

FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 05/2007

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: 23/02/2007

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 Property Management and Housekeeping
CLOSING DATE: 6 MARCH 2007

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

POST	:	Deputy Director: Contract Administration 1 post
REMUNERATION	:	An all inclusive remuneration package of R289 635.00 per annum. The package includes a choice between 70% or 75% basic salary, 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 2007/007

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Applicants must be in possession of a 3-year tertiary qualification in property-management field or equivalent NQF 6 qualification.
- Financial management knowledge
- Computer Literate
- Relevant experience
- Driver license (code B)

RECOMMENDATIONS:

Demonstrable commitment through high sense of urgency and willingness to work extra hours.
Knowledge of both the State Land Disposal Act, PFMA and Public Service property disposal procedures will be an added advantage.

Knowledge of mineral rights issues.

Ability to interpret policy in property administration and management

Knowledge of the Public Service reporting procedures

Good communication skills, negotiating, inter-personal, supervisory and reporting skills..

KEY PERFORMANCE AREAS:

- ♦ Management of the leasing and renting contracts of all government buildings.
- ♦ Contract finalization and contract administration.
- ♦ Development and maintenance of the debtor system and conducting regular internal control and inspections.
- ♦ Effective and efficient management of the processes leading to monthly payment of rentals for the leased and rented buildings
- ♦ Keep track of developments with regards to property management trends.
- ♦ Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in good time.
- ♦ Preparation of reports to top management and all relevant stakeholders

- ◆ Providing solutions to queries relating to non-payments.
- ◆ Compilation of monthly reports, monthly reconciliation of PERSAL deductions and bank deposits.
- ◆ Management of the collection of rental payments and ensuring follow-up of bad debts.
- ◆ Managing the performance of sub-ordinates and resources to enhance productivity of the unit.

ENQUIRIES : Ms N Zulu Tel no : (051) 410 7540

APPLICATIONS POSTED TO: Head: Public Works, Roads and Transport
 Directorate: Human Resources Management
 P.O. Box 7551
BLOEMFONTEIN
9300

OR

APPLICATIONS THAT ARE HAND DELIVERED MUST BE BROUGHT TO THE FOYER OF MEDFONTEIN BUILDING WHERE THEY MUST BE PLACED IN THE APPROPRIATELY MARKED BOX AT

SECURITY
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.
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Deputy Director: Utilities

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

Directorate Property Management and Housekeeping

CLOSING DATE: 6 MARCH 2007

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POST	:	Deputy Director: Utilities 1 post
REMUNERATION	:	An all inclusive remuneration package of R289 635.00 per annum. The package includes a choice between 70% or 75% basic salary, 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 2007/006

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Applicants must be in possession of a 3-year tertiary qualification in property-management field or equivalent NQF 6 qualification.
- Financial management knowledge
- Computer Literate
- Relevant experience
- Driver license (code B)

RECOMMENDATIONS:

Demonstrable commitment through high sense of urgency and willingness to work extra hours.

Knowledge of both the State Land Disposal Act, PFMA and Public Service property disposal procedures will be an added advantage.

Knowledge of mineral rights issues.

Ability to interpret policy in property administration and management

Knowledge of the Public Service reporting procedures

Good communication skills, negotiating, inter-personal, supervisory and reporting skills.

KEY PERFORMANCE AREAS:

- ♦ Ensuring the timeous payment of water and electricity accounts for the government properties
- ♦ Effective and efficient preparation and processing of the rates and taxes for the Municipal services
- ♦ Provide solutions to queries relating to non-payments of rates and taxes, as well as other sundry utilities.
- ♦ Compilation of monthly reports, monthly reconciliation of statements for the utilities.
- ♦ Keep track of developments with regards to property management trends.
- ♦ Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in good time.
- ♦ Preparation of reports to top management and all relevant stakeholders
- ♦ Managing the performance of sub-ordinates and resources to enhance productivity of the unit.

ENQUIRIES : Ms N Zulu Tel no : (051) 410 7540

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Directorate: Human Resources Management
P.O. Box 7551
BLOEMFONTEIN
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DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
Directorate Property Portfolio

CLOSING DATE: 6 MARCH 2007

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

POST	:	Deputy Director: Valuations and Property Disposals 1 post
REMUNERATION	:	An all inclusive remuneration package of R289 635.00 per annum. The package includes a choice between 70% or 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.
CENTRE/S	:	Bloemfontein
REFERENCE NO.	:	PWRT 2007/009

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Applicants must be in possession of a 3-year tertiary qualification in property-management field or equivalent NQF 6 qualification
- Financial management knowledge
- Computer Literate
- Relevant experience
- Driver license (code B)

RECOMMENDATIONS:

Demonstrable commitment through high sense of urgency and willingness to work extra hours.

Knowledge of both the State Land Disposal Act, PFMA and Public Service property disposal procedures will be an added advantage.

Knowledge of mineral rights issues.

Ability to interpret policy in property administration and management

Knowledge of the Public Service reporting procedures

Good communication skills, negotiating, inter-personal, supervisory and reporting skills..

KEY PERFORMANCE AREAS:

- ♦ Management of the acquisition and disposal of fixed property or rights in fixed property.
- ♦ Follow up with the relevant parties on conveyance process on state properties as recommended by the department.
- ♦ Prepare submissions to the relevant Land Disposal committee for ensuring compliance with the prescripts.
- ♦ Management of the asset register as well as updating and maintenance of properties disposed of.
- ♦ Identify vacant and unused properties and recommend that they be lease, disposed of or be restructured for other purposes.
- ♦ Ensuring the accurate market related values of all Properties according to the Public Service guidelines.
- ♦ Evaluate state-owned property regularly for rentals.

- ♦ Keep track of developments with regards to property management trends.
- ♦ Preparation of reports to top management and all relevant stakeholders
- ♦ Managing the performance of sub-ordinates and resources to enhance productivity of the unit.

ENQUIRIES : Mr MP Lepitsi Tel no : (051) 410 7540

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Directorate: Human Resources Management
P.O. Box 7551
BLOEMFONTEIN
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DEPUTY DIRECTOR-BUDGET, REVENUE AND EXPENDITURE CONTROL

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
DIRECTORATE: BUDGET, REVENUE AND EXPENDITURE CONTROL**

CLOSING DATE: 28 FEBRUARY 2007

- POST** : Deputy Director-Budgeting and Reporting
- REF** : PWRT 2007/008
- NO. OF POSTS** : 1 post
- SALARY** : An all inclusive remuneration package of R289 635 per annum.
(Salary level 11)
- CENTRE/S** : Bloemfontein (1 post)
- REQUIREMENTS**
- Possess an appropriate Bachelor's Degree or suitable equivalent, majoring in Finance or Accountancy.
 - The appropriate candidate must be well versed in knowledge related to finance and budgeting matters.
 - Policy formulation, interpretation and implementation
 - Possess relevant financial experience
 - Valid driver's license
 - Advanced computer literacy.
- RECOMMENDATIONS**
- Possess sound project management skills
 - Have thorough financial management knowledge & experience
 - Be conversant with Government procedures related to the work
 - Have highly evolved communication and interpersonal skills.
 - Staff supervision skills.
 - Ability to work under pressure.
 - Analytical and problem solving skills.
 - Good and effective verbal and writing communication skills
- DUTIES** : **Key Performance areas:** *The ideal candidate will be required to:*
- Compilation of budget documentation and relevant financial management reports and obtaining consensus on requested and approved budget.
 - Monthly monitoring, evaluation and compilation of in-year report and budgetary reports.
 - Provision of advice to management on budget trends and virements or budget shifts.
 - Compilation of financial reports for quarterly, monthly and other meetings.
 - Statistical analysis of expenditure trends.
 - Projects monitoring in terms of financial and actual progress and

- advising when deviations occur.
- The overall management of the unit staff and resources.

ENQUIRIES : **Contact for further information:**

Mr G. du Pisani: Director: Budget, Revenue and Expenditure Control
Tel. (051) 409 8561

APPLICATIONS POSTED TO: Head: Public Works, Roads and Transport
Directorate: Human Resources Management
P.O. Box 7551
BLOEMFONTEIN
9300
OR

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Deputy Director EPWP Technical Support

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
Deputy Director: EPWP Technical Support
Chief Directorate Expanded Public Works Programme
CLOSING DATE: 6 MARCH 2007

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

POST : Deputy Director: EPWP Technical Support (MMS Level 12)
1 post

REMUNERATION : An all inclusive remuneration package of **R343 257.00** per annum. The package includes 70/76% 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 : Bloemfontein

REFERENCE NO. : PWRT 2007/002

MINIMUM QUALIFICATIONS

- A three-year bachelor's degree or equivalent NQF level 6 qualification in civil engineering/technical field.
- Extensive knowledge in community development projects
- Knowledge of labour intensive projects
- A valid driver's license

RECOMMENDATIONS :

- Good leadership and interpersonal skills.
- Written and verbal communication skills.
- Ability to plan, execute and report on a project.
- Computer skills (MS Word, Excel, Power-point, etc)

KEY PERFORMANCE AREAS:

- Ensuring that all EPWP project designs and contracts comply with the set labour intensive project methods.
- Providing expert advise to the client departments and municipalities with regards to compliance to set standards and health and safety issues.
- Assisting the municipalities and contractors regarding capacity problems during the execution of projects.
- Monitoring, evaluation and reporting on the implementation of EPWP projects.
- Identify and conceptualize labour-intensive job creating projects.
- Undertake feasibility and viability studies of identified projects.
- Managing the human and material resources in the component.

ENQUIRIES: Mr M Mokhantso, Chief Director Expanded Public Works Programme
Tel 051-4052221

APPLICATIONS POSTED TO:

Head: Public Works, Roads and Transport
Directorate: Human Resources Management
P.O. Box 7551
**BLOEMFONTEIN
9300**

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Deputy Director Housekeeping

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
Deputy Director: Housekeeping
Directorate Property Management and Housekeeping
CLOSING DATE: 6 MARCH 2007

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

POST : Deputy Director: Housekeeping
1 post

REMUNERATION : An all inclusive remuneration package of **R289 635.00** per annum. The package includes 70/75% 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

CENTRE : Bloemfontein

REFERENCE NO. : PWRT 2007/005

MINIMUM QUALIFICATIONS

- A three-year bachelor's degree or equivalent NQF level 6 qualification in Administration or Development.
- Relevant experience
- Knowledge of project management
- A valid driver's license

RECOMMENDATIONS :

- 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)

KEY PERFORMANCE AREAS:

- Provide strategic leadership pertaining to the planning, advocacy and support for the provisioning of cleaning, gardening and maintenance service to the government buildings.
- Developing and updating a policy framework on the standards for both cleaning and garden service in the department, taking into consideration the Occupational Health and Safety Act.
- Developing and implementing interventions for ensuring effective and efficient housekeeping 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, inclusive of cleaning, gardening and maintenance service delivery, planning; and monitoring performance against the set standards.
- Ensure the safekeeping and correct utilization of equipment and other resources allocated to the Subdirectorate.
- Overseeing all operational and maintenance functions relating to cleaning services at all MPL residences e.g. setting-up tables, decorations, etc
- Oversee the Subdirectorate's budget and resources in accordance with the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations.

ENQUIRIES: Ms N Zulu, Director Property Management and Housekeeping
Tel 051-410 7500

APPLICATIONS POSTED TO:

Head: Public Works, Roads and Transport
Directorate: Human Resources Management
P.O. Box 7551
BLOEMFONTEIN
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Deputy Director Sector Co-ordination

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
Deputy Director: Sector Co-ordination
Chief Directorate Expanded Public Works Programme
CLOSING DATE: 6 MARCH 2007

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

- POST** : Deputy Director: Sector Co-ordination
4 posts
Economic Sector/Social Sector/Environmental Sector/Infrastructure Sector
- REMUNERATION** : An all inclusive remuneration package of **R289 635.00** per annum. The package includes 70/75% 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
- CENTRE** : Bloemfontein
- REFERENCE NO.** : PWRT 2007/003

MINIMUM QUALIFICATIONS

- A three-year bachelor's degree or equivalent NQF level 6 qualification in Administration or Development.
- Extensive knowledge in community development projects
- A valid driver's license

RECOMMENDATIONS :

- Good leadership and interpersonal skills.
- Written and verbal communication skills.
- Ability to plan, execute and report.
- Computer skills (MS Word, Excel, Power-point, etc)

KEY PERFORMANCE AREAS:

- Co-ordinate and assist in the development of sector business plans.
- Provide the secretarial function at Sector Steering Committee meetings.
- Promotion of the concept of job creation.
- Providing advise to stakeholders of EPWP framework
- Facilitate the workshops on EPWP issues
- Monitoring the implementation of EPWP projects against the sector plans and targets.
- Assisting with regards to the preparation of Sectoral progress reports to the Department of the Premier and National Public Works.
- Liaison role with other departments within the sectors, as well as other stakeholders.
- Managing the budget and other resources of the sub-directorate.
- Analyze, interpret and compile sectoral reports and other related documents.
- Managing human, financial and other resources allocated to the unit.

ENQUIRIES: Mr M Mokhantso, Chief Director Expanded Public Works Programme
Tel 051-4052221

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Directorate: Human Resources Management
P.O. Box 7551
BLOEMFONTEIN
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DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

Directorate Property Portfolio
CLOSING DATE: 6 MARCH 2007

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

POST	:	Deputy Director: Assets and Facilities 1 post
REMUNERATION	:	An all inclusive remuneration package of R289 635.00 per annum. The package includes a choice between 70% or 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.
CENTRE/S	:	Bloemfontein
REFERENCE NO.	:	PWRT 2007/008

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Applicants must be in possession of a 3-year tertiary qualification in property-management field or equivalent NQF 6 qualification
- Financial management knowledge
- Computer Literate
- Relevant experience
- Driver license (code B)

RECOMMENDATIONS:

Demonstrable commitment through high sense of urgency and willingness to work extra hours.

Understanding of the PFMA.

Ability to interpret policy in property administration and management

Knowledge of the Public Service reporting procedures

Good communication skills, negotiating, inter-personal, supervisory and reporting skills..

KEY PERFORMANCE AREAS:

- ♦ Management of the allocation of office and rental accommodation
- ♦ Ensuring the optimal utilization of office space and accommodation
- ♦ Determination of the renting tariffs for the government property
- ♦ Providing solutions to queries relating to the allocation of office space and other accommodation issues.
- ♦ Compilation of monthly reports.
- ♦ Conduct regular inspections at state properties to ensure that properties are used for the intended purposes, and to establish that occupants are legal.
- ♦ Keep track of developments with regards to property management trends.
- ♦ Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in good time.
- ♦ Preparation of reports to top management and all relevant stakeholders
- ♦ Managing the performance of sub-ordinates and resources to enhance productivity of the unit.

ENQUIRIES : Mr MP Lepitsi Tel no : (051) 410 7540

APPLICATIONS POSTED TO: Head: Public Works, Roads and Transport
Directorate: Human Resources Management
P.O. Box 7551
BLOEMFONTEIN
9300

OR

APPLICATIONS THAT ARE HAND DELIVERED MUST BE BROUGHT TO THE FOYER OF MEDFONTEIN BUILDING WHERE THEY MUST BE PLACED IN THE APPROPRIATELY MARKED BOX AT

SECURITY
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.
- ❖ If applying for more than 1 position, a separate application must be provided for each post applied for. Each Z83 application is only valid for 1 position.
- ❖ 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. Candidate's 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.
- ❖ Applications will not be accepted by staff in offices in the Building.
- ❖ All enquiries regarding the abovementioned post must be directed to the person indicate at the enquiries. No other staff member will entertain queries in this regard.
