

FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 73/2007

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

PO Box/Posbus: 517, Bloemfontein, 9300 • Republic of South Africa • Republiek van Suid-Afrika • Rephabolike ya Afrika Borwa

Principal Provincial Transport Inspector (Policy)

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

DIRECTORATE: TRANSPORT MANAGEMENT

CLOSING DATE: 17 AUGUST 2007

- POST** : Principal Provincial Transport Inspector (Policing)
- NO. OF POSTS** : 7 posts
- REFERENCE NO** : PWRT 2007/70
- SALARY** : R132 054.00 per annum
- CENTRE/S** :
Motheo District (Bloemfontein)
Xhariep District (Trompsburg)
Fezile Dabi District (Kroonstad)
Thabo Mofutsanyana District (Qwa-Qwa)
Lejweleputswa (Welkom)
- REQUIREMENTS** :
- A senior certificate or equivalent qualification as well as a Traffic Officer Diploma.
 - Knowledge of and experience in transport law enforcement.
 - A valid unendorsed code eight (8) driver's license.
 - At least 4 years experience in Transport Law Enforcement.
- RECOMMENDATIONS:**
- Supervisory experience will be a strong recommendation.
 - To ensure a safe public transport environment in the province through the execution and supervision of continuous law enforcement actions.
 - It is expected of the successful applicant to identify problems, possible conflict areas in the transport industry, recommend and implement appropriate solutions.
 - Capable of managing and supervising staff performance as well as resources under his/her control.
 - The ability to identify the training needs of staff and put in place proper measures to ensure that these needs are addressed accordingly.
 - To have Team building skills.
- DUTIES** : **Key Performance areas:**
- The management and supervision of the performance and activities of sub-ordinates.
 - Controlling of Administration with respect to the administering of claim forms, checking of kilometers traveled, the condition of equipment being utilized, handing of complaints from staff and public and other duties.

- Ensuring the continues compliance and application of relevant prescripts and policies.
- Application of the Public Transport Legislation in order to ensure compliance and safety by inter alia: supervision of staff in order to ensure the identifying and eliminating of traffic problems, in the public transport industry executing of speed checks in public transport and freight transport. Check public transport for road worthiness, assisting during emergency and accident situations.
- Planning, overseeing and execution of transport Law Enforcement duties in respect of point duties, road blocks and special projects in Taxi ranks, Training of public Transport drivers, screening cars for fraudulent permits and administering the warrant of arrests.
- Be able to work under pressure.
- Must work overtime.
- Must work on Easter/Christmas holiday periods, long weekends, to work night duties and on weekends.
- Must comply and enforce all policies of Government and the Department.
- Be able to monitor Taxi Ranks.

ENQUIRIES : Mr W. Mdhuli Tel no: (051) 43907425

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

Chief Provincial Transport Inspector

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

CHIEF PROVINCIAL TRANSPORT INSPECTOR

CLOSING DATE: 17 AUGUST 2007

POST : Chief Provincial Transport Inspector

NO. OF POSTS : 5 posts

REFERENCE NO : 2007/71

SALARY : R157 686.00 per annum

CENTRE/S : Motheo District (Bloemfontein)
Xhariep District (Trompsburg)
Fezile Dabi District (Kroonstad)
Thabo Mofutsanyana District (Qwa-Qwa)
Lejweleputswa (Welkom)

REQUIREMENTS :

- A senior certificate or equivalent qualification as well as a Traffic Officer Diploma.
- Knowledge of and experience in transport law enforcement.
- At least six (6) years in Traffic Law Enforcement and two (2) years in Transport Law Enforcement in capacity of Principal Transport Inspector.
- A valid unendorsed code eight (8) driver's license.

RECOMMENDATIONS:

- The incumbent will have to plan and co-ordinate the administrative; financial and procurement activities at the transport service in accordance with relevant policies and procedures.
- The candidate will be required to plan; organize and control Law Enforcement activities in accordance with the appropriate legislation.
- Must be able to solve problems by applying standing instructions or procedures and be able to interact with clients and co-workers in respect of procedural matters.
- Will have to administer the disciplinary measures and attend to complaints from staff and public.
- Will be responsible and accountable for staff and resources under his/her control.
- The incumbent must have the ability to promote and secure Team work of personal in his/her sub region.
- Must be able to handle conflict in the Transport Industry.
- Have a highly evolved degree of writing skills in order to produce routine reports; memo's letters and other correspondence.
- Have good interpersonal/human relations skills and possess the ability to communicate freely and easily with other employers, the general public and diets.

DUTIES

:

Key Performance areas:

- To manage and co-ordinate the activities of the sub-region, with a view to ensuring the development and consistent application of policies throughout.
- Ensuring the correct application of policies and regulation through the provision of support and monitoring.
- To provide leadership and direction for the activities of the sub-region; through the regular consultation and monitoring of public transport activities in the offices of the region.
- The co-ordination and compilation of management information and reports on administrative matters.
- Managing the performance of direct and indirect staff resources under his/her jurisdiction.
- Co-ordination of monthly programs and schedules of activities for the regions.
- Be able to work under pressure.
- Must work overtime.
- Must work on Easter/Christmas holiday periods, long weekends, to work night duty and on weekends.
- Must comply and enforce all policies of Government and the Department.
- Be able to attend meeting on different levels in the Taxi Industry.
- To ensure good co-ordination amongst permit board, taxi industry and registrar's office that ensure smooth operations. Be able to control and manage pounds and securities in his sub-region.

ENQUIRIES

:

Mr W. Mdhluli - Tel no: (051) 430-7425

APPLICATIONS TO

:

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

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Handyman

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** : Handyman
- NO. OF POSTS** : 4 posts
- SALARY** : R 49 665,00 per annum (Salary level 3)
- REF. NO** : PWRT 2007/72
- CENTRE/S** :
1x Qwa Qwa (Thabo Mofutsanyana Region)
1x Winburg (Lejweleputswa Region)
1x Hoopstad (Lejweleputswa Region)
1x Dewetsdorp (Motho Region)
- REQUIREMENTS** :
Must be able to read and write (Abet level 3)
Ability to work with different mechanical tools
- RECOMMENDATIONS:**
Relevant experience
Mechanical background
- DUTIES** :
Perform maintenance work within his/her abilities
Exercise control over tools, supplies and other equipment
Render assistant to Artisans
Record repair activities
- ENQUIRIES** : **Contact for further information:**

Mr R. Oosthuizen (051) 4005252
Me P. Van der Sandt (051) 4005263
- APPLICATIONS TO** :
Head: Public Works, Roads and Transport
Directorate: Human Resources Management
P.O. Box 7551
BLOEMFONTEIN
9300

OR

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St. Andrews Street
BLOEMFONTEIN

Deputy Director Monitoring and Evaluation

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
Deputy Director: Monitoring and Evaluation
Directorate Strategic Planning, Monitoring and Evaluation
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: Monitoring and Evaluation

CENTRES : Bloemfontein

REMUNERATION : An all inclusive remuneration package of **R311 358.00** per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines

REFERENCE NO. : PWRT 2007/73

MINIMUM QUALIFICATIONS

- Appropriate recognized Bachelor's degree in Humanities (in particular Business Administration, Economic and Management Studies) or equivalent with strategic planning experience.
- A proven track record in general management, policy analysis, and strategic planning development in a government institution. A fair understanding of strategy development, implementation and facilitation will work as added advantages.
- Computer literacy, particularly in the following programmes: Excel, Word; Power Point; Internet and Microsoft Project.
- A fair understanding of strategy development, implementation and performance evaluation will be an added advantage.
- A valid driver's license.

RECOMMENDATIONS :

- Good leadership and interpersonal skills;
- Willingness to travel extensively and to work abnormal hours is critical;
- Enough capacity to work without constant supervision.

KEY PERFORMANCE AREAS:

- Oversee the development of a departmental monitoring and evaluation system, ensure proper implementation and effect annual updates of the system.
- Co-ordinate and assist with the development and implementation of strategies, tools and frameworks to monitor and evaluate the effective performance of the various components, including providing advise to management on the interventions to address failure to meet the targets as outlined in the annual performance plan.
- Provide training the management in the utilization of the Monitoring and Evaluation System;
- Monitor the verification of information submitted in relation to the monthly reports and overall organizational performance in relation to the department's objectives and priorities;
- Evaluate and ensure the quality and correctness of reports submitted in respect of the Free State Growth and Development Strategy, as well as liaise with the various cluster co-ordinators;
- Facilitate implementation of strategic objectives with clear buy-in from the management team;

- Develop systems for tracking success in the implementation of the indicators;
- Undertake analysis of departmental performance against National and Provincial policies/strategies/priorities and recommend actions to improve performance;
- Manage the resources of the subdirectorate to ensure efficient and effective utilization thereof.

ENQUIRIES: Ms M Mphumela **Tel 051 – 405 4366**

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

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.
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Deputy Director Research and Development

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
Deputy Director: Research and Development
Directorate Research and Development
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: Research and Development (2 posts)
- CENTRES** : Bloemfontein
- REMUNERATION** : An all inclusive remuneration package of **R311 358.00** per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines
- REFERENCE NO.** : PWRT 2007/74

MINIMUM QUALIFICATIONS

- Appropriate recognized Bachelor's degree in the Humanities, Economics or equivalent with at least three years of research experience
- Proven track record in general management, research, research management and research methodologies in a government institution or private sector.
- Computer literacy, in particular in the following programmes: Excel, Word; Power point; and SPSS (or any other appropriate computer programme related to research).
- Driver's license is critical.

RECOMMENDATIONS :

- Knowledge of the policy framework guiding the functions of the Department is essential.
- Willingness to travel extensively and to work abnormal hours is critical
- Good leadership and interpersonal skills.
- A post graduate degree on the above will be an added advantage.
- Understanding of policy development and/analysis will serve as an added advantage for applicants.

KEY PERFORMANCE AREAS:

- Assist with the identification of key research issues for the department, based on continuous scanning of internal and external environment.
- Research and develop the systems and processes to monitor and evaluate the impact of policy interventions that affect the Department.
- Conducting the gap analysis of the Strategic Planning processes (Value Chain – check processes in each directorate) as well as departmental budget implementation to determine the shortcomings in terms of implementation (input analysis) and to propose corrective action.
- Benchmarking the best practices from the market to ensure continued improved service delivery.

- Conduct the impact studies to assess whether operations contribute towards Value for Money.
- Do policy development and analysis for the Department of Public Works, Roads and Transport, Conduct Desk Top Research *in lieu* of policy development, monitoring and evaluation in the Department.
- Be available to fulfill any reasonable duty related to the broader Department of Public Works Roads and Transport and more specifically duties related to the Chief Directorate: Research, Monitoring and Evaluation on instruction.
- Ensuring the supervision of subordinates and control of financial resources.

ENQUIRIES: Mr S More **Tel 051 – 405 4366**

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

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.
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Deputy Director Road Safety Education and Promotion

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
Deputy Director: Road Safety Education and Promotion
Directorate Road Safety and capacity Building
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: Road Safety Promotion and Education (2 posts)

Post 1: Thabo Mofutsanyana & Fezile dabi Districts (Reference PWRT 2006/76)
Post 2: Motheo, Xhariep & Lejweleputswa District (Reference PWRT 2996/77)

CENTRES : Thaba Nchu

REMUNERATION : An all inclusive remuneration package of **R 369 000.00** per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines

MINIMUM QUALIFICATIONS

- A three-year Bachelor's degree or equivalent NQF level 6 qualification in Administration/Transport/Teaching;
- Knowledge/Experience with regards to Road Safety Education, Awareness and Community Outreach Programmes;
- Strong liaison and negotiation skills;
- A valid driver's license.

RECOMMENDATIONS :

- Good leadership and interpersonal skills.
- Proven ability to develop and produce Road Safety Promotion Programmes;
- Ability to formulate, execute and report.
- Computer skills (MS Word, Excel, Power-point, etc)

KEY PERFORMANCE AREAS:

- Develop road safety education, awareness policies, strategies and manage the implementation thereof;
- Develop and manage innovative road safety educational projects, awareness policies, and strategies as well as managing the implementation thereof.
- Ensue the successful implementation of the road safety decisions of MINCOM, Arrive Alive Committee, RTMC, NDoT and Road Safety Commissioner in the province.
- Co-ordination of road safety activities with NGO's, SANRAL, local governments, Education Department within the allocated districts to ensure effectiveness of road safety strategy
- Establish and maintain Road Safety Promotion Forums with public and private stakeholders
- Co-ordination of Arrive Alive projects in the province, which include the compilation and analysis of road-related accident statistics;

- Manage in-service training and capacity building of both internal and external road safety promotion staff and forums;
- Effectively and efficiently manage human, financial and logistical resources of the Subdirectorate.

ENQUIRIES: Mr MH Ntamo **Tel 051 – 874 2221**

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

INSTRUCTIONS:

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Deputy Director Forensic Auditing

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
Deputy Director: Forensic Auditing
Directorate Internal Audit
CLOSING DATE: 17 AUGUST 2007

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

POST : Deputy Director: Forensic Auditing

CENTRES : Bloemfontein

REMUNERATION : An all inclusive remuneration package of **R311 358.00** per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines

REFERENCE NO. : PWRT 2007/79

MINIMUM QUALIFICATIONS

- A three-year Bachelor's degree or equivalent NQF level 6 qualification augmented by exposure to internal auditing background;
- A valid driver's license.

RECOMMENDATIONS :

- Report writing and communication skills;
- Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations;
- Knowledge of internal audit standards;
- Supervisory experience;
- Registration with SA Institute of Internal Auditors will be a strong recommendation.
- Computer skills (MS Word, Excel, Power-point, etc)

KEY PERFORMANCE AREAS:

- Development of the audit framework and review the policies and procedures for preventing fraud and ensuring internal control measures;
- Executing planned adequacy, effective audit assignments in line with annual audit plans;
- Monitor fraud related and other special investigations and assignments at the request of management and audit committee;
- Assist in the development of a 3-year rolling annual internal audit operational plan and also monitor the implementation of the Integrity Promotion Strategy incorporating anti-fraud prevention strategy;
- Co-ordination and overall control of the processes relating to forensic audits, performance audits, compliance audits and information systems and operations;
- Evaluate the extent to which management has identified their inherent risks, as well as the adequacy and cost effectiveness of internal control measures;
- Submitting continuous reports to the audit committee and Management on the efficient delivery of programmes and achievement of objectives;

- Follow up on issues raised in the previous audit reports of the Auditor General and Internal Auditors;
- Effective and efficient management of human, financial and logistical resources of the Subdirectorate.

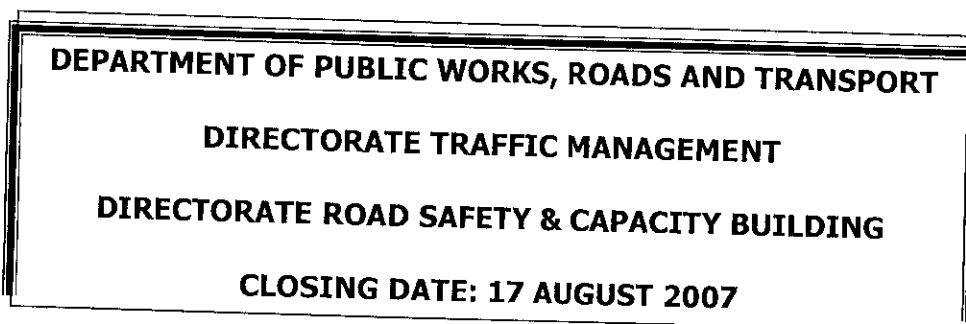
ENQUIRIES: Ms M Solfafa Tel 051 – 405 3022

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

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.
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Principal Road Safety Officer: 3 posts



POST : Principal Road Safety Officer

NO. OF POSTS : 3 posts

REFERENCE NO. : PWRT 2007/80

SALARY : R132 054.00 p.a. (Salary level 8)

CENTRE/S : Welkom (1 post)
Ladybrand (1 post)
Trompsburg (1 post)

REQUIREMENTS

An appropriate recognized degree or equivalent qualification, preferably in Education or communication.
A valid unendorsed code eight (8) driver's license.

RECOMMENDATIONS: The following will serve as a recommendation:

- Teaching and marketing experience.
- Analytical and innovative thinking.
- Ability to work independently.
- Communication skills and computer literacy.
- Commitment to community development.

DUTIES : Key Performance areas:

- To co-ordinate, manage and implement road safety education activities in the Free State.
- Compilation and analysis of road safety and data-driven projects as required by the Departmental Plans and Strategies.
- Participate in the Arrive Alive projects and campaigns pertaining to road safety at provincial level, as well as co-ordination of relevant projects at local level.
- Facilitation of the road safety forums and other road safety community outreach with a view to ensure public participation, which is inclusive of intergovernmental/departmental relations as well as public private partnerships.
- Co-ordinate the learner safety projects for ensuring integration of road safety education in the mainstream, multimedia, as well as pedestrian safety at local level.
- Provision of expert advice and assistance with regard to Driver Training issues at local level
- Oversee the performance of staff and resources under control.
- Act as project manager for various road safety projects and other Arrive Alive Projects at local level.

ENQUIRIES : Mr Mr MH Ntamo
Tel no: 051 – 874 2221

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

OR

Medfontein Building
St Andrew Street
BLOEMFONTEIN

INSTRUCTIONS: **How to apply:**

- ♣ 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/Passport attached. Full particulars of qualifications and experience (on separate page, if necessary) must be submitted and candidates must please indicate the number of this circular on their application form. Direct your application quoting the relevant reference number & corresponding centre of employment above. 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.

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

Road Superintendent

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
DIRECTORATE: LAND TRANSPORT INFRASTRUCTURE
CLOSING DATE: 17 AUGUST 2007

POST : Road Superintendent (4 posts)

REFERENCE NO: : PWRT 2007/81

REMUNERATION : R85 362 per annum (Salary Level 6)

CENTRE/S :
Hoopstad
Senekal
Vrede
Ficksburg

REQUIREMENTS

- A grade 12 qualification or NQF 4 plus appropriate relevant experience.
- Candidates will be required to undergo the Training Course for Road Superintendent.
- Valid Driver's License.

RECOMMENDATIONS: The following will serve as a recommendation:

- Supervisory experience.
- Good interpersonal, communication and writing skills.

DUTIES : Key Performance areas:

- Oversee road maintenance and construction activities performed by staff teams, by ensuring the efficient use of plant, labour and financial resources.
- Compiling and checking various reports and progress data on road related matters.
- Liaison with the public and communities regarding road matters.
- Participation as secretary of Roads Board and interact with the Board according to the Roads Ordinance, 1998.

ENQUIRIES : Contact for futher information:
Mr L. van Wyk - Tel no: 051-4357591

Personnel Practitioner: HR Provisioning

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
Personnel Practitioner: HR Provisioning
Directorate Human Resources Management
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 : Personnel Practitioner: Human Resources Provisioning
3 posts

REMUNERATION : **R106 335.00** per annum

CENTRE/S : Bloemfontein

REFERENCE NO. : PWRT 2007/82

MINIMUM QUALIFICATIONS

- An appropriate Bachelor's Degree or equivalent qualification;
- Computer literacy;
- Knowledge of Human Resources Practices, Public Service Act, Public Service Regulations and Human Resource Policies;
- Valid Driver's License

Skills and competencies:

- Communication (written and verbal); Good Public Relations; Good interpersonal and communication; Hardworking, efficient and resourceful;
- Ability to work under pressure, independently and with accuracy.
- Thorough knowledge of human resources management policies and practices relating to employment

RECOMMENDATIONS :

- Knowledge of Public Service Regulatory Framework
- Good written and written communication skills
- Sound interpersonal and liaison skills
- Computer skills (MS Word, Excel, Powerpoint, etc)

KEY PERFORMANCE AREAS:

- Assist with the development, presentation and co-ordination of training on human resources issues in the department in order to contribute to an effective and well-informed workforce.
- Render a human resources advisory service to the department by investigating, analyzing and interpreting problematic and other human resources related issues to promote an effective human resources environment.
- Promote effective human resources management by researching, analyzing, developing and reviewing Departmental policies, strategies, guidelines and circulars to contribute to the consistent and effective application of human resources practices.
- Assist with the facilitation of the recruitment and selection processes in the department to contribute to a professional human resources service.
- Assist with the development of job descriptions for posts within the department to indicate the output that is expected per post.

ENQUIRIES : Ms SA Mokhosa Tel no : (051) 409 8516

Chief Industrial Technician (Materials)

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
DIRECTORATE: LAND TRANSPORT INFRASTRUCTURE
Chief Industrial Technician (Materials)**

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 : Chief Industrial Technician (Materials)
NO. OF POSTS : 3 posts
SALARY : R132 054,00 p.a.
CENTRE/S : Motheo District, Bloemfontein
Kroonstad
Bethlehem
REFERENCE NO. : PWRT 2007/83

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- National Diploma in Civil Engineering or equivalent qualification.
- Valid Code B driver's license.
- Relevant supervisory experience

RECOMMENDATIONS:

- Basic knowledge of financial and project management
- Leadership ability
- Computer literacy
- Analytical and problem solving skills
- Good communication and interpersonal skills

DUTIES

The ideal candidate will be required to:

- Investigate and implement cost-effective designs in respect of road-building materials to ensure that road specifications are met
- Control procedures of road maintenance on-site to derive maximum cost benefit
- Ensure quality control of road-building materials to ensure that technical specifications are met
- Comply with and implement Department Acts, policies and prescripts
- Conduct technical investigations including PMS & GMS to evaluate road conditions.

ENQUIRIES : Mr K. Arnold, Telno: (051) 435-7591

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

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

DIRECTORATE: LAND TRANSPORT INFRASTRUCTURE

CLOSING DATE: 17 AUGUSTUS 2007

- POST** : Control Industrial Technician-Design, Development and System Maintenance
- NO. OF POSTS** : 1 post
- REFERENCE NO.** : PWRT 2007/84
- SALARY** : R157 686.00 per annum (Level 9)
- CENTRE/S** : Bloemfontein
- REQUIREMENTS** :
An appropriate B-Tech Degree in Civil Engineering or equivalent NOF 6 qualification.
A valid driver's license
- RECOMMENDATIONS** :
- Extensive experience in Information Management Systems eg. Pavement Management System, Gravel Management System and As-built information.
 - Extensive experience in visual assessment of paved and gravel roads.
 - Experience in road construction projects and contract administration.
 - Statistical evaluation of above mentioned systems.
 - Experience in road condition assessment and identifying cause and mechanisms of distress on roads.
 - Managerial experience.
 - Good verbal and written communicate skills with respect to interacting with management, sub-ordinates, other employees, the general public, clients and co-workers in respect of procedural matters and the ability to write routine reports, memos and letters.
 - Possess the ability to work under pressure with minimal supervision.
 - Display the willingness to travel and work irregular hours.
 - Be computer literate.
- DUTIES** :
- Key Performance areas:** The successful incumbent will be responsible for:
- Control and maintain the information management system regarding As-built Information, PMS and GMS, in order to inform prioritization of road-related projects.
 - Quality control of road building material during road construction projects for ensuring optimal and efficient utilization of financial resources.
 - Preparation of small scale contracts in respect of pavement designs done by consultants.
 - Monitoring work of assessors to ensure that Visual Condition Index specifications are met.
 - Managing the performance of human and other resources allocated to the unit.

ENQUIRIES : Contact for further information:

Mr K. Arnorld: Chief Engineer

Tel no: (051) 409-8431

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**

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

INSTRUCTIONS: How to apply:

- ❖ 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, Driver's Licence 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-mail applications will be considered and applications 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 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.
- ❖ Applications will not be accepted by staff in offices in the Building.
- ❖ All enquiries regarding the above-mentioned post must be directed to the person indicate at the enquiries: No other staff member will entertain queries in this regard.

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
Deputy Director: EPWP Impact Assessment
Directorate EPWP Projects Implementation and Evaluation
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: EPWP Impact Assessment

CENTRES : Bloemfontein

REMUNERATION : An all inclusive remuneration package of **R 311 358.00** per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines

REFERENCE NO. : PWRT 2007/85

MINIMUM QUALIFICATIONS

- A Degree / National Diploma or equivalent NQF Level 6 qualification related to statistics, economics, demography or social sciences;
- Experience related to research, monitoring and evaluation and data analysis, development, implementation and management of monitoring and evaluation systems
- A valid Code B/EB Driver's License.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of various administrative policies and procedures.
- Knowledge of computer based information systems e.g. (Software packages Ms Excel, MS Word, PowerPoint, MS Access etc).
- Interpretation and Compilation of management reports.
- Project Management skills.
- Knowledge of Public Service reporting procedures and work environment.
- Code of good practice for Special Public Works Programmes.

RECOMMENDATIONS :

- Ability to interpret and apply policy.
- Analytical and innovative thinking.
- Knowledge of Financial Management.
- Proven and well developed interpersonal communication skills, both written and verbal.
- The ideal candidate should be approachable, team orientated, receptive to suggestions and ideas. He / she should also be an innovative thinker, creative and solution oriented.
- Willingness to travel extensively and to work abnormal hours is critical for the appointment in the position;
- The applicant should also have enough capacity to work without constant supervision.

KEY PERFORMANCE AREAS:

- Develop and ensure effective implementation of the departmental policy and operational plan with regard to EPWP impact assessments;
- Undertake research/surveys to assess the impact of EPWP interventions on communities and recommend interventions where possible;
- Implement mechanisms for follow-ups on EPWP trainees to establish whether they have been absorbed in the mainstream employment;
- Evaluate the effectiveness of training of emerging entrepreneurs as well as determining their overall performance;
- Determine the mentoring and aftercare intervention measures.
- Manage the resources of the Sub-directorate to ensure efficient and effective utilization thereof.

ENQUIRIES: Mr ZG Jacobs**Tel 051 – 403 2221****APPLICATIONS TO:**

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

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
Deputy Director: EPWP Compliance
Directorate EPWP Projects Implementation and Evaluation
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: EPWP Compliance

CENTRES : Bloemfontein

REMUNERATION : An all inclusive remuneration package of **R311 358.00** per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines

REFERENCE NO. : PWRT 2007/86

MINIMUM QUALIFICATIONS

- A Degree / National Diploma or equivalent NQF Level 6 qualification related to statistics, economics, demography or social sciences;
- Knowledge of labour intensive technologies and skills development strategies;
- Understanding EPWP policies and the various programmes currently implemented in relation to the EPWP;
- A valid Code B/EB Driver's License.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Willingness to travel extensively and to work abnormal hours is critical;
- Capacity to work without constant supervision;
- Relevant qualification or equivalent in Project Management;
- Knowledge in project management, facilitation skills, presentation skills, experience in working with communities.
- Good financial management and understanding of the public service and other developmental policies

KEY PERFORMANCE AREAS:

- Undertake inspections at all EPWP project sites to ensure compliance with EPWP criteria;
- Collect data, collate, analyze and compile management reports for submission to the senior management;
- Determine the mentoring and aftercare intervention measures.
- Ensure compliance to the service conditions stipulated in terms of the EPWP framework;
- Develop and ensure the effective implementation of the departmental policy and operational plan with regards to the EPWP compliance.
- Manage the resources of the Sub-directorate to ensure efficient and effective utilization thereof.

ENQUIRIES: Mr ZG Jacobs

Tel 051 – 403 2221

APPLICATIONS TO:

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

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.
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**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
DEPUTY DIRECTOR: SMME DEVELOPMENT
DIRECTORATE EPWP LEARNERSHIPS AND EMERGING
CONTRACTOR DEVELOPMENT
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: EPWP SMME Development

CENTRES : Bloemfontein

REMUNERATION : An all inclusive remuneration package of **R311 358.00** per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines

REFERENCE NO. : PWRT 2007/87

MINIMUM QUALIFICATIONS

- A Degree / National Diploma or equivalent NQF Level 6 qualification related to statistics, economics, demography or social sciences;
- Knowledge of labour intensive technologies and skills development strategies;
- Understanding of EPWP policies and various programmes currently implemented in relation to the EPWP;
- A valid Code B/EB Driver's License.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Willingness to travel extensively and to work abnormal hours is critical;
- The applicant should also have enough capacity to work without constant supervision;
- Relevant qualification or equivalent in Project Management;
- Knowledge in project management, facilitation skills, presentation skills, experience in working with communities;
- Good financial management and understanding of the public service and other developmental policies

KEY PERFORMANCE AREAS:

- Manage the training cycle relating to EPWP SMME Development programmes;
- Analyze training needs, coordinate and facilitate SMMEs' skills development.
- Coordinate the development of the training plan needs.
- Identify and conceptualize EPWP SMME development initiatives;
- Undertake feasibility and viability studies of identified SMME Development initiatives;
- Manage internship programmes applicable to the EPWP environment;
- Produce necessary reports relating to the field;
- Manage the resources of the Sub-directorate to ensure efficient and effective utilization thereof.

ENQUIRIES: Mr TJ Mokhethi **Tel 051 – 403 2221**

**DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
DEPUTY DIRECTOR: TRANSPORT REGISTRATION
OFFICE OF THE PROVINCIAL TRANSPORT REGISTRAR
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: Transport Registration

CENTRES : Bloemfontein

REMUNERATION : An all inclusive remuneration package of **R311 358.00** per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines

REFERENCE NO. : PWRT 2007/88

MINIMUM QUALIFICATIONS

- A Degree / National Diploma or equivalent NQF Level 6 qualification related to statistics, economics, demography or social sciences;
- Project management background;
- Knowledge of the legislative framework relating to the transport industry;
- A valid Code B/EB Driver's License.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Willingness to travel extensively and to work abnormal hours is critical
- The applicant should also have enough capacity to work without constant supervision
- Facilitation skills, presentation skills, experience in working with communities
- Good financial management and understanding of the public service and other developmental policies.

KEY PERFORMANCE AREAS:

- Provide high level administrative support to the provincial Transport Registrar in relation to the execution of the legislative mandate;
- Ensure effective conflict management within the taxi industry;
- Initiate economic empowerment benefits for the industry;
- Maintain an effective registration and administration system;
- Manage the processing applications for registration of all transport associations, members and non-members in respect of taxi operators, inclusive of processes for verification of information.
- Maintain the taxi operators registration system to ensure correct updating of information
- Evaluate Departmental records in relation to the records possessed by taxi association to ensure correct updating of information.
- Maintaining the Registration Administration System (RAS) to correct capture information of taxi operators and associations.

- Taking reasonable steps to acquire information and provide expert witness during disciplinary cases of individual taxi associations, as well as assist in the Independent Electoral Commission to facilitate elections of taxi associations.
- Liaise with other provinces and Permit Boards on matters of taxi registration system.
- Manage the resources of the Sub-directorate to ensure efficient and effective utilization thereof.

ENQUIRIES: Mr ST Lekhema Tel 051 – 505 7401

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

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.
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DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
DIRECTORATE ORGANIZATIONAL DEVELOPMENT
CLOSING DATE: 17 AUGUST 2007

POST : Senior Admin Officer: Service Delivery Improvement Officer

NO. OF POSTS : 1 post

SALARY : R 132 054.00 per annum (salary level 8)

REFERENCE NO. : PWRT 2007/89

CENTRE/S : Head Office, Bloemfontein

REQUIREMENTS

- A Bachelors Degree or equivalent NQF level 6 qualification in administrative/management/commercial field.
- Administrative experience.
- Knowledge and experience in using the Microsoft packages such as Excel, PowerPoint, MS Word, etc.
- Valid Code B driver's license.

RECOMMENDATIONS

- Good communication and interpersonal skills.
- Report writing skills.
- Presentation skills.
- Willingness to travel to all the departmental offices.

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

- Facilitate and co-ordinate the implementation of Service Delivery Improvement Plan in the Department.
- Co-ordinate and advise on the setting of service standards in the Department, as well as monitoring performance against the set standards.
- Promote awareness of Batho Pele Principles and service standards in the Department.
- Facilitate training to front-line personnel regarding customer service.
- Carry-out service delivery inspections at all departmental offices to ensuring compliance to the set standards.
- Oversee the performance of subordinates as well as other Service Delivery co-ordinators.

ENQUIRIES : **Contact for further information:**

Ms M Mphumela : Tel. No : (051 405 4366)

Deputy Director Strategic Planning

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
Deputy Director: Strategic Planning
Directorate Strategic Planning, Monitoring and Evaluation
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: Strategic Planning

CENTRES : Bloemfontein

REMUNERATION : An all inclusive remuneration package of **R311 358.00** per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines

REFERENCE NO. : PWRT 2007/90

MINIMUM QUALIFICATIONS

- Appropriate recognized Bachelor's degree in humanities (in particular Business Administration, Economic and Management Studies) or equivalent with strategic planning experience.
- Proven track record in general management, policy analysis, and strategic planning development in a government institution. A fair understanding of strategy development, implementation and facilitation will be added advantages.
- Computer literate, in particular: Excel, Word; Power Point; Internet and Microsoft Project.
- Knowledge of the policy framework guiding the functions of the Department of Public Works, Roads and Transport is essential
- A valid driver's license.

RECOMMENDATIONS :

- Good leadership and interpersonal skills;
- Willingness to travel extensively and to work abnormal hours is critical
- Capacity to work without constant supervision.

KEY PERFORMANCE AREAS:

- Facilitate the development of the departmental strategic and operational planning processes, linked to the budgetary processes, as well as rendering advice to management thereon.
- Align the departmental programmes to the national, provincial and local government priorities and new government policy initiatives, as well as align to the provincial cluster system.
- Draft the necessary of the departmental policies and procedures regarding all strategic management issues.
- Manage the development of the departmental annual performance plan;
- Draft the Departmental Annual Report in order to be in line with the requirements of the PFMA and ensure submission to Treasury within the set time frames.
- Manage the resources of the Sub-directorate to ensure efficient and effective utilization thereof.

ENQUIRIES: Ms M Mphumela **Tel 051 – 405 4366**

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.
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Assistant Director-Internal Audit

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

DIRECTORATE: INTERNAL AUDIT

CLOSING DATE: 17 AUGUST 2007

| | | |
|------------------------|---|---|
| POST | : | Assistant Director – Internal Audit |
| NO. OF POSTS | : | 3 posts |
| REFERENCE NO | : | PWRT 2007/91 |
| SALARY | : | R 157 686.00 per annum (Salary Level 9) |
| CENTRE/S | : | Bloemfontein |
| REQUIREMENTS | | <p>An appropriate Bachelor's Degree (or an equivalent qualification) with Auditing as a major subject. Sound knowledge of Accounting and Auditing principles. Supervisory and/or three year articles with an audit firm. Computer literacy. The ability to function independently and work under pressure. Valid code 8 driver's license.</p> |
| RECOMMENDATIONS | | <p>Project management skills Analytical and organizational skills Written and verbal communication skills Highly evolved interpersonal skills</p> |
| DUTIES | : | <p><u>Key Performance areas:</u></p> <ul style="list-style-type: none">• Assist audit management with risk analysis.• Plan and execute audit assignments.• Gather and evaluate evidence related to audit queries.• Perform audit testing and evaluate testing results.• Conduct fraud related and other special investigations.• Design and adapt effective control environments.• Monitor the implementation of the fraud prevention policy.• Document information and transaction flows.• Assist with the Business Risk analysis.• Assist management with the preparation of the draft report.• Perform ad hoc assignments.• Train, develop and manage staff. |
| ENQUIRIES | : | <p><u>Contact for further information:</u></p> <p>Ms M Solfafa Director: Internal Audit Tel no.:(051) 403 3022</p> |

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

- POST** : Employee Assistance Programme Officer (Counselor)
- SALARY** : R132 054,00 per annum
- CENTRE/S** : Thabo Mofutsanyana District (Phuthaditjhaba)
- REFERENCE NO** : PWRT 2007/92
- REQUIREMENTS** : An appropriate Bachelors Degree or equivalent with counseling as one of the subjects/courses and a proven track record in the field of counseling.
At least three (3) years experience in the field of counseling
Ability to communicate in at least one indigenous language; Ability to work under pressure, Driver license (code 8).
- RECOMMENDATIONS:** The following will serve as a recommendation: Strong professional code of ethics built in within the profession to cover issues like confidentiality etc. Advanced skills in writing, communication, facilitation, co-ordination and presentation.
- DUTIES** : **Key Performance areas:**

Develop and facilitate the successful implementation of policy on employee assistance programmes.
Market the policy/strategy on counseling to head office and districts;
Train/Inform management and supervisors on all issues pertaining to service;
Give counseling to affected employees and recommend follow-up plan.
Follow-up the referrals or with home visits;
Be prepared to work under pressure and overtime if necessary.
- ENQUIRIES** : **Contact for further information:**

Mr S. Amos : Tel no: 051-405 4630
- APPLICATIONS TO** : Head: Public Works, Roads and Transport
Directorate: Human Resources Management
P.O. Box 7551
Room 511, Medfontein Building
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

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

DIRECTORATE: PROPERTY MANAGEMENT AND HOUSEKEEPING

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: Contract Administration
(1 post)
- REMUNERATION** : An all inclusive remuneration package of **R311 358.00** p.a. 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 2007/93

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- A 3-year tertiary qualification in property-management filed 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 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, negotiation, inter-personal, supervisory and reporting skills.

Key Performance areas:

- Manage the leasing and renting contracts of all government buildings.
- Contract finalization and administration.
- Develop and maintain the debtor system and conduct regular internal control and inspections.
- Effectively and efficiently 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.
- Prepare 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 Telno : (051) 410 7540

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

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

INSTRUCTIONS: **How to apply:**

- ❖ 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.

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 shotlist critera 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 indicate at the enquiries: No other staff member will entertain queries in this regard.

Chief Engineer: Electrical

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

CHIEF DIRECTORATE: PUBLIC WORKS

CLOSING DATE: 17 AUGUST 2007

- POST** : Chief Engineer: (Electrical)
- NO. OF POSTS** : 1 post
- REF. NO.** : PWRT 2007/94
- SALARY** : An all inclusive remuneration package of **R369 000,00** per annum. The package includes 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 Electrical 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
- 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.
 - Planning and execution of 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 payments of final accounts to 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

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 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.

Data Capturer

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
Deputy Director: Research and Development
Directorate Research and Development
CLOSING DATE: 17 AUGUST 2007

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.

POST : Data Capturer
CENTRES : Bloemfontein
REMUNERATION : R 49 665.00 (Salary level 3)
REFERENCE NO. : PWRT 2007/75

MINIMUM QUALIFICATIONS

- An appropriate computer qualification or equivalent experience, particularly on research related computer programmes.
- A thorough understanding of: Excel, Word; Power point; Internet, Micro-Soft Project (Ms Project) and (Statistical Programme for Social Sciences) SPSS (or any other appropriate computer programme related to research).
- The individual should also have enough capacity to work without constant supervision

RECOMMENDATIONS :

- Knowledge of the policy framework guiding the functions of the Department of is essential.
- Willingness to travel extensively and to work abnormal hours is critical for the appointment in the position.

KEY PERFORMANCE AREAS:

- Capture departmental relevant data as per instruction or by own initiative. Such information would have been generated both internally and externally by relevant sources.
- Punch information on SPSS from the undertaken studies.
- Provide computer analysis of information as per instruction.
- Avail captured information as per the instruction from time to time.
- Be a source of information on all the departmental relevant information.
- Serve as a unit secretary.

ENQUIRIES: Mr S More Tel 051 – 405 4366

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