Menye, Tel (051) 409-8560

POST : Administrative Officer: PWRT 2008/004
 Subdirector: Revenue Management
SALARY : R106 335 per annum
CENTRE : Bloemfontein Registration Authority
REQUIREMENTS : An appropriate recognized Bachelor's degree or equivalent qualification in management studies OR grade 12 Certificate with extensive experience in customer care/government service. Valid driver's license
RECOMMENDATIONS : Good interpersonal and communication skills. Ability to perform under pressure. Computer literacy. Commitment to Service Delivery. Willing to travel in the regions.
DUTIES : To monitor the registration and Licensing of motor vehicles on a computerized system (NaTIS) to maintain vehicle population. Provide organizational support in respect of floor management and client services. Support functionaries e.g. controlling of documents, drafting of correspondence to the general public, other organizations and government departments Performs liaison services with clients at Lengau Registering authority. Act as Liaison Officer at Lengau registering Authority. Execute a variety of administrative tasks pertaining to the rendering of administrative support to line functionaries. General supervision of clerical staff. Compile statistics to show performance and trends. Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. interpreting of statutes/provisions, policies, etc. Document management and maintaining of prescripts and records related to the functions of the Department. Facilitate training and development of clerical personnel and any other duties that may be necessary for the smooth running of the office. The management of performance and development of staff to attain objectives and enhance job performances.

<u>POST</u>	:	<u>Chief Administration Clerk</u>
<u>NO OF POSTS</u>	:	5 posts
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRES</u>	:	<u>Bloemfontein Registration Authority (2 posts) (Ref: PWRT 2008/005)</u> <u>Xhariep District (1 post) (Ref: PWRT 2008/006)</u> <u>Phuthaditjhaba Registration Authority (1 post) (Ref: PWRT 2008/007)</u> <u>Harrismith Registration Authority (1 post) (Ref: PWRT 2008/008)</u>
<u>REQUIREMENTS</u>	:	Senior Certificate, plus relevant experience in the administration and customer care. A valid driver's license.
<u>RECOMMENDATIONS</u>	:	Good interpersonal and communication skills. Ability to perform under pressure. Computer literacy. Knowledge of the Road Traffic Act and National Traffic Information System (NaTIS). Commitment to Service Delivery. Willing to travel in the regions.
<u>DUTIES</u>	:	To monitor the registration and Licensing of motor vehicles on a computerized system (NaTIS) to maintain vehicle population. To monitor the issuing of permits to authorize the use of unregistered / unlicensed / unroadworthy vehicles. To monitor the issuing of learners/drivers licenses and PRDP to ensure valid drivers on the road. To monitor the cash up of revenue received for transactions to ensure that ledgers balances. To monitor the certification of roadworthy status to verify the roadworthiness of vehicles. To monitor the processed transactions to ensure the effective revenue collection. Perform the administration of all key responsibilities to ensure record keeping and reporting. Prepared to work overtime. Prepared to work on weekends. The management of performance and development of staff to attain objectives and enhance job performances.
ENQUIRIES	:	Mr T. Seroalo Tel no: 051 – 409 8472