

# FREE STATE PROVINCE



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 72/2007**

**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:** 2007/08/03

Department of the Premier ▼ Departement van die Premier ▼ Lefapha La Tonakgolo

**Human Resource Advice, Co-ordination and Management Directorate**

# FREE STATE PROVINCE



MEC: PUBLIC WORKS, ROADS AND TRANSPORT  
HEAD: PUBLIC WORKS, ROADS AND TRANSPORT  
DEPUTY DIRECTOR GENERAL: ROADS AND TRANSPORT  
DEPUTY DIRECTOR GENERAL: PUBLIC WORKS, EPWP AND PROPERTY MANAGEMENT  
ACTING CHIEF FINANCIAL OFFICER  
CHIEF DIRECTOR: CORPORATE GOVERNANCE  
CHIEF DIRECTOR: EPWP  
CHIEF DIRECTOR: TRANSPORT MANAGEMENT  
CHIEF DIRECTOR: PUBLIC WORKS  
CHIEF DIRECTOR: ROADS  
CHIEF DIRECTOR: PROPERTY MANAGEMENT  
CHIEF DIRECTOR: RESEARCH, MONITORING AND EVALUATION  
DIRECTOR: SUPPLY CHAIN MANAGEMENT  
DIRECTOR: BUDGET, REVENUE MANAGEMENT AND EXPENDITURE REPORTING  
DIRECTOR: INTERNAL AUDIT  
DIRECTOR: TRAFFIC MANAGEMENT  
DIRECTOR: TRANSPORT MANAGEMENT  
TRANSPORT REGISTRAR  
DIRECTOR: ROAD SAFETY AND CAPACITY BUILDING  
WORKS PROJECT MANAGER AND CLIENT SERVICES: HEALTH  
WORKS PROJECT MANAGER AND CLIENT SERVICES: EDUCATION  
DIRECTOR: LAND TRANSPORT INFRASTRUCTURE PLANNING  
DIRECTOR: LAND FREIGHT TRANSPORT LOGISTICS  
DIRECTOR: EPWP PROJECTS  
DIRECTOR: EPWP LEARNERSHIP AND EMERGING CONTRACTOR DEVELOPMENT  
DIRECTOR: ROAD BUILDING EQUIPMENT AND FLEET MANAGEMENT  
DIRECTOR: SECURITY MANAGEMENT  
DIRECTOR: PROPERTY MANAGEMENT AND HOUSEKEEPING  
DIRECTOR: PROPERTY PORTFOLIO  
DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION  
DIRECTOR: RESEARCH AND DEVELOPMENT  
DIRECTOR: LEGAL CONTRACT ADMINISTRATION  
DIRECTOR: ORGANIZATIONAL DEVELOPMENT  
DIRECTOR: HUMAN RESOURCES MANAGEMENT  
ACTING DIRECTOR: ROADS CONSTRUCTION AND MAINTENANCE  
ACTING DIRECTOR: FINANCE  
DEPUTY DIRECTOR: INFORMATION TECHNOLOGY  
DEPUTY DIRECTOR: FINANCIAL MANAGEMENT  
DEPUTY DIRECTOR: REVENUE MANAGEMENT

**HUMAN RESOURCES MANAGEMENT CIRCULAR NO ...27... OF 2007**

**ADVERTISEMENT OF POSTS: CLOSING DATE 17 AUGUST 2007**

The above-mentioned circular is attached for your information. To ensure that officials receive this particular circular timeously, **It is the responsibility of the DE Members and Managers to re-distribute this circular to the staff under their Management.**

**HEAD: PUBLIC WORKS, ROADS AND TRANSPORT**

Date: 21/7/2007



Department of Public Works,  
Roads & Transport

Departement van Openbare  
Werke, Paaie & Vervoer

Lefapha la Mesebetsi ya Setjhaba  
Ditsela, le Dipalangwa

**DIRECTORATE: HUMAN RESOURCES MANAGEMENT**

P.O. Box 690, Bloemfontein. Republic of South Africa, Republiek van Suid-Afrika, Riphabolike ya Afrika Borwa

☎ +27(0)51 405 4340

☎ +27(0)51 403 3879

✉ hrm@freetrans.gov.za

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**  
**Deputy Director: Technical Services (1 post)**  
**Chief Directorate Public Works**  
**CLOSING DATE: 17 AUGUST 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: Technical Services (1 post)  
(MMS Level 12)
- REMUNERATION** : An all inclusive remuneration package of **R369 000,00** 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** : Lejweleputswa/Fezile Dabi : PWRT 2007/30  
(based at Kroonstad)

**MINIMUM QUALIFICATIONS**

- An appropriate recognized Bachelors degree/Technical Diploma or equivalent qualification
- A valid driver's license
- Project management experience.

**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:**

- Liaise 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;
- Manage and supervise 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;
- Participate in and initiation of public private partnership with regard to Community based Public Works Programme activities which requires professional services participation.

**ENQUIRIES:**

Mr MT Thebe, Chief Director Public Works  
**Tel 051-4053331**

**APPLICATIONS TO:**

Head: Public Works, Roads and Transport  
Attention: Mrs L. Coertzen  
P.O. Box 7551  
Room 511, Medfontein Building  
**BLOEMFONTEIN, 9300**

*or*

Room 511  
Medfontein Building  
St. Andrews Street  
**BLOEMFONTEIN**

**INSTRUCTIONS:**

- ♣ Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by an updated comprehensive & detailed Curriculum Vitae with certified copies of qualification certificates and a copy of Identity Document. Full particulars of qualifications and experience (on separate page, if necessary) must be submitted and candidates must please indicate the reference number on the application form. Candidates must please sign the declaration column on the application form. No faxed or e-mailed applications will be considered and applications received after the closing date indicated below will not be accepted.
- ♣ 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 shortlist criteria and are hereby thanked for applying.

**Department of Public Works, Roads and Transport**

**Directorate: Provincial Taxi Registrar**

**Closing Date: 17 AUGUST 2007**

**POST :** Assistant Director: Training and Monitoring

**SALARY :** R 157 686, 00 per annum (salary level 9)

**REFERENCE :** PWRT 2007/31

**CENTRE :** Bloemfontein

**REQUIREMENTS** An appropriate Degree or Diploma or suitable equivalent.  
Computer literacy in Word, Excel and Outlook.  
Relevant knowledge, skills and experience.  
Ability to work under pressure.  
Valid Drivers License.

**RECOMMENDATIONS      The ideal candidate should:**

- Thorough understanding of relevant legislation well developed Financial Management, People management, team-building skills.
- Interpersonal, verbal, written communication, problem solving and conflict resolution skills
- Results and deadlines driven individual with good organizational and planning skills.
- Facilitation and presentation skills.
- Creative, innovative, analytical and critical thinker, who is supportive, enduring and performance driven.

**DUTIES      The incumbent will be responsible to:**

- Formalize the transport sector through the provision of education, training, capacity building, development and empowerment.
- Identify training needs through arranging and holding consultative meetings with transport associations, designing programmes to address these needs and presenting such training programmes to the transport industry.
- Take reasonable steps to acquire and monitor information with regard to compliance by registered members and non-members with the Standard Constitution and the Code of Conduct.
- Ensure the promotion of professional practice by registered Transport Associations, their members and non-members,
- Educate all Associations, members and non-members on disciplinary procedures if they do not comply with the requirements as prescribed by the Standard Constitution and the Code of Conduct.

- Attend and ensure consultation with other stakeholders including SETA (Transport Education and Training Authority) and the National Department of Transport on all matters relating to training and capacity building of the transport industry.
- Monitor the financial expenditure of the section and take charge of the supervisory responsibilities of the section.

**ENQUIRIES : Mr S T Lekhema Telephone : 051 447 5967**

**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.
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**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**CLOSING DATE: 17 AUGUST 2007**

**POST** : Financial Manager: Transport (1 Post)

**REFERENCE NO** : PWRT 2007/32

**SALARY** : R 157 686.00 per annum (Salary level 9)

**CENTRE/S** : Bloemfontein

**REQUIREMENTS:** The requirements for the post are:

- An appropriate three-year BCom degree or equivalent qualification with at least one module/subject in Accounting.
- Knowledge of relevant Acts/Legislation such as the PFMA, Treasury Regulations, etc

**RECOMMENDATIONS:** The following will serve as a recommendation:

- A strong financial background specifically in Public Sector Finance
- Knowledge of financial norms and standards
- Computer literacy and knowledge of PERSAL/FMS.
- 3-5 years experience in financial management systems/state budgeting processes
- Knowledge of medium term expenditure framework budget process and procedures
- Basic skills and knowledge of Project Management, budgeting, strategic management and financial reporting

**DUTIES:** The following duties are to be performed:

- Support management with the implementation of the PFMA
- Ensure sound financial planning and control
- Establish and maintain cash flow control
- Assist management with compiling the multi-term budgets
- Ensure that sound financial management principles are established and maintained
- Ensure credibility of data with regard to budget, expenditure and projections
- Compile monthly reports
- Train and support officials employed in financial components

**ENQUIRIES TO:** Mr G. Du Pisani : Tel no. : (051) 409 8561

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**DIRECTORATE: ROADS INFRASTRUCTURE**

**CLOSING DATE: 17 AUGUSTUS 2007**

<b>POST</b>	:	<b>Contract Engineer: Civil</b>
<b>NO. OF POSTS</b>	:	2 posts
<b>REFERENCE NO.</b>	:	PWRT 2007/33
<b>SALARY</b>	:	R157 686.00 per annum (Level 9) Participation in motor subsidized scheme
<b>CENTRE/S</b>	:	Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"><li>• A Bachelor's degree in Civil Engineering or a B Tech degree or equivalent NQF 6 diploma in Civil Engineering.</li><li>• Relevant civil engineering experience.</li><li>• Valid Code 08 driver's license.</li></ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"><li>• Good communication and interpersonal skills</li><li>• Potential to register as a Professional Engineer or Technologist</li></ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"><li>• Plan, co-ordinate, control and evaluate activities, projects or other tasks/instructions as received from the Chief Engineer: Road Contracts</li><li>• Promote and develop SMME contractors by means of small capital projects as well as promote good relations with other stakeholders, such as the Roads Board and Unions amongst others</li><li>• Scrutinize the fee accounts of consultants and payments of final accounts of consultants/contractors for their services</li><li>• Scrutinize the tender documents for inviting tenders, recommend contractors or professional engineers and consultants and oversee the performance of admin-related work</li><li>• Ensure that the legal and environmental requirements are adhered to and provide advice and guidance to the consultants and contracts regarding the implementation of all relevant acts, working procedures and construction methods</li><li>• Interpret, implement and enforce all policies, legislation and prescripts as well as set norms and standards for the region within these existing boundaries</li><li>• Continuously liaise on official issues with colleagues, subordinates, public, local councils, consultants and contractors.</li></ul>
<b>ENQUIRIES</b>	:	Mr H. Kotze: Tel no: (051) 409-8431



## Regional Roads Engineer

<p><b>DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT</b></p> <p><b>DIRECTORATE ROADS CONSTRUCTION AND MAINTENANCE</b></p> <p><b>CLOSING DATE:17 AUGUST 2007</b></p>
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**POST** : **Regional Roads Engineer: Road Maintenance**

**NO. OF POSTS** : 3 posts

**SALARY** : R 157 686.00 per annum. (Salary level 9)

**CENTRE/S** :  
Motheo District                      Ref No.: PWRT 2007/34  
Xhariep District                      Ref No.: PWRT 2007/35  
Thabo Mofutsanyana                  Ref No.: PWRT 2007/36

### **REQUIREMENTS**

- Bachelors Degree or equivalent NQF 6 qualification in Civil Engineering
- Relevant supervisory experience, in engineering/construction environment.
- Valid Code B driver's license.

### **RECOMMENDATIONS**

- Knowledge of finance, personnel and project management
- Computer literacy
- Good communication and interpersonal skills

**DUTIES** : **Key Performance areas:** *The ideal candidate will be required to:*

- Design equipment, structures, systems and installations
- Compile plans, diagrams, specifications and quantity lists
- Projects the expense of services, consider bids and make recommendations thereon
- Provide guidance and advice to other personnel, consultants and contractors
- Exercise control in connection with design and execution of services
- The commission and maintenance of equipment, structures, systems and installations
- Determine needs, identify problems, obtain solutions, advise and make recommendations
- Conduct research regarding new developments in the technological context.

**ENQUIRIES** : **Contact for further information:**

Mr L. Van Wyk

Tel No: 051-4357591

### **APPLICATIONS POSTED TO:**

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

**OR**

**Chief Industrial Technician Transport Infrastructure Systems (3 posts)**

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT  
DIRECTORATE: LAND TRANSPORT PLANNING  
SECTION: TRANSPORT INFRASTRUCTURE SYSTEM**

**CLOSING DATE: 17 AUGUST 2007**

- POST** : Chief Industrial Technician Transport Infrastructure Systems
- NO. OF POSTS** : 3 posts
- REMUNERATION** : R132 054 per annum (Salary level 8)
- CENTRE/S** : Bloemfontein  
Kroonstad  
Bethlehem
- REFERENCE NO.** : PWRT 2007/37
- REQUIREMENTS** :
- A National Diploma in Civil Engineering or equivalent qualification in Civil Engineering plus appropriate experience in Geographical Information System.
- RECOMMENDATIONS:** Knowledge of the Arc View Package.
- DUTIES** :
- Spatial data capturing (on screen and board digitising)
  - Attribute data capturing
  - Edit and update spatial and attribute data
  - Conversion of data (CAD/GIS)
  - Develop maps.
- ENQUIRIES** : Ms GM Mentz Telno: (051) 409-8574
- APPLICATIONS 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 sealed appropriately marked box at:**

**SECURITY**  
**GROUND FLOOR**  
Medfontein Building  
St. Andrews Street  
**BLOEMFONTEIN**

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**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**DIRECTORATE: ROADS INSTRUCTURE**

**CLOSING DATE: 17 AUGUSTUS 2007**

- POST** : **Chief Network Controller: Technical**
- NO. OF POSTS** : 3 posts
- REFERENCE NO.** : PWRT 2007/38
- SALARY** : R132 054.00 per annum (Level 8)
- CENTRE/S** : Bloemfontein
- REQUIREMENTS** :
- A National Diploma or an equivalent NQF 6 qualification in Information Technology
  - IT and technical experience will be a recommendation.
- DUTIES** :
- Manage and administer the Local Area Network
  - Install, cable, configure new and existing hardware, software, Intranet linkage
  - Receive and check all new hardware, load appropriate software, install workstations and hand over to users
  - Maintain, problem identification and problem solving with regard to software, hardware, networks and other IT-related matters to ensure smooth running of all PC and network system
  - Communicate with all PC and network users with regard to software and hardware needs and improvements
  - Liaise with other FSPG departments and internationally with Microsoft
  - Supervise, monitor and evaluate performance of Network Controllers with regard to execution of tasks, conduct and apply policies and directives.
- ENQUIRIES** : Mr SM Amos Telno: (051) 405-4632
- APPLICATIONS TO** : Head: Public Works, Roads and Transport  
Directorate: Human Resources Management  
P.O. Box 7551  
**BLOEMFONTEIN**  
**9300**
- or

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## Assistant Director: Salaries Administration

### **DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

#### **SUB DIRECTORATE: FINANCIAL MANAGEMENT**

**CLOSING DATE: 17 AUGUST 2007**

- REFERENCE NO** : PWRT 2007/39
- POST** : Assistant Director: Salaries Administration
- NO. OF POSTS** : 1 post
- SALARY** : R 157 686.00 per annum (Salary Level 9)
- CENTRE/S** : Bloemfontein
- REQUIREMENTS** :
- An appropriate recognized Bachelor's Degree or equivalent qualification in Commercial/Economic/Financial services plus relevant and appropriate experience, or Matric plus at least 8 years experience in financial management environment.
  - Knowledge of Public Finance Management Act, 1999 and Treasury Regulations
- RECOMMENDATIONS** :
- Knowledge of BAS and LOGIS systems
  - Written and written communication skills
  - Supervisory skills
  - Computer skills (MS Word, Excel, Powerpoint, etc)
  - Valid Driver's License
- DUTIES** : **Key Performance areas:**
- Ensuring the effective utilization of the Persal System, which entails interaction between users and supervisors.
  - Registration of supervisors and the user and allocation of specific functionS in relation to their job levels.
  - Monitor the suspense and transaction files with regard to departmental distributions.
  - Guide, advise, motivate sub-ordinates on the interpretation and application of the PFMA, Treasury Regulations, PAG circulars and other personnel-related policies;
  - Control and evaluate all ledger accounts
  - Monitor the correctness and accuracy of BAS sundry payments (including the record keeping of EBT stubs);
  - Monitor the correctness and accuracy of BAS journals
  - Ensuring the control and management of the payroll, PERSAL interface and tax reconciliation.
  - Monitor the clearance of the ledger accounts and handling of the financial transactions regarding pensions applications.
- ENQUIRIES** : Mr L. Crawley  
Tel no: (051) 4054104
- APPLICATIONS** : Head: Public Works, Roads and Transport  
Human Resources Management  
P.O. Box 7551  
**BLOEMFONTEIN, 9300**

**Chief Accounting Clerk: Financial Management**

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**  
**SUB DIRECTORATE: FINANCIAL MANAGEMENT**  
**CLOSING DATE: 17 AUGUST 2007**

**REF. NO.** : PWRT 2007/40

**POST** : Chief Accounting Clerk: Financial Management

**NO. OF POSTS** : 1 post

**SALARY** : R106 335.00 p.a. (salary level 7)

**CENTRE/S** : Bloemfontein

**REQUIREMENTS** :

- Grade 12 (Matric)
- Intermediate/extensive knowledge and experience in BAS and PERSAL.

**RECOMMENDATIONS:** The following will serve as a recommendation:

- Commercial subjects
- Intermediate Computer literacy, including packages such as Microsoft Word/Excel/PowerPoint
- Good interpersonal, communication and writing skills.

**DUTIES** : **Key Performance areas:**

- Guide, advise, motivate sub-ordinates on the interpretation and application of the PFMA, Treasury Regulations, PAG circulars and other personnel related policies;
- Control and evaluation of route payments advises
- Approval and authorization of transactions captured on PERSAL
- Ensure timeous clearance of backdated service termination and frozen salaries.
- Evaluation and training of subordinates
- Timeous processing of the financial transactions regarding pension applications.

**ENQUIRIES** : Mr L. Crawley  
**Tel no:** (0510 4054104

**APPLICATIONS POSTED TO :** Head: Public Works, Roads and Transport  
P.O. Box 7551  
**BLOEMFONTEIN**  
**9300**

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**DIRECTORATE: HUMAN RESOURCES MANAGEMENT**

**CLOSING DATE: 17 AUGUSTUS 2007**

- POST** : Assistant Director: Misconduct, Incapacity and Appeals
- NO. OF POSTS** : 1 post
- REFERENCE NO.** : PWRT 2007/41
- SALARY** : An all inclusive remuneration package of R196 815 per annum (Salary Level 10)
- CENTRE/S** : Bloemfontein
- REQUIREMENTS** :
- The formal qualification for this post is an appropriate recognized Bachelor's degree or equivalent qualification with Labour Law/Labour Relations/Industrial Relations as a major subject.
  - Knowledge of the Labour Relations Act, disciplinary code, grievance, incapacity, dispute resolution procedures and other relevant procedures.
  - A code 8 drivers license and willingness to travel.
- RECOMMENDATIONS :** A wide variety of expertise in the field of Labour Relations, added skills, which would expand the components capacity base. Wide experience base in the field of Human Resources Management. Sound knowledge of and the ability to interpret directives on the broader Human Resources Management field. Computer literacy and typing skills. Planning and organizing competencies. well developed verbal and written communication skills. Action orientation, flexibility and resilience.
- DUTIES** :
- Key Performance areas:** *The ideal candidate will be required to:*
- Develop and maintain the employee relations policy regarding misconduct, incapacity and appeals.
  - Facilitate the appointment of presiding officers and employer representatives in line with applicable collective agreements.
  - Oversee the quality control of misconduct charges.
  - Advice HOD and MEC regarding appeals and misconduct cases.
  - Liaise with Labour Unions, attorneys and other departments on misconduct, incapacity and appeal matters.
  - Monitor implementation of collective agreements.
  - Supervise and management of staff.

**ENQUIRIES :** **Contact for further information:**

Mr L. Leiee      Telno: (051) 409 8509

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

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## Principal Personnel Officer

### **DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

#### **DIRECTORATE: HUMAN RESOURCES MANAGEMENT T**

**CLOSING DATE: 17 AUGUST 2007**

- POST** : Principal Personnel Officer
- NO. OF POSTS** : 1 Post
- REFERENCE NO** : PWRT 2007/42
- SALARY** : R106 335.00 per annum (Salary level 7)
- CENTRE/S** : Bloemfontein
- REQUIREMENTS** :
- A Senior Certificate (Grade 12) or equivalent (NQF 4) qualification with appropriate experience.
  - Experience on the level of Personnel Officer
- RECOMMENDATIONS:** **The following will serve as a recommendation:**
- Knowledge of an experience in the application of the following legislative framework: Public Service Act, 1994, Public Service Regulations, 2001, White paper on Human Resources Management and PSCBC Resolutions, Basic Condition of Employment Act, Performance Management and Development System.
  - The completion of the PERSAL Introductory course.
  - Ability to handle tasks of multi-disciplinary nature.
  - Sound communication and interpersonal skills.
  - Computer literacy with specific reference to functional use of Excel and MS Word.
  - Extensive knowledge and experience in administering PERSAL including interpreting PERSAL reports.
  - Analytical skills, problem solving and decision making.
- DUTIES** : **Key Performance areas:**
- Maintenance of human resources administration functions and practices (e.g. injury on duty, conditions of service in respect of housing, relocation benefits, long service, overtime allowances etc);
  - Develop and implement procedures and standards and interpret legislations guidelines and circulars from DPSA.
  - Approve transactions on PERSAL
  - Liaise with Senior Managers and colleagues regarding the application of legislative framework.
  - Conduct elementary research and provide Line Managers with advice and guidance regarding the application of prescripts.



**ENQUIRIES** : Mrs C. Barnards Telno: (051) 4055289

**APPLICATIONS TO** : Head: Public Works, Roads and Transport  
Directorate: Human Resources Management  
P.O. Box 7551  
Room 511, Medfontein Building  
**BLOEMFONTEIN**  
9300

or

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**SECURITY**  
**GROUND FLOOR**  
Medfontein Building  
St. Andrews Street  
**BLOEMFONTEIN**

**INSTRUCTIONS:**

- ❖ Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by updated comprehensive & detailed Curriculum Vitae with certified copies of qualification certificates, Driver's License and a copy of Identity 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 applicants received after the closing date indicated below will not be accepted.
- ❖ The department intends to promote representativity 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.

**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.
- ❖ Applications will not be accepted by staff in offices in the Building.

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## DICTAPHONE TYPIST

### **DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

#### **SUB DIRECTORATE: FINANCIAL MANAGEMENT**

**CLOSING DATE: 17 AUGUST 2007**

**REF. NO.** : PWRT 2007/43

**POST** : Dictaphone Typist

**NO. OF POSTS** : 1 post

**SALARY** : R68 955,00 per annum

**CENTRE/S** : Bloemfontein

**REQUIREMENTS** :

- Senior Certificate or equivalent (NQF 4) qualification
- Typing experience.

**RECOMMENDATIONS:** Knowledge of relevant computer programmes.  
Well developed verbal and written communication skills.  
Action orientation, flexibility and resilience.

**DUTIES** : **Key Performance areas:**

- Transcribing the minutes of the disciplinary hearing.
- Handling the planning, laying out and typing of various assignments (letters, minutes, reports, memoranda and submissions).
- Responsible for arranging meetings and assisting with preparations for the meetings.
- Taking minutes in the meetings.
- Assisting with other logistics.

**ENQUIRIES** : **Contact for further information:**

Mr L. Leiee                      Telno: (051) 409 8509

**APPLICATIONS POSTED TO :** Head: Public Works, Roads and Transport  
P.O. Box 7551  
**BLOEMFONTEIN**  
**9300**

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

Security Entrance  
Ground Floor  
Medfontein Building  
St. Andrews Street  
**BLOEMFONTEIN**

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**DIRECTORATE: WORKS INFRASTRUCTURE**

**CLOSING DATE: 17 AUGUST 2007**

- POST** : Roads Works Foreman
- NO. OF POSTS** : 5 Posts
- REF. NO** :  
Fauremsith (2) PWRT 2007/44  
Trompsburg ((1) PWRT 2007/45  
Heilbron (1) PWRT 2007/46  
Dewetsdorp (1) PWRT 2007/47
- SALARY** : R68 955,00 per annum (Salary level 5)
- CENTRE/S** : Bloemfontein
- REQUIREMENTS** :  
Standard 6 or an equivalent NQF1 qualification  
Relevant experience in road building and maintenance  
Valid Code C1 driven licence
- RECOMMENDATIONS:**  
Ability to handle tasks of multi-faceted nature.  
Good communication and interpersonal skills.  
Problem solving and report writing skills.  
Basic Leadership abilities.  
Decision making within team context.
- DUTIES** : **Key Performance areas:**
- To ensure effective utilization, handling and maintenance of heavy road construction machines, vehicles and equipment.
  - Budget to ensure effective utilization of road building equipment, manpower and the planning thereof.
  - Effective utilization of all resources by means of supervision of personnel, training and motivation of subordinates/daily inspection to ensure cost effective use of materials/the handling of personnel problems.
  - Handling of administrative duties involved and ordering of materials.
  - To perform according to planning. Follow up problems and complaints.
  - Identify and correcting faulty work methods and standards, and also measuring of work done by the subordinates.
  - Participate in committees within districts e.g. safety committee, workers committee.
  - Direct supervision over maintenance contracts performed by external contractors.
  - Provide and discuss all management related matters on weekly and monthly management meetings.

**APPLICATIONS 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 sealed appropriately marked box at:**

**SECURITY**  
**GROUND FLOOR**  
Medfontein Building  
St. Andrews Street  
**BLOEMFONTEIN**

**INSTRUCTIONS:**

- ❖ Applications should be submitted on a Z83 form obtainable from any Public Service Department and should be accompanied by an 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 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 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.

**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.
- ❖ Applications will not be accepted by staff in offices in the Building.
- ❖ All enquires regarding the above-mentioned post must be directed to the person indicated at the enquiries. No other staff member will entertain queries in this regard.

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**Artisan Superintendent (Petrol/Diesel)**

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**DIRECTORATE: ROAD BUILDING EQUIPMENT AND FLEET MANAGEMENT  
SUB-DIRECTORATE: ROAD BUILDING EQUIPMENT**

**CLOSING DATE: 17 AUGUST 2007**

- POST** : Artisan Superintendent (Petrol/Diesel)
- NO. OF POSTS** : 1 post
- REF. NO** : PWRT 2007/48
- SALARY** : R132 054,00 per annum (Salary Level 8)
- CENTRE/S** : 1x Bloemfontein (Motho Region)
- REQUIREMENTS** : Designated trade (Diesel/Petrol): a trade designated under the Provisions of section 13(1) of the Manpower Training Act, 1981 (Act 56 of 1981, as amended, or which is regarded to be designated in terms thereof, or if the Minister of Labour defined a trade under the provisions of section 13(1)(b) of the Act, that trade defined as such, as well as any ramification of a designated trade and N.T.C. o3 with six years practical experience with accredited institution. 3 Years supervisory experience. 6 Years construction machinery experience. 3 Years field service experience. Code EC driving license. Professional drivers permit. Broad knowledge of Road Building Equipment Maintenance and repair prescripts.
- RECOMMENDATIONS:** Knowledge of applicable legislation  
Training skills  
Ability to work with heavy earth-moving equipment  
Computer literate
- DUTIES** : **Key Performance areas:**
- Organize economic repairs and preventative maintenance on equipment.
  - Maintain an effective production standard.
  - Organize economic and effective purchasing of needed spares and services.
  - Manage personnel under supervision.
  - Maintain an effective safety and security system.
- ENQUIRIES** : **Contact for further information:**
- Mr R. Oosthuizen      Telno: 051-400- 5252  
Ms P. van der Sandt      Telno: 051-400- 5203

**Artisan Superintendent: Construction Plant**

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**DIRECTORATE: ROAD BUILDING EQUIPMENT AND FLEET MANAGEMENT  
SUB-DIRECTORATE: ROAD BUILDING EQUIPMENT**

**CLOSING DATE: 17 AUGUST 2007**

**POST** : Artisan Superintendent: Construction Plant

**REFERENCE NO.** : PWRT 2007/49

**SALARY** : R132 054,00 (Salary level 8)

**CENTRE/S** : Bethlehem (Thabo Mofutsanayana Region)  
Trompsburg (Xhariep Region)

**REQUIREMENTS** : Designated trade: a trade designated under the Provisions of section 13(1) of the Manpower Training Act, 1981 (Act 56 of 1981, as amended, or which is regarded to be designated in terms thereof, or if the Minister of Labour defined a trade under the provisions of section 13(1)(b) of the Act, that trade defined as such as well as any ramification of a designated trade and N.T.C. o3 with six years practical experience with accredited institution. Code EC driver's license. Professional drivers permit. Broad knowledge of Road Building equipment maintenance and repair prescripts.

**RECOMMENDATIONS:**

Knowledge of applicable legislation.  
Training skills  
Ability to work with heavy earth-moving equipment.  
Computer literate.

**DUTIES** : **Key Performance areas:**

- Organize economic repairs and preventative maintenance on equipment.
- Maintain an effective production standard.
- Organize economic and effective purchasing of needed spares and services.
- Manage personnel under supervision.
- Maintain effective safety and security system.

**ENQUIRIES** : **Contact for further information:**

Mr R. Oosthuizen      Telno: 051-4005 252      Bloemfontein

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

## Artisan (A) Construction Plant

### **DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**DIRECTORATE: ROAD BUILDING EQUIPMENT AND FLEET MANAGEMENT**  
**SUB-DIRECTORATE: ROAD BUILDING EQUIPMENT**

**CLOSING DATE: 17 AUGUST 2007**

<b>POST</b>	:	Artisan (A) Construction Plant
<b>REFERENCE NO.</b>	:	PWRT 2007/50
<b>SALARY</b>	:	R68 955,00 (Salary level 5)
<b>CENTRE/S</b>	:	Harrismith (Thabo Mofutsanyana Region) Ficksburg (Thabo Mofutsanyana Region)
<b>REQUIREMENTS</b>	:	Designated trade: a trade designated under the Provisions of section 13(1) of the Manpower Training Act, 1981 (Act 56 of 1981, as amended, or which is regarded to be designated in terms thereof, or if the Minister of Labour defined a trade under the provisions of section 13(1)(b) of the Act, that trade defined as such as well as any ramification of a designated trade and N.T.C. o3 with six years practical experience with accredited institution. Code EC drivers license. Professional drivers permit.
<b>RECOMMENDATIONS:</b>		Supervisory experience. Knowledge of applicable legislation. Training Skills Ability to work with heavy earthmoving equipment. Practical experience with any accredited institution.
<b>DUTIES</b>	:	<b><u>Key Performance areas:</u></b> <ul style="list-style-type: none"><li>➤ Perform tasks relating to maintenance and repair of all heavy earthmoving equipment and mechanical equipment as assigned.</li><li>➤ Give regular feedback to Artisan Superintendent on progress with tasks assigned.</li><li>➤ Undertake maintenance and test according to manufacture's manuals and Machinery and Occupational Health and Safety Acts.</li><li>➤ Supervise Tradesman Aids.</li><li>➤ Strict compliance with instructions given by Artisan Superintendent.</li><li>➤ Perform any reasonable related tasks assigned by Artisan Superintendent that falls within worker's level of training and ability.</li><li>➤ Do daily survey of material needed for tasks and obtain the necessary material.</li></ul>
<b>ENQUIRIES</b>	:	<b><u>Contact for further information:</u></b>  Mr R. Oosthuizen      Telno: 051-4005 252      Bloemfontein Me P. van der Sandt      Telno: 051-4005263

**Artisan (A) (Auto Electrician)**

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**DIRECTORATE: ROAD BUILDING EQUIPMENT AND FLEET MANAGEMENT  
SUB-DIRECTORATE: ROAD BUILDING EQUIPMENT**

**CLOSING DATE: 17 AUGUST 2007**

- POST** : Artisan (A) (Auto Electrician)
- NO. OF POSTS** : 1 post
- REF. NO** : PWRT 2007/51
- SALARY** : R68 955,00 per annum (Level 5)
- CENTRE/S** : Bloemfontein Workshop, Hamilton, Bloemfontein
- REQUIREMENTS** :
- Designated trade (auto electrician): A trade under the provisions of section 13(1) of the Manpower Training Act, 1981 (Act 56 of 1981, as amended) or which is regarded to be designated in terms thereof, or it the Minister of Labour defined a trade under the provisions of section 13(1)(b) of the Act, that trade defined as such, as well as any ramification of a designated trade and NTC 3 with
  - Years' practical experience with accredited institution
  - Code EC driver's licence
  - Professional driver's permit
  - Good written and verbal communication skills
- RECOMMENDATIONS:**
- Training skills
  - Ability to work with earth-moving equipment
  - Supervisory experience
  - Practical experience with any accredited institution
- DUTIES** :
- Perform tasks relating to maintenance and repair of petrol/diesel vehicles and construction vehicles as assigned
  - Give regular feedback to Supervisor on progress with tasks assigned
  - Undertake maintenance and test according to manufacturer's manuals and Machinery and Occupational Health and Safety Acts
  - Strict compliance with instructions given by Supervisor
  - Supervise Tradesman Aids
  - Perform any reasonable related tasks assigned by Artisan Superintendent that falls within worker's level of training and ability.



**ENQUIRIES : Contact for further information:**

Mr R. Oosthuizen      Telno: 051-400- 5252  
Ms P. van der Sandt      Telno: 051-400- 5203

**APPLICATIONS 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 sealed appropriately marked box at:

**SECURITY**  
**GROUND FLOOR**  
Medfontein Building  
St. Andrews Street  
**BLOEMFONTEIN**

**INSTRUCTIONS:**

- ❖ Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by an updated comprehensive & detailed Curriculum Vitae with certified copies of qualification certificates and a copy of Identity Document. Full particulars of qualifications and experience (On separate page, if necessary) must be submitted and candidates must please indicate the reference number on the application form. No faxed or e-mailed applications will be considered and applications received after the closing date indicated below will not be accepted.
- ❖ 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 shortlist criteria and are hereby thanked for applying.

**Artisan (A) (Diesel Mechanic)**

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**DIRECTORATE: ROAD BUILDING EQUIPMENT AND FLEET MANAGEMENT  
SUB-DIRECTORATE: ROAD BUILDING EQUIPMENT**

**CLOSING DATE: 17 AUGUST 2007**

- POST** : Artisan (A) (Diesel Mechanic)
- NO. OF POSTS** : 4 posts
- REF. NO** : PWRT 2007/52
- SALARY** : R68 955,00 per annum (Level 5)
- CENTRE/S** : Bloemfontein Workshop, Hamilton, Bloemfontein
- REQUIREMENTS** : Designated trade (Diesel Mechanic): a trade designated under the Provisions of section 13(1) of the Manpower Training Act, 1981 (Act 56 of 1981, as amended, or which is regarded to be designated in terms thereof, or if the Minister of Labour defined a trade under the provisions of section 13(1)(b) of the Act, that trade defined as such, as well as any ramification of a designated trade and N.T.C. o3 with six years practical experience with accredited institution. Code EC driving license. Professional drivers permit. Good written and verbal communication.
- RECOMMENDATIONS:** Supervisory experience  
Knowledge of applicable legislation  
Training skills  
Ability to work with earth-moving equipment  
Supervisory experience  
Practical experience with any accredited institution
- DUTIES** : **Key Performance areas:**
- Perform tasks relating to maintenance and repair of diesel vehicles as assigned.
  - Give regular feedback to Supervisor on progress with tasks assigned.
  - Undertake maintenance and test according to manufacturer's manuals and Machinery and Occupational Health and Safety Acts.
  - Strict compliance with instructions given by Supervisor.
  - Supervise Tradesman Aids.
- ENQUIRIES** : **Contact for further information:**
- Mr R. Oosthuizen      Telno: 051-400- 5252  
Ms P. van der Sandt      Telno: 051-400- 5203

## Works Inspector (Projects) (10 posts)

### DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

#### DIRECTORATE: WORKS INFRASTRUCTURE

**CLOSING DATE: 17 AUGUSTUS 2007**

- NO. OF POSTS** : 10 posts
- POST** : **Works Inspector (Projects)**  
Mechanical (3)  
Building (4)  
Electrical (2)  
Civil (1)
- REFERENCE NO.** : PWRT 2007/53
- SALARY** : R85 362,00 per annum (Salary Level 6)
- CENTRE/S** : Motheo/Xhariep/Lejweleputswa/Thabo Mofutsanyana and Fezile Dabi
- REQUIREMENTS** : An appropriate National Diploma **or** equivalent NQF 6 qualification.  
N3 and a passed trade test in the particular discipline/environment  
Code valid driver's license.  
Successful candidates must be prepared to register with the SACCPM and undergo training in project management.
- RECOMMENDATIONS:** Computer literacy, ability to work under pressure with minimal supervision and willingness to travel and work irregular hours.
- DUTIES** : Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation.  
Conduct inspections on work done, or to be done to check that proper quality control is maintained.  
Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken.  
Maintain an electronic record system for work being done and work that was finalized.  
Develop progress reports on outstanding and finalized work.  
Inspect buildings including planning, erection and maintenance thereof.  
Ensure quality of work and proper work programming.  
Interpretation and planning of sketches and work drawings.  
Act as project managers for designated construction projects
- ENQUIRIES** : **Contact for further information:**  
  
Mr MT Thebe Tel no: (051) 405-3331

**Artisans (11 posts)**

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**DIRECTORATE: WORKS INFRASTRUCTURE**

**CLOSING DATE: 17 AUGUST 2007**

- POST** : Artisans (11 Posts)
- REFERENCE NO.** : Plumbing and Painting (5) PWRT 2007/54  
Bricklaying (1), Aircon (2), Electrical (2) PWRT 2007/55  
Welding (1) PWRT 2007/56
- SALARY** : R68 955,00 per annum
- CENTRE/S** : Bloemfontein
- REQUIREMENTS** : A completed Apprenticeship and proof of passing a trade test in terms of the provisions of section 13(2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of section 28 or 30 of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed section 27 of the Act referred to.
- RECOMMENDATIONS:** Training and experience in building, carpentry, plumbing and painting.  
Knowledge of applicable equipment used.  
Skills: Innovative thinker, computer skills
- DUTIES** :
- Execution of day-to-day maintenance and installations on existing infrastructure to keep existing infrastructure in safe condition e.g. security measures
  - Performing tasks according to procedure and directives to comply with all relevant standards and regulations.
  - Service, repairs and maintenance of buildings, carpentry and plumbing
  - Co-ordinate and manage work of apprentice.
  - Interpret work related plans/sketches.
- ENQUIRIES** : **Contact for further information:**
- Mr B. Keyter : Tel no: 051-405 4381
- APPLICATIONS 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 sealed appropriately marked box at:**

**Senior Secretary Grade II**

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**  
**CLOSING DATE: 17 AUGUST 2007**

**POST** : Senior Secretary Grade II --

Deputy Director General: Roads and Transport	PWRT 2007/57
Chief Financial Officer: Public Works, Roads and Transport	PWRT 2007/58
Project Manager: Client Services Education	PWRT 2007/59
Project Manager: Client Services Health	PWRT 2007/60
Director: Land Transport Planning	PWRT 2007/61

**NO. OF POSTS** : 5 posts

**SALARY** : R 68 955.00 per annum. (Salary level 5)

**CENTRE/S** : Bloemfontein

**REQUIREMENTS** :

- Grade 12 certificate or equivalent.
- Strong Microsoft office packages such as Word, Excel, PowerPoint and Outlook.
- A good head for figures and be able to do spreadsheets.
- Ability to work independently and without direct and constant supervision.
- Must be Professional, neat, organized, meticulous, detailed, efficient, person of good caliber, positive 'can do' attitude, depth, motivated, dedicated, committed, good composure, robust, friendly, polite, spontaneous, assertive, disciplined, proactive and trustworthy.
- Ability to work under pressure.
- Must have excellent personal skills and people oriented; be able to work in a team environment.
- Must be able to deal with sensitive information in a confidential and professional manner.

**RECOMMENDATIONS :** The following will serve as a recommendation:

- Secretarial Diploma
- The incumbent(s) should be action orientated and have the ability to organize an office environment.
- Be in possession of excellent typing skills.
- Have good interpersonal/human relation skills.
- Superb verbal and written communication skills, proficient in written English.
- Be creative, innovative, flexible and highly motivated, resourceful and able to think on your feet when things don't always go according to plan.
- Able to have an understanding of relationship management and building on all levels, communicate freely and easily with other employees, general public.

- Establish yourself in an environment that fosters impeccable, work ethic and promotes the highest levels of excellence in the office.
- High standard of work / high attention to detail and quality.
- Willingness to seek advice / assistance from others.
- Ability to learn and use the new technology.
- Willing to go the extra mile.

## **DUTIES**

### **: Key Performance areas:**

- Provide an effective secretarial and administrative support by:
- Serve as first point of contact for the office.
- Answering and screening of incoming telephone calls, as well as making calls, including the managing and updating of contact lists, message management and take comprehensive message.
- Proactive diary management, travel arrangements for the senior manager and all the staff in the Managers Office, appointments for the senior manager, arranging meetings for the director (venues, equipment requirements, documentation, parking, refreshments, etc.) and coordinating arrangements pertaining to visitors.
- Receiving of visitors to office and control of office environment, including the provision of tea and refreshments.
- Completing accurate claim forms, calculating telephone and cell phone expenses, registering claims and following-up on claims.
- Identifying needs with regard to consumables, equipment, IT in the offices of the senior manager and ensuring that supplies are in order.
- Managing the senior manager office consumable budget and reconciliation of office expenses.
- Provide professional document management (keep good track record of incoming and outgoing correspondence, excellent filing system), typing, including the faxing, photocopying and dispatching of general correspondence (letters, agendas, minutes, memos, reports, faxes) within specified time.
- Organize and coordinate functions, workshops and internal and external meeting and prepare required documents.
- Type presentations, letters, agendas, minutes, memos, reports, faxes, edit guides and manuals.

## **ENQUIRIES**

:

### **Contact for further information:**

DIRECTOR: HUMAN RESOURCES MANAGEMENT  
Mr S. Diakos      Tel no: 051 – 405 4340

## **APPLICATIONS POSTED TO:**

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

## Industrial Technicians

<p><b>DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT</b></p> <p><b>DIRECTORATE ROADS CONSTRUCTION AND MAINTENANCE</b></p> <p><b>CLOSING DATE: 17 AUGUST 2007</b></p>
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**POST** : Industrial Technicians

**NO. OF POSTS** : 3 posts

**SALARY** : R 85 362 per annum (level 6)

**CENTRE/S** : Winburg (Lejweleputswa District) (2 posts) (Civil/Material)  
Bloemfontein (Motho District) (1 post) (Civil)

**REFERENCE NO** : PWRT 2007/62

**REQUIREMENTS**

- National Diploma in Civil Engineering or suitable equivalent qualification
- Valid Code B driver's license

**RECOMMENDATIONS**

- Knowledge of the material handbook, TRH & TMH documents
- A working knowledge of civil engineering
- Computer literacy
- Good communication and interpersonal skills

**DUTIES** : **Key Performance areas:** *The ideal candidate will be required to:*

- Investigate and implement cost effective designs in respect of road building materials to ensure that technical specifications are met.
- Control procedures of road maintenance on site to derive maximum cost benefit.
- Quality control of road building materials to ensure that technical specifications are met.
- As inventory holder, take responsibility for own office furniture and equipment.
- Comply to departmental prescripts and policies as well as relevant acts.
- Identify development needs and utilize self-development opportunities to enhance job performance, including PDMS.
- Carry out all technical investigations, including PMS and GMS, to evaluate road conditions.
- Technical assistance in the execution of small maintenance contracts.

**ENQUIRIES** : **Contact for further information:**

Mr L. Van Wyk      Tel No: 051-4357591

**APPLICATIONS POSTED TO:** Head: Public Works, Roads and Transport  
P.O. Box 7551  
**BLOEMFONTEIN**  
**9300**

**Road Works Instructor: Kroonstad Training Centre (1 Post)**

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT  
DIRECTORATE ROAD MAINTENANCE AND CONSTRUCTION**

**CLOSING DATE: 17 AUGUST 2007**

**POST** : Road Works Instructor  
**NO. OF POSTS** : 2 posts  
**SALARY** : R 68 955,00 per annum. (Salary level 5)  
**REFERENCE NO.** : PWRT 2007/63  
**CENTRE/S** : Kroonstad Training Centre

**REQUIREMENTS**

- Registered-Accredited instructor at CETA or equivalent.
- ABET 4 competent.
- PDP and a valid Code EC driver's license.
- Relevant training experience.

**RECOMMENDATIONS**

- Procedures of machine/equipment and routine maintenance standards.
- Understanding the RPL process and the assessment of students against unit standards.
- Computer literacy and training skills.
- Good communication and interpersonal skills

**DUTIES** : **Key Performance areas:** *The ideal candidate will be required to:*

- Conduct effective and sufficient training to ensure successive training of road construction and maintenance personnel as well as in the private sector.
- Updating of training manuals according to latest developments and techniques to enhance the relevancy and applicability of training.
- Evaluation of completed training on the job to ensure that the desired outcome of training was obtained.
- Assess work methods in regard to road construction and maintenance, utilization of earth moving equipment against approved standards and procedures during maintenance.
- Completion of monthly report, worksheet, logbooks of machines and log sheets.
- Compiling a training program for each course, divided into a daily program.
- Submit feedback after course completion/examination/evaluation, in written format to measure the outcomes of the course.
- Preparation of training material, training tools and logistics, including machines and fuel before training commences.

**ENQUIRIES** : **Contact for further information:**

Mr LR van Wyk      Tel No: 051-4098481



**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**  
**DIRECTORATE SECURITY ADMINISTRATION**  
**CLOSING DATE: 17 AUGUST 2007**

- REFERENCE NO.** : Lejweleputswa District (1 post)
- POST** : Chief Security Officer
- SALARY** : R 106 335,00 per annum (Salary level 7)
- CENTRE** : PWRT 2007/64
- REQUIREMENTS** : Grade 12 or equivalent qualification with extensive applicable experience in security environment.  
Successful candidates will be expected to undergo a security clearance.
- RECOMMENDATIONS** : **Preference will be given to candidates who possess:**
- 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** : **Key Performance areas:**
- 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 a 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.

Chief Security Officer (1 Post): Directorate Security Administration

- 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**

: **Contact for further information:**

Director: Security Administration  
Mr T.D. Phume (051 – 405 4760)

**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.

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**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**  
**DIRECTORATE SECURITY ADMINISTRATION**

**CLOSING DATE: 17 AUGUST 2007**

- POST** : Senior Security Officer Grade I (8 posts)
- SALARY** : R 68 955.00 per annum (Salary level 5)
- CENTRE** :  
Lejweleputsoa District (2 posts) - PWRT 2007/65  
Xhariep District (2 posts) - PWRT 2007/66  
Fezile Dabi District (2 posts) - PWRT 2007/67  
Thabo Mofutsanyana District (2 posts) - PWRT 2007/69
- REQUIREMENTS** : The formal qualification requirement for this position is Grade 12 (or equivalent qualification), with extensive applicable experience in security. Successful candidates will be expected to undergo a security clearance.
- RECOMMENDATIONS** : **Preference will be given to candidates who possess:**
- Prepared to work shifts.
  - Prepared to be rotated between buildings.
  - Good verbal and written communication skills.
  - Good interpersonal skills.
  - Ability to work independently.
- DUTIES** : **Key Performance areas:**
- Make Security plan and execution of security policies.
  - Exercise supervision and control over subordinates.
  - Conduct routine inspection visits and patrols to subordinates.
  - Facilitate training needs and mentorship programmes.
  - Maintain disciplinary procedures and motivate staff.
  - Draft shift time table and conduct regular parades/assemblies.
- ENQUIRIES** : **Contact for further information:**
- Director: Security Administration  
Mr T.D. Phume (051 – 405 4760)
- APPLICATIONS POSTED TO:** Head: Public Works, Roads and Transport  
Directorate: Human Resources Management  
**P.O. Box 7551**  
**BLOEMFONTEIN**  
**9300**

**Chief Engineer**

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**  
**CHIEF DIRECTORATE: PUBLIC WORKS**  
**CLOSING DATE: 17 AUGUST 2007**

- POST** : Chief Engineer: Mechanical
- NO. OF POSTS** : 1 post
- REF. NO.** : PWRT 2007/68
- SALARY** : An all inclusive remuneration package of **R369 000.00** 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/S** : Bloemfontein
- REQUIREMENTS** An appropriate recognized Bachelors degree in Mechanical Engineering or equivalent qualification  
Professional registration as an Engineer in terms of the Engineering Profession of South Africa  
Relevant supervisory experience  
A valid driver's license (Code B)
- RECOMMENDATIONS:**
- Computer literacy
  - Knowledge of finance, personnel and project management skills
  - Good communication and interpersonal skills
- DUTIES** : **Key Performance areas:** The successful incumbent will be responsible for:
- Attend meetings with clients departments of projects in a planning stage and site meetings during the execution of the project.
  - Do site planning and execute in-house planned projects and manage the planning and execution of projects where consultants are appointed.
  - Evaluate construction activities to ensure that consultant designs are executed and performed to acceptable standards and investigate cause of non-compliance.
  - Approve fee accounts of consultants and payments of final accounts of consultants and contractors of engineering services.
  - Check tender documents for inviting tenders recommend contractors or professional engineers on the roster of consultants and perform other admin work.
  - Oversee that legal and environmental requirements are adhered to and provide advice and guidance to personnel, consultants and contractors regarding the implementation of all relevant acts, working procedures and construction methods.
- ENQUIRIES** : **Contact for further information:**
- Mr M Thebe Tel: 051 405 3331