



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 46/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

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:

2008/05/27

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



PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST ASSISTANT DIRECTOR: ACQUISITION AND
CONTRACT MANAGEMENT

SALARY: R157 686 per annum (Level 9)

CENTRE : BLOEMFONTEIN

REQUIREMENTS : An appropriate Bachelors Degree (or equivalent qualification)

RECOMMENDATIONS Experience in supply chain management. Knowledge of the Public Finance Management Act, Treasury Regulations and Preferential Procurement Policy framework Act. Experience 3 to 5 years in management. Computer literate in MS Word and Excel.

KEY RESPONSIBILITIES:

1. To manage the Bid administration process in the Department: Manage the process to evaluate, requests to arrange bids and deviate from the normal bidding procedures for the Department for correct handling. Establish and determine the best bidding system to be followed and bid evaluation criteria. Ensure that all bid source documents are correctly and accurately compiled. Monitor the follow-up of outstanding documentation. Manage the process of critical evaluations and finalise all bids or deviation from the normal bidding procedures for the Department. Ensure the adherence of all Financial and Supply Chain Management Prescripts in Bidding Process. Compiling of policies, directives, prescripts, circulars and notices within the sub-directorate.
2. To manage the contract and negotiation management unit: Ensure that all contracts for signing are correctly prepared. Arrange meetings with all stakeholders for signing and finalizing of contracts. Ensure the development and maintaining of a database of all suppliers. Negotiation of better deals with suppliers. Monitor contract agreement of suppliers.
3. To ensure efficient and effective secretariat services for the bid adjudication committee: Ensure the running of an efficient and effective support service and secretariat services for the following committees and stakeholders: •The Bid Adjudication Committee •Specification Committee •Bid Evaluation Committee
4. Management of Resources

KEY COMPETENCIES: Experience of LOGIS and BAS. Computer skills. Accounting Skills

ENQUIRIES : Mr. K Motloutse
Tel : 051 403 3745



local government & housing

Department of
Local Government and Housing
FREE STATE PROVINCE

REFERENCE NR. : LGH2008/24

APPLICATIONS : (Attention: Ms.S Phillips)
Chief Directorate Corporate Services
P.O. Box 211
BLOEMFONTEIN
9300

OR

Security Entrance Lebohang Building, C/O St.
Andrew- and Markgraaff Streets, Bloemfontein

CLOSING DATE: 27 June 2008

PO Box 211, Bloemfontein, 9300

Lebohang Building, 7th Floor, cnr St Andrews and Markgraaf Streets, Bloemfontein

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local government & housing

Department of
Local Government and Housing
FREE STATE PROVINCE

PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST : MESSENGER/DRIVER

SALARY : R49 665 per annum (Level 3)

CENTRE : BLOEMFONTEIN

REQUIREMENTS : Grade 12 with a valid drivers license

DUTIES: : Render an effective and efficient driver service to the Department. Provide an effective and efficient messenger service to the Department to ensure the correct and effective communication of documents and correspondence and ensure that all mail and correspondence is fetched and delivered on a daily basis in line with the needs of the Department.

ENQUIRIES : Ms. R Venter
Tel : 051 403 3499

REFERENCE NR. : LGH2008/25

APPLICATIONS : (Attention: Ms.S Phillips)
Chief Directorate Corporate Services
P.O. Box 211
BLOEMFONTEIN
9300

OR

Security Entrance Lebohang Building, C/O St.
Andrew- and Markgraaff Streets, Bloemfontein

CLOSING DATE: 10 June 2008

PO Box 211, Bloemfontein, 9300

Lebohang Building, 7th Floor, cnr St Andrews and Markgraaf Streets, Bloemfontein

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