



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 61/2008**

**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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

  
**DEPARTMENT OF THE PREMIER**

**DATE:** 10/7/2008

Human Resource Advice, Co-ordination and Management Directorate  
P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

[www.fs.gov.za](http://www.fs.gov.za)

## PROVINCIAL ADMINISTRATION: DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

*This department is an equal opportunity affirmative action employer. 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*

- APPLICATIONS** : Head: Public Works, Roads and Transport, Human Resources Management, P.O. Box 7551, Bloemfontein, 9300 or Applications that are hand delivered must be brought to the foyer of the Medfontein Building, where they must be placed in the appropriately marked sealed container at: Security Entrance Ground Floor, Medfontein Building, St Andrews Street, Bloemfontein
- CLOSING DATE** : 22 July 2008
- NOTE** : Please note: Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by updated comprehensive and detailed Curriculum Vitae with certified copies of qualification certificates, driver's license and a copy of Identity Document or passport attached. Applicants are requested to complete a Z83 form properly. Full particulars of qualifications and experience (On separate page, if necessary) must be submitted. Direct your application quoting the relevant reference number and corresponding centres of employment above on the Z83 form. No faxed or e-mailed applications will be considered and applications received after the closing date indicated below will not be accepted. Only applications sent by post, or placed in the appropriate container at the security entrance at Medfontein Building will be considered. 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. Correspondence will be limited to short-listed candidates only. Candidates, who are not contacted within four months for an interview, can assume that they did not meet the short-listed criteria and are hereby thanked for applying. These posts are based in Bloemfontein except where otherwise stated. Verification on qualifications and South African citizenship will be conducted.
- POST** : Deputy Director: Legal Services (Legal Professional) (1 post)  
PWRT 2008/027
- 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
- REQUIREMENTS** : A three-year Bachelor's degree or equivalent NQF level 6 qualification in legal field augmented by exposure to exposure to the legal services background; Experience in legal advisory capacity, Knowledge of the Public Service legislation in general and government policies, A valid driver's license.
- RECOMMENDATIONS** : Candidates must be experts on litigation matters, Excellent written and verbal communication skills, Sound knowledge of Jutastat, Good analytical and thinking skills and in- depth knowledge of the legislative processes in government.
- DUTIES** : Draft legislation and legal notices as required by the regulatory framework. Responsible for legal opinions, contracts, memoranda and other documentation with a legal bearing. Ensuring the provision of the professional legal services to the management and staff according to the needs of the department. Assist with regards to interpreting policies, legal documents, contracts and legislation applicable to the Department. Collate and disseminate information on new legislation relevant and applicable to the Department. Liaise with the State Attorneys on legal issues that the State Attorneys are handling on behalf of the Department, as well as with line functionaries pertaining to legal matters. Liaise occasionally with other government Departments and other role-players to keep abreast of the latest developments. Support the unit in conducting the legal research for the entire Department. Liaison services with State Law Advisors, State Attorneys, Assist with regards to the handling of disciplinary enquiries.
- ENQUIRIES** : Adv MP Molotsi Tel no: 051 – 4054695

<u>POST</u>	:	<u>Chief Engineer-Road Maintenance (1 post) Motheo (Bloemfontein)</u> <u>PWRT 2008/28</u>
<u>SALARY</u>	:	An all inclusive remuneration package of R369 000 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.
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelors degree or an equivalent NQF 6 qualification in Civil Engineering as prescribed in the Engineering Profession Act (Act 46 of 2000) plus extensive appropriate experience. A valid driver's license.  <i>Note:</i> *Applicants must provide proof of their registration with ECSA as a Professional Engineer/Professional Technologist or proof that the Engineering Council of South Africa accepts their qualifications for purposes of registration as Professional Engineer/Professional Technologist.
<u>RECOMMENDATIONS</u>	:	Strong leadership and management skills, Highly evolved Project Management and planning skills; Extensive financial and analytical skills; Proven ability to scrutinize in-house and privately compiled documentation; Ability to compile technical reports; Proven ability to co-ordinate, comply and enforce the development of legislation arising from policies of Government and the department. Proficiency in computer skills.
<u>DUTIES</u>	:	General Management: Manage the strategic planning and processes regarding the achievement of the objectives of the division. Manage the expenditure of regional funds based on the business plans, as well as ensuring proper financial control. Technical Services: Ensuring that the new technology is utilized and technical skills and methods are applied in the provision of road maintenance services. Management of the road maintenance contracts relating to road maintenance, as well as ensuring that the work of consultants adhere to the standards expected. Compilation of Regional Road Maintenance Budget, distribution of funds, the monitoring and control of expenditure of funds. Investigate and research road condition in order to formulate solutions, options and recommendations for best maintenance practices. Manage all regional road maintenance and operations. Co-ordination of all regional training needs. Be prepared to work under pressure, overtime, standby duty and to travel away from the headquarters on a regular basis whenever necessary.
<u>ENQUIRIES</u>	:	Mr A. Troskie                      Tel no: (051) 409 8477
<u>POST</u>	:	<u>Assistant Director – Internal Audit (3 posts) PWRT 2007/ 029</u>
<u>SALARY</u>	:	R 157 686.00 per annum
<u>REQUIREMENTS</u>	:	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.
<u>RECOMMENDATIONS</u>	:	Project management skills, Analytical and organizational skills, Written and verbal communication skills, Highly evolved interpersonal skills.
<u>DUTIES</u>	:	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 : Ms M Solfafa Tel no.: (051) 403 3022

POST : Regional Roads Engineer: Roads Maintenance (2 posts)

REMUNERATION : R 157 686 per annum

CENTRE/S : Motheo District PWRT 2008/ 030  
Thabo Mofutsanyana District PWRT 2008/031  
Lejweleputswa PWRT 2008/032

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 : 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, advice and make recommendations. Conduct research regarding new developments in the technological context.

ENQUIRIES : Ms G Mentz Tel No: 051-409 8575

POST : Assistant Director: Debtors (1 post) PWRT 2008/033

SALARY : R 157 686.00 per annum

REQUIREMENTS : A Bachelor's degree/ National Diploma in any accounting field or equivalent NQF level 6 qualification. Valid Drivers License (Code B). Computer literacy (pastel in particular).

RECOMMENDATIONS : Relevant supervisory experience. Well developed presentation and facilitation skills. Knowledge and understanding of the relevant legislation. Sound analytical and problem solving skills. Good verbal, written and interpersonal skills.

DUTIES : Controlling the rental revenue and expenditure. Ensure effective and efficient creditor's reconciliations. Inspection of state properties and reflect findings in the assessment report. Providing inputs with regards to the continuous updating of the property management asset register. Responsible for implementing strategies to ensure good audit reports. Providing inputs in ensuring compliance toward meeting minimum standards for occupational conditions of property. Managing the resources allocated to the section. Maintenance of databases, insurance of comprehensiveness and completeness. Compiling and checking financial statements. Reconciliation of landlords rental account claims.

ENQUIRIES : Ms N Zulu Tel no: 051 – 410 7538

Assistant Director: Renting and Leasing (1 post) PWRT 2008/034

SALARY : R 157 686.00 per annum

REQUIREMENTS : A Bachelor's degree/National Diploma or equivalent NQF level 6 qualification in Property Management/Legal or Finance-related qualification. Valid Drivers License (Code B). Computer literacy (excel in particular).

RECOMMENDATIONS : Knowledge and understanding of the relevant legislation. Sound analytical and

problem solving skills. Good verbal, written and interpersonal skills. Exposure to Accounting packages. Relevant experience. Well developed presentation and facilitation skills.

<u>DUTIES</u>	:	Management of lease & rental contracts e.g. eviction of lessees, advice to counterparts at Property Portfolio Directorate, liaison with stakeholders/service providers. Render administrative support with regard to the processing of renting and leasing applications in respect of the complete property-related contracts, Authorize Rental Payments. Ensure effective and efficient creditor's reconciliations. Management of lease & rental contracts e.g. eviction of lessees, advice to counterparts at Property Portfolio Directorate, liaison with stakeholders/service providers. Inspection of state properties and reflect findings in the assessment report. Regular updating of the property management asset register. Responsible for implementing strategies to ensure good audit reports. Providing inputs in ensuring compliance toward meeting minimum standards for occupational conditions of property. Managing the resources allocated to the section.
ENQUIRIES	:	Ms N Zulu                      Tel no: 051 – 410 7538
POST	:	<u>Assistant Director: Rates and Taxes (1 post) PWRT 2008/ 035</u>
SALARY	:	R 157 686.00 per annum
REQUIREMENTS	:	An appropriate Degree or a National Diploma in any Accounting field or equivalent NQF 6 qualification. Experience in Debtors and Creditors management Computer literacy (pastel in particular). Valid Drivers License (Code B)
RECOMMENDATIONS	:	Knowledge of the BAS System. Relevant applicable experience. Reporting and supervisory skills, communication skills. Well developed presentation and facilitation skills.
DUTIES	:	Advise and reporting to senior management regarding the state of Rates & Taxes and Sanitation payments. Monitor and control over expenditure. Approve the allocation of expenditure to be implemented on I-Eworks, manage possible over spending. Ensuring the monthly reconciliation of municipal accounts, in respect of the valuation roll, as well as tariffs with approved ordinances. Authorization of BAS-related payments, as well as ensuring payments that will interface with BAS, and reconciliation of interfaces. Ensuring the sound management and control of the Rates & Taxes Budgets. Ensuring the allocation of budgets to correct items, request allocation for the following year and adjustment budgets. Managing the human and other resources allocated to the unit.
ENQUIRIES	:	Ms N Zulu                      Tel no: 051 – 410 7538
<u>POST</u>	:	<u>Assistant Director: Water and Electricity PWRT 2008/036</u>
<u>SALARY</u>	:	R 157 686.00 per annum
<u>REQUIREMENTS</u>	:	An appropriate Degree or a National Diploma in any Accounting field or equivalent NQF 6 qualification. Experience in Debtors and Creditors management Computer literacy (pastel in particular). Knowledge of the BAS System. Valid Drivers License (Code B).
<u>RECOMMENDATIONS</u>	:	Relevant experience. Reporting and supervisory as well as communication skills. Well developed presentation and facilitation skills.
<u>DUTIES</u>	:	Control over revenue and expenditure Overall control of invoices received in respect of payments for water and electricity accounts. Advice and reporting to

senior management regarding the state of Water and Electricity payments. Identify and develop new and more effective methods of work. Implement internal controls and ensure compliance with internal controls. Prepare and submit operational reports and other ad hoc reports within the set deadlines. Approve allocation of expenditure to be implemented on BAS/I-Eworks, manage possible over spending. Ensuring the monthly reconciliation of municipal accounts. In respect of the valuation roll, as well as tariffs with approved ordinances. Authorization of BAS-related payments, as well as ensuring payments that will interface with BAS, and reconciliation of interfaces. Ensuring the allocation of budgets to correct items, request allocation for the following year and adjustment budgets. Managing the human and other resources allocated to the unit.

ENQUIRIES	:	Ms N Zulu	Tel no: 051 – 410 7538
<u>POST</u>	:	<u>Assistant Director: Special Programmes (1 post) Ref No. PWRT 2008/037</u>	
<u>SALARY</u>	:	R157 686 per annum	
<u>REQUIREMENTS</u>	:	A recognized degree/diploma in the Social Psychological fields with psychology as major (or equivalent qualification) and proven experience with regard to developing, formulating and implementing departmental policy and operational plans relating to special programmes. The ability to communicate ideas and issues to a variety of audiences in a tactful, influential manner, verbally and in writing. Proven track record of community involvement and extensive experience in community programmes such as HIV and AIDS, social development youth women and disability persons.	
<u>RECOMMENDATIONS</u>	:	Effective organizing skills. Ability to work collaboratively with a range of internal services and external organizations in a facilitating, enabling, advisory or informative capacity. Planning. Decision making. Analytical skills. Problem solving. Community based programmes with local authorities and NGO's.	
<u>DUTIES</u>	:	Develop and facilitate the implementation of a departmental policy and operational plan with regard to HIV/AIDS, Youth, Gender and Disability (in line with national and provincial policy). Assist line-functionaries in the Department with the implementation of such policy/plan. Co-ordinate all matters related to HIV/AIDS, Youth, Gender and Disability in the Department. Integrate and facilitate special projects related to HIV/AIDS, Youth, Gender and Disability in the Department. Work as part of a team. Work overtime when needed.	
ENQUIRIES	:	Mr S.M. Amos	Tel no: (051) 405 4632
<u>POST</u>	:	<u>Server Administrator: Information Communication Technology PWRT 2008/038</u>	
<u>SALARY</u>	:	R 132 054.00 per annum	
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or Technikon National Diploma in Information Technology. Appropriate practical experience in Applications Development Environment. Knowledge of Windows Operating Systems and File Servers. Practical Experience on Linux and UNIX Network Environment.	
<u>RECOMMENDATIONS</u>	:	Successful completion any other approved training programme for Programmers (SITA). Valid Code 08 Driver's License. Knowledge and practical experience on Novell GroupWise, Linux Novell, ZENworks, Groupwise, and SAN Technology Servers.	
<u>DUTIES</u>	:	Effective administration of the installation, configuration and administration of Linux Novell, ZENworks, Groupwise, and SAN Technology Servers. Daily monitoring and maintenance of network servers to ensure proper functioning and problem identification, information security threats, analysis and resolution. Researching and investigation of new technology needs as well as adapt to the	

existing servers. Formulate network operating policies. Supervision and maintenance on all relevant computer software, including updating and servicing plan. Implement and maintain relevant ICT policies. Maintaining the Disaster Recovery Plans/Business Continuity Plans Capabilities Ensuring the effective supervision and control of human and other resources in the division.

<u>POST</u>	:	<u>Programmer (Web Developer)(1 post) PWRT 2008/039</u>
<u>SALARY</u>	:	R106 335 per annum
<u>REQUIREMENTS</u>	:	An appropriate three years degree/diploma in IT or Computer Science or equivalent qualification. A valid Code 8 driver's license
<u>RECOMMENDATIONS</u>	:	At least 1 year's practical experience in Web application development and maintenance. Knowledge of Java, Java Script, HTML, Visual Basic, XML, SQL, C++, Visual Studio, ASP and NET. Knowledge of Windows Operating Systems and File Servers. Good understanding of Object-Oriented Programming and SDLC. Ability to work under pressure, work within a team environment and to multi task.
<u>DUTIES</u>	:	Developing and maintaining the departmental websites (internet/intranet). Provide technical advice and support on Web based applications. Assume the responsibility of Web Master in the department. Receive web material and decide how it should be presented on the website to maximize accessibility, consistent with the existing navigation and original structure of site. Assist in research and identification of services for e-government initiatives. Monitor, implement and ensure strict adherence to ITC policies. Work overtime when needed.
ENQUIRIES	:	Mr D van Coller 051 – 4098679
<u>POST</u>	:	<u>Personal Assistant: Chief Directorate: Property Management PWRT 2008/040</u> <u>Personal Assistant: Chief Directorate: Roads PWRT 2008/041</u>
<u>SALARY</u>	:	R 106 335.00 per annum.
<u>REQUIREMENTS</u>	:	An appropriate 3 year tertiary qualification and experience in a Secretarial or Administration field. At least 2 years experience in a secretarial or administrative field. Working experience in the application of Microsoft packages such as Word, Excel, PowerPoint and Outlook. Working knowledge in the setting up and maintenance of a record system. Ability to work under pressure, long irregular hours and over weekends.
<u>RECOMMENDATIONS</u>	:	The incumbent should have the ability to work independently and without supervision. Possess a high degree of confidentiality; be able to utilize his/her discretion and judge circumstances accurately in order to act appropriately and professionally. Have good interpersonal/human relation skills and possess the ability to communicate freely and easily with other employees, the general public and clients. Be in possession of a highly evolved degree of verbal and written communication skills. Be creative, innovative, and possess organizing skills.
<u>DUTIES</u>	:	It would be expected from the candidate to provide efficient secretarial and administrative support, in order to ensure that the office of the Chief Director functions effectively to meet the needs of the department by performing the following functions:  Manage the engagements of the Chief Director to improve service delivery. Implement administrative measures to ensure the efficient functioning of the office of the Chief Director. Deal with enquiries received, internally and externally to the relevant stakeholders. Keeping record of documents, memoranda, etc., which are dealt with by the Chief Director, staying updated with information from

various media and to bring such information to the attention of the Chief Director. Arrange for the placements of items on the agenda of meetings chaired by the Chief Director and to ensure circulation of accompanying memoranda, arrange for the attendance of the Chief Director at meetings and other relevant gatherings. Conduct pertinent research for the Chief Director, render a secretarial function for committees chaired by the Chief Director. To maintain a record of decisions taken and to communicate it, with the purpose of execution to role-players, to follow-up on progress made and to prepare briefing notes for the Chief Director. Handle travel arrangements for the Chief Director and assist him/her with attending to his/her duties. Compile and monitor the budget for the Chief Director's Office to ensure the effective and efficient utilization of funds.

ENQUIRIES	:	Mr SW Diakos	Tel No. (051) 405 4340
<u>POST</u>	:	<u>Administrative Officer: Strategic Planning (3 posts) PWRT 2008/042</u>	
<u>SALARY</u>	:	R106 335 per annum	
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or an equivalent NQF 6 qualification. Proven knowledge in Office for Windows package is essential. Candidates will be required to undergo a test for proficiency in these software packages. Proven ability to function responsibly, efficiently, effectively and independently at an operational level. Proven ability to establish and maintain good interpersonal relationships.	
<u>RECOMMENDATIONS</u>	:	Ability to handle tasks of multi-faceted nature. Ability to work under pressure Good communication and interpersonal skills. Analytical, problem solving and report writing skills	
<u>DUTIES</u>	:	<p>The incumbent will be responsible for the co-ordination of input, compilation and distribution of monthly, quarterly and annual reports for the department as prescribed by PFMA and the related Treasury Regulations. Assist with facilitation of workshops and planning sessions as well as tracking of progress on the implementation of the business plan. Support Manager: Strategic Planning to manage the process and to produce the Strategic Plan, Business Plan, Annual Report and other reports which reflect on the performance of the department.</p> <p>➤ Undertake administrative duties such as logistical arrangement for workshops, produce and distribute study material, take minutes, edit and type reports.</p>	
ENQUIRIES	:	Ms M. Mphumela	(051) 405 4366
<u>POST</u>	:	<u>Administrative Officer: Rates and Taxes (2 posts) PWRT 2008/ 043</u>	
<u>SALARY</u>	:	R 106 335.00 per annum	
<u>REQUIREMENTS</u>	:	A National Diploma in Accounting or in Cost and Management Accounting or equivalent NQF 6 qualification or Grade 12 Certificate with extensive experience in finance related fields. Computer literacy (pastel in particular).	
<u>RECOMMENDATIONS</u>	:	Valid Drivers License (Code B). Exposure to Accounting packages. Well developed presentation and facilitation skills.	
<u>DUTIES</u>	:	Advice and reporting to supervisor and middle management regarding the state of Rates & Taxes payments. Evaluate and review the invoices received in respect of accounts for rates and taxes; Ensuring the effective processing of payments for rates and taxes through the implementation of payments on I-E Works. Perform creditor reconciliations so as to prevent over or under payments. Verifying of valuation roll and publicized tariffs.	
ENQUIRIES	:	Ms N Zulu	Tel no: 051 – 410 7538

<u>POST</u>	:	<u>Administrative Officer: Water and Electricity (2 posts) PWRT 2008/044</u>
<u>SALARY</u>	:	R 106 335 per annum
<u>REQUIREMENTS</u>	:	A National Diploma in Accounting or in Cost and Management Accounting or equivalent NQF 6 qualification or Grade 12 Certificate with extensive experience in finance related fields. Experience in Debtors and Creditors management. Computer literacy (excel spreadsheet in particular)
<u>RECOMMENDATIONS:</u>	:	Valid Drivers License (Code B). Exposure to Accounting packages. Relevant experience. Well developed presentation and facilitation skills.
<u>DUTIES</u>	:	Advise and reporting to senior management regarding the state of Water & Electricity accounts. Monitor and control over expenditure. (approve allocation of expenditure to be implemented on I-Eworks, manage possible over spending) Ensuring the monthly reconciliation of municipal accounts in respect of water & electricity accounts. Authorization of BAS-related payments, as well as ensuring payments that will interface with BAS, and reconciliation of interfaces. Ensuring the sound management and control of the Water & Electricity accounts. Ensuring the allocation of budgets to correct items, request allocation for the following year and adjustment budgets. Managing the human and other resources allocated to the unit.
<u>ENQUIRIES</u>	:	Ms N Zulu                      Tel no: 051 – 410 7538
<u>POST</u>	:	<u>State Accountant (1 post) PWRT 2008/045</u>
<u>SALARY</u>	:	R 106 335.00 per annum.
<u>REQUIREMENTS</u>	:	An appropriate 3 year B-degree/Diploma in Financial Management, Public Management or equivalent qualification.
<u>RECOMMENDATIONS</u>	:	Appropriate experience in the Public Sector. Experience and knowledge in BAS. Knowledge of the Treasury Regulations and the PFMA.
<u>DUTIES</u>	:	Checking and controlling of RBE finance and related transactions to ensure correctness. Authorize all payments according to the financial delegations. Authorize payments on BAS. Control and follow up Wesbank First Auto queries and answers received. Monitoring the monthly profit and loss account. Compiling of the yearly Income Statement and Balance sheet. Authorize registration of RBE vehicles on ADM. Approve Z59 claim forms. Certify the Wesbank First Auto statements in regards of tariffs. Calculate the monthly depreciation. To help with the financial year-end and with the necessary information to compile the financial year statements. To undertake any other duties and responsibilities, which are appropriate to the grade and role of the post. To write and keep monthly report up to date. To undertake all training and development in line with a personal development plan.
<u>ENQUIRIES</u>	:	Mr J. Botha              (051) 400 5202
<u>POST</u>	:	<u>Principal Personnel Officer: HRM (1 post) PWRT 2008/046</u>
<u>SALARY</u>	:	R 106 335.00 per annum.
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or equivalent qualification (NQF4) qualification with appropriate experience. Experience on the level of Personnel Officer.
<u>RECOMMENDATIONS</u>	:	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, BCEA, Performance Management and Development System. Completion of PERSAL Introductory Course. Ability to handle tasks of tasks of multi-disciplinary

Nature. Sound communication and interpersonal skills. Computer literacy, extensive knowledge and experience in administering PERSAL including interpreting PERSAL reports. Analytical skills, problem solving and decision making.

DUTIES

: Maintenance of human resources administration functions and practices (i.e injury on duty, conditions of service in respect of housing, relocation benefits, long service, overtime allowance etc), develop and implement procedures and standards and interpret legislation guidelines and circulars from DPSA. Approve transactions on PERSAL. Liaise with Senior Management and colleagues regarding the application of legislative framework. Conduct elementary research and provide Line Managers with advice and guidelines regarding the application of prescripts.

ENQUIRIES

: Mr SW Diakos                      Tel No. (051) 405 4340