



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 42/2007

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:.....22/05/2007.....

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

CLOSING DATE: 15 June 2007

POST: Deputy Director: Demand and Acquisition Management

SALARY: An all-inclusive remuneration package of **R289 635.00** 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

REF. NO.: PWRT 2007/0029

CENTRE: BLOEMFONTEIN

Requirements:

- An appropriate recognized Bachelor's degree or equivalent qualification in Commercial/Economical/ Financial services plus relevant and appropriate experience
- Knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA)
- Successful completion of SCMI course
- A valid driver's license (Code B).

Recommendations:

- Knowledge of BAS and LOGIS systems
- Good communications and interpersonal skills
- Good managerial skills
- Computer skills (MS Word, Excel, PowerPoint).

Key Performance areas: The successful incumbent will be responsible to:

- Compile and maintain 3/5 years SCM Departmental Project Plan
- Compile and maintain the SCM Annual Procurement Strategy
- Ensure that effective Bid Administration is achieved through compilation of bid documents, notification and invitation of bids/quotations/proposals, applying the bid evaluation criteria, assisting and providing advice with evaluation of bids to the Bid Adjudication Committee
- Ensure that effective acquisition of goods and services are accomplished based on the Just in Time principle
- Ensure effective Contract Administration including monitoring and evaluating adherence to the contract agreement by the contractor
- Manage the human capital.

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

CLOSING DATE: 15 June 2007

POST: Assistant Director: Disposal Management

SALARY: R146 685 per annum

REF NO.: PWRT 2007/0030

CENTRE: BLOEMFONTEIN

Requirements:

- An appropriate recognized Bachelor's degree or equivalent qualification in Commercial/ Economical/ Financial services plus relevant and appropriate experience
- Knowledge of the Public Finance Management Act, 1999, Treasury Regulations
- Knowledge of the Government provisioning and procurement procedures (BAS and LOGIS)
- Knowledge of Supply Chain Management and related prescripts and procedures
- Computer literacy
- Valid driver's license

Recommendations:

- Planning and organizing skills
- Communication (written and verbal) skills
- Supervisory skills
- Monitoring and evaluation skills
- Ability to work independently and under pressure.

Key Performance areas:

- Support the Head: Supply Chain Management with regards to the implementation of the department disposal management strategy
- Ensure that effective Asset Management (moveable) is implemented, through obsolescence planning, database maintenance and asset control
- Determine a departmental disposal strategy
- Ensure proper control of departmental assets and disposals
- Oversee the effective control of stock, equipment, orders and payments
- Control and manage the execution of the disposal process
- Overall performance and development management of unit and personnel.

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

Applications to: Head: Public Works, Roads and Transport
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: 15 June 2007

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. Applications are requested to complete a Z83 form properly and 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. 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 instruction 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. Only applications sent by post, or placed in the appropriate container at the security entrance at Medfontein Building will be considered.

Director Roads Construction and Maintenance

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

DIRECTORATE: ROADS CONTRUCTION AND MAINTENANCE

CLOSING DATE: 08 June 2007

This is a re-advertisement. Applicants who applied previously need not re-apply, as their applications will be considered.

POST : Director Roads Construction and Maintenance
(1 post)

REMUNERATION : An all inclusive remuneration package of **R502 725.00** per annum. The package includes 60% 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.

CENTRE/S : Bloemfontein

REFERENCE NO. : PWRT 2007/0031

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- The formal qualification required for the post is an appropriate recognized Bachelors Degree in Civil Engineering or equivalent qualification
- Relevant appropriate experience.
- A valid driver's license.
- **Note:** Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract and Financial Disclosure.

RECOMMENDATIONS:

- Project management, analytic skills and knowledge in roads construction and maintenance activities.
- Strategic and visionary leadership skills
- Extensive knowledge of legislation, policies and procedures in respect of the Public Service.
- Advanced skills in writing, communication, facilitation, co-ordination and presentation.
- Knowledge of roads maintenance costing system (added advantage).
- Knowledge of the Expanded Public Works Program.

KEY PERFORMANCE AREAS:

1. Providing strategic direction and management in respect of road construction and maintenance activities.
2. Provision of high-level expertise and leadership in respect of both the roads-maintenance and road construction capital projects.
3. Oversee the adherence of the legal and environmental requirements in all matters of road construction projects, as well as provision of advice and guidance to personnel, consultants and contractors regarding the implementation of all relevant acts, working procedures and construction methods.
4. Rendering expert professional and technical guidance to Chief Engineers, Regional Engineers, Technicians and Road Superintendents to ensure quality control and optimal utilization of road building material and resources during maintenance as well as road construction capital projects.
5. Overseeing the compilation of the district operational business plans in respect of road maintenance and construction activities, as well as monitoring the expenditure per activity in road maintenance.
6. Strategic management of the pavement management systems and gravel management systems as per the legislative framework.
7. Monitoring and evaluation of pavement performance on all provincial roads, which entails the co-ordination of preventative maintenance programs regarding the conditions of roads in order to address rutting, cracking, potholes, etc.
8. Liaison with the Road Building Equipment component on the availability of the mechanical plant.
9. Provision of reports to the Chief Director Roads on the performance of all road related activities taking place in all districts.
10. Managing the procurement of roads maintenance material as required in all districts.
11. Ensuring the effective management of the budget and other resources of the directorate.

ENQUIRIES : Mr A. Troskie Tel no: (051) 409 8477

APPLICATIONS: Head: Public Works, Roads and Transport
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

*** NO APPLICATIONS WILL BE ACCEPTED BY STAFF IN OFFICES IN THE BUILDING.**

INSTRUCTIONS: **How to apply:**

- ♣ Applications should be submitted on a Z83 form obtainable from any Public Service Department and should be accompanied by an updated comprehensive & 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 the Z83 form properly and full particulars of qualifications and experience (on separate page, if necessary) must be submitted.

Direct your application quoting the relevant reference number & corresponding centre 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.

♣ 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.

♣ Failure to comply with the above-mentioned instructions will result in the application not being considered and automatically disqualified.

PLEASE NOTE: Your attention is drawn to:

- 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 shortlist criteria and are hereby thanked for applying.
- Only applications sent by post, or placed in the appropriate container at the security entrance at Medfontein Building will be considered.
- No applications should be handed in at Human Resources staff's offices, this measure is required for control purposes to ensure that no late applications be considered.
