




## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 21/2008**

**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**

*This department is an equal opportunity affirmative action employer. The department intends to promote representivity through the filling of vacancies. Preference will be given to suitable persons who's appointment/promotion/transfer will promote representivity*

- APPLICATIONS : Applications should be submitted on a Z83 form, accompanied by certified copies of qualification certificates, CV and ID to: The 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 and sealed container at: Security Entrance, Ground Floor, Medfontein Building, St Andrews Street, Bloemfontein.
- CLOSING DATE : 15 March 2008
- NOTE : These posts are based in Bloemfontein except otherwise stated. General requirements: Verification on qualifications and South African citizenship will be conducted and no e-mails or faxed applications will be considered. Correspondence will be limited to short-listed candidates only.
- POST : Deputy Director: Land Acquisition and Planning Administration: REF NO. PWRT 2008/12  
Directorate: Land Transport Planning
- SALARY : An all inclusive remuneration package of R311 358 per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines.
- REQUIREMENTS : The formal qualification required for the post is an appropriate recognised Bachelors degree or equivalent qualification; At least 3-5 years administrative experience, coupled by management skills, A valid driver's license.
- RECOMMENDATIONS : Well developed and proven supervisory and management skills; Good interpersonal skills coupled with excellent verbal and written communication skills and a moderate degree of computer literacy; Ability to control and ensure the adherence to budgetary objectives with respect to financial matters; Proven ability to co-ordinate, comply and enforce the policies of the government; Knowledge of performance management and conflict management skills will be an added advantage.
- DUTIES : Overall administration of the land acquisition and compensation matters. Administration of the proclamation processes in the directorate. Managing all administration matters regarding the appointment, training and facilitating of Road Boards. Ensure the formulation and execution of operational plans in with regard to implementation of the Departmental Business Plan. Co-ordinate and evaluate policies, proposals and legislation arising from policy decisions whilst ensuring consistent application and compliance of all policies. Responsible for optimal utilization of human as well as material and equipment resources.
- ENQUIRIES : Ms G M Mentz - (051 409 8574)
- POST : Deputy Director: Regulatory Auditing: PWRT 2008/13  
Directorate: Internal Audit

SALARY	:	An all inclusive remuneration package of R311 358 per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines.
REQUIREMENTS	:	A three-year Bachelor's degree or equivalent NQF level 6 qualification augmented by exposure to internal auditing background; A valid driver's license.
RECOMMENDATIONS	:	Report writing and communication skills; Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations; Knowledge of internal audit standards; Supervisory experience; Registration with SA Institute of Internal Auditors will be a strong recommendation. Computer skills (MS Word, Excel, Power-point, etc).
DUTIES	:	Executing planned adequacy, effective audit assignments and prepare audit assignments in line with the annual audit plans. Development of the audit framework and reviewing the policies and procedures for promoting fraud prevention and sound financial controls. Assist in the developing a rolling 3-year strategic internal audit plan based on its assessment of key areas of risk for the department, with due regard to its current operations, those proposed in its strategic plan and its risk management strategy. Submitting continuous reports to the Audit Committee and Management on the efficient delivery of programmes and achievement of objectives. Follow-up on issues raised in the previous reports of the Auditor General and Internal Auditors. Effective and efficient management of human, financial and logistical resources of the Subdirectorate.
POST SALARY	: :	<u>Deputy Director: Forensic Auditing: PWRT 2008/14</u> An all inclusive remuneration package of R311 358.00 per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines.
REQUIREMENTS	:	A three-year Bachelor's degree or equivalent NQF level 6 qualification augmented by exposure to internal auditing background; A valid driver's license.
RECOMMENDATIONS	:	Report writing and communication skills; Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations; Knowledge of internal audit standards; Supervisory experience; Registration with SA Institute of Internal Auditors will be a strong recommendation. Computer skills (MS Word, Excel, Power-point, etc)
DUTIES	:	Development of the audit framework and reviewing the policies and procedures for preventing fraud and ensuring internal control measures; Executing planned adequacy, effective audit assignments in line with annual audit plans; Monitor fraud related and other special investigations and assignments at the request of management and audit committee; Assist in the development of a 3-year rolling annual internal audit operational plan and also monitor the implementation of the Integrity Promotion Strategy incorporating anti-fraud prevention strategy; Co-ordination and overall control of the processes relating to forensic audits, performance audits, compliance audits and information systems and operations; Evaluate the extent to which management has identified their inherent risks, as well as the adequacy and cost effectiveness of internal control measures; Submitting continuous reports to the audit

committee and Management on the efficient delivery of programmes and achievement of objectives; Follow up on issues raised in the previous audit reports of the Auditor General and Internal Auditors; Effective and efficient management of human, financial and logistical resources of the Subdirectorate.

ENQUIRIES	:	Ms M Solfafa Tel 051 – 4033022
POST	:	<u>Assistant Director: HR Admin, Service Conditions: PWRT 2008/15</u> Directorate Human Resources Management
SALARY REQUIREMENTS	:	R157 686 per annum An appropriate recognized Bachelor's Degree or equivalent qualification in Human Resources Management plus intermediate experience in the similar environment. Thorough knowledge of human resources management policies and practices relating to employment. Valid driver's license.
RECOMMENDATIONS	:	Knowledge of Public Service Regulatory Framework. Good written and written communication skills, Sound interpersonal and liaison skills, Computer skills (MS Word, Excel, Powerpoint, etc)
DUTIES	:	To handle the efficient administration of service conditions inclusive Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, relocation, Pension, Allowances etc.) in order to ensure alignment with the public service prescripts. Address human resource management enquiries to ensure the correct implementation of human resource management practises. Ensure the successful implementation of departmental/ public service policies on matters related to human resource management to adhere to the relevant prescripts/ legislation. Provide inputs on the development/amendments of Human Resource Management Policies/ practises. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice Department/ personnel on human resource administration matters to enhance the correct implementation of personnel administration practises/ policies. Management of human resources which include, inter alia training and development of officials, performance management, and work allocation. Authorise transactions on Persal according to delegations.
ENQUIRIES	:	Mr SW Diakos Tel no : (051) 405 4340