



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 31/2008**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: DEPARTMENT OF PUBLIC WORKS, ROADS & 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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

**DEPARTMENT OF THE PREMIER**

**DATE:** .....

2008 / 03 / 10

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

[www.fs.gov.za](http://www.fs.gov.za)

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

*The department intends to promote representivity through the filling of vacancies. Preference will be given to suitable persons whose appointment/promotion/transfer will promote representivity*

<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	Please note: Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by updated comprehensive and detailed Curriculum Vitae with certified copies of qualification certificates, driver's license and a copy of Identity Document or passport attached. Applicants are requested to complete a Z83 form properly. Full particulars of qualifications and experience (On separate page, if necessary) must be submitted. Direct your application quoting the relevant reference number and corresponding centres of employment above on the Z83 form. No faxed or e-mailed applications will be considered and applications received after the closing date indicated below will not be accepted. Only applications sent by post, or placed in the appropriate container at the security entrance at Medfontein Building will be considered. The Department intends to promote representivity through the filling of vacancies. Preference will be given to suitable persons whose appointment/promotion/transfer will promote representivity. Failure to comply with the above-mentioned instructions will result in the application not being considered and automatically disqualified. Correspondence will be limited to short-listed candidates only. Candidates, who are not contacted within four months for an interview, can assume that they did not meet the short-listed criteria and are hereby thanked for applying.
<b><u>POST</u></b>	:	<b><u>DEPUTY DIRECTOR: TECHNICAL 1 POST: REFERENCE NO.: PWRT 2008/019</u></b> Directorate: Works Construction and Maintenance
<b><u>REMUNERATION</u></b>	:	An inclusive remuneration package of <b>R369 000.00</b> per annum. The package includes 75% 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.
<b><u>CENTRE</u></b>	:	Motheo Region, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized Bachelors degree/Technical Diploma or equivalent qualification. A valid code B driver's license. Experience in the built environment
<b><u>RECOMMENDATIONS</u></b>	:	Strong leadership and managerial skills. Highly evolved knowledge of project management and planning skills. Ability to compile technical reports. Proven ability to co-ordinate, comply and enforce the development of legislation arising from policies of Government and the department.
<b><u>DUTIES</u></b>	:	Liaising with Senior Management and colleagues of different ranks with regard to technical support and advice on construction and maintenance of infrastructure; Administer all budget and financial management matters; Management and supervision of staff on direct and indirect levels in the section; Allocation of resources to internal projects, controlling and monitoring of projects run by consulting engineers as well as Departmental Project Teams; Overall supervision of projects; Advise on the development and maintenance of policy, methods, practices and standards on quality services; Developing, refining and adjusting policies, standards, directives and procedures as required by delegated powers and relevant safety legislation; Visit building sites and regions to conduct inspections on site and monitor progress and quality of work on related projects; Participating in and initiation of public private partnership with regard to Community based Public Works Programme activities which requires professional services participation.
<b><u>ENQUIRIES</u></b>	:	Mr B. Keyter : Tel: 051 405 4381
<b><u>POST</u></b>	:	<b><u>DEPUTY DIRECTOR: TRAFFIC MANAGEMENT (THABO MOFUTSANYANA AND FEZILE DABI)</u></b> <b><u>1 POST: REF NO: PWRT 2008/020</u></b>
<b><u>REMUNERATION</u></b>	:	R311 358.00 per annum (all inclusive package) 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
<b><u>CENTRE</u></b>	:	Bloemfontein (Workstation may be changed at a later stage)
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year post matric qualification (NQF 6) and appropriate experience in traffic law enforcement field, OR Matric with 10 years experience of which 5 years should be in a supervisory field. Diploma in Examiner of Vehicles. Diploma in Examiner for Driving Licenses. Basic Training of Traffic Officers. Valid and unendorsed Driving license
<b><u>RECOMMENDATIONS</u></b>	:	Supervisory experience. Knowledge of Criminal Law. Financial management Background .
<b><u>DUTIES</u></b>	:	Co-ordination of research into causes of accidents and improvements in policies, as well as ensuring the co-ordination and control of the implementation of policies in the districts. Evaluation of data of goal matrix and traffic administration to determine the efficiency/performance of the district. Management of resources, subordinates and special traffic policing units (i.e. overloading

control, BMW, speeding, moving violations, etc) in the district for ensuring law enforcement. Controlling the expenditure register for ensuring budget control, and also determining the monthly overtime hours for the district. Managing the prosecution of traffic violators and other warrants of arrests, and other cases that are referred to court. Plan for the major projects relating to traffic issues. To manage the frequent inspections of all inspections for motor vehicles, testing centres for driver's licenses and offices regarding equipment, infrastructure and administration thereof. Management of the Inspectorate services relating to the identification of corruption and fraudulent activities among officers through inspection and complaints-handling, as well as attending to the appeal cases registered by public on offenses issued against them. Continuous inspection and evaluation of the purposefulness and effectiveness of policies, procedures and control methods regarding the inspectorate services. Co-ordination of traffic policing programmes such as Arrive Alive campaigns, overloading control and weighbridges.

**ENQUIRIES** : Mr KE Sease (Director: Traffic Management) Tel no: (051) 4037400

**POST** : ADMINISTRATIVE OFFICER: SECURITY ADMINISTRATION, 2 POSTS REFERENCE: PWRT 2008/ 021  
Directorate: security Administration

**SALARY** : R106 335.00 p.a. (Salary Level 7)  
**CENTRE** : Bloemfontein (Head Office)  
**REQUIREMENTS** : An appropriate recognized Bachelor's degree or equivalent qualification in Commercial/ Economical/ Financial services OR grade 12 Certificate with extensive experience in government service.

**RECOMMENDATIONS** : Good interpersonal and communication skills. Ability to perform under pressure. Computer literacy. Commitment to Service Delivery. Willing to travel in the regions.

**DUTIES** : Providing an efficient administration support to security line functionaries; Provision of sound financial and budgetary processes to ensure adherence to policy prescripts; Ensuring sound procurement, asset and facility management in line with the policy prescripts; Contribution to project initiation, scope definition for security-related projects; Monitoring the expenditure as well as compilation of reports to the management; Performing general administrative duties and assisting with management functions; Execute a variety of administrative tasks pertaining to the rendering of administrative support to line functionaries; General supervision of clerical staff; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. interpreting of statutes/provisions, budgeting, maintenance, Document management and maintaining of prescripts and records related to the functions of the Directorate. The management of performance and development of staff to attain objectives and enhance job performances.

**POST** : CHIEF SECURITY OFFICER (5 POSTS)  
INFORMATION SECURITY (2 POSTS) REFERENCE NO PWRT 2008/017)  
CAPACITY BUILDING (3 POSTS) REFERENCE NO (PWRT 2008/018)

**SALARY** : R 106 335 per annum  
**CENTRE** : Bloemfontein (Head Office)  
**REQUIREMENTS** : Grade 12 or equivalent qualification with extensive applicable experience in security environment. Successful candidates will be expected to undergo a security clearance.

**RECOMMENDATIONS** : Investigation skills will be an advantage. Prepared to work shifts. Prepared to be rotated between buildings. Good verbal and written communication skills. Good interpersonal skills. Ability to work independently. Experience in working in community based safety and security structures.

**DUTIES** : Implement, organize, coordinate and control security matters within his area and buildings, which include carrying out of inspections and after-hours visits. Undertake, organize and coordinate continued training for security officials within his area. Compile reports regarding the effectiveness and efficiency of security measures in place and make recommendations on remedial measures. Compile misconduct reports on the part of security officials and liaise with the Labour Relations Office. Investigate alleged misconduct cases on the part of security officials, issue warnings and forward copies to the Labour Relations Office. Liaise with institutional heads where security service is rendered to foster smooth and sound relations between security and such institutions. Ensure effective and efficient execution of departmental security policies. Liaise with other stakeholders with regard security matters. Render advisory services to other personnel with regard to security matters. Ensure that security officials hold inspection parade prior to them assuming duty. Draft and draw a timetable for shifts and straight shift security officials. Scrutinize night duty allowance claim forms. Controls leave record of security officials and recommend leave application forms.

**ENQUIRIES** : Mr T.D. Phume (Director: Security Administration) Tel no. (051 – 405 4760)