



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 62/2008

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

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

<u>APPLICATIONS</u>	:	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
<u>CLOSING DATE</u>	:	31 July 2008
<u>NOTE</u>	:	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.
<u>POST</u>	:	<u>Deputy Director: Research and Development (1 post) PWRT 2008/47</u>
<u>REMUNERATION</u>	:	An all inclusive remuneration package of R344 052.00 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
<u>REQUIREMENTS</u>	:	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 literate, 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.
<u>RECOMMENDATIONS</u>	:	Knowledge of the policy framework guiding the functions of the Department is essential. Willingness to travel extensively and to work abnormal hours is critical for the appointment in the position. Good leadership and interpersonal skills. A post graduate degree on the above will serve as an added advantage. Understanding of policy development and/ analysis will serve as an added advantage for applicants.
<u>DUTIES</u>	:	Assist with the identification of key research issues for the department, based on continuous scanning of internal and external environment. Researching and developing 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. Conducting 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 <i>in lieu</i> 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
<u>POST</u>	:	<u>Deputy Director: EPWP Technical Support (MMS Level 12) PWRT 2008/ 48</u>
<u>REMUNERATION</u>	:	An all inclusive remuneration package of R 407 745.00 per annum. The package includes 70/76% basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines.
<u>REQUIREMENTS</u>	:	A three-year bachelor's degree or equivalent NQF level 6 qualification in civil engineering/technical field. Extensive knowledge in community development projects. Knowledge of labour intensive projects. A valid driver's license
<u>RECOMMENDATIONS</u>	:	Good leadership and interpersonal skills. Written and verbal communication skills. Ability to plan, execute and report on a project. Computer skills (MS Word, Excel, Power-point, etc)
<u>DUTIES</u>	:	Ensuring that all EPWP project designs and contracts comply with the set labour intensive project methods. Providing expert advise to the client departments and municipalities with regards to compliance to set standards and health and safety issues. Assisting the municipalities and contractors regarding capacity problems during the execution of projects. Monitoring, evaluation and reporting on the implementation of EPWP projects. Identify and conceptualize labour-intensive job creating projects. Undertake feasibility and viability studies of identified projects. Managing the human and material resources in the component.
ENQUIRIES	:	Mr M Mokhantso, Chief Director Expanded Public Works Programme Tel 051-4052221
<u>POST</u>	:	<u>Deputy Director: Special Programmes (1 post) Ref No. PWRT 2008/49</u>
<u>SALARY</u>	:	An all inclusive remuneration package of R 344 052 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.
<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>	:	Relevant Supervisory experience. 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
POST	:	<u>Chief Industrial Technician (Materials) 1 post</u> <u>Fezile Dabi District, Kroonstad Ref PWRT 2008/50</u>
SALARY	:	R 145 920.00 per annum
REQUIREMENTS	:	National Diploma in Civil Engineering or suitable 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	:	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 and implement Departmental Acts, policies and prescripts. Conduct technical investigations including PMS & GMS to evaluate road conditions.
ENQUIRIES	:	Mr K. Arnold : Tel no: 051-435 7591
POST	:	<u>Industrial Technician (3 posts) Bloemfontein</u> <u>Way Leaves & Road Amenities PWRT 2008/51</u> <u>Detail Design PWRT 2008/52</u> <u>Traffic Engineer PWRT 2008/53</u>
SALARY	:	R 94 326.00 per annum
REQUIREMENTS	:	National Diploma in Civil Engineering or suitable equivalent qualification.
RECOMMENDATIONS	:	Knowledge of technical environment in the Design & Construction. Computer Literacy.
DUTIES	:	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.. Management of Way Leave applications. Quality control of road building materials to ensure that technical specifications are met. Executing Quality Control Investigations. Comply with departmental prescripts and policies as well as relevant acts. Carry out research and technical investigations within the field. Technical assistance in the execution of small maintenance contracts.
ENQUIRIES	:	Ms G Mentz : Tel no: 051-409 8575
POST	:	<u>Industrial Technician (Surveying) 1 post Bloemfontein PWRT 2008/54</u>
SALARY	:	R 94 326.00 per annum
REQUIREMENTS	:	National Diploma in Civil Engineering or suitable equivalent qualification.
RECOMMENDATIONS	:	GPS applications. Knowledge of Surpac Software. Knowledge of Cadastral work Thorough knowledge of all appropriate survey equipment and all types of surveys.
DUTIES	:	Performing Strip and site surveys for the planning and design of roads, streets and structures. Surveys for Land Acquisition payments. Staking of roads, streets and structures and taking sections for construction and rehabilitation work. Monitoring abnormal movements on roads and structures. Checking survey work

done by contractors. Calculating, compiling plans and cadastral work regarding above.

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

POST : Works Inspector (5 posts, various disciplines)
Motheo/Xhariep 2 posts Reference No. PWRT 2008/55
Lejweleputswa/Fezile Dabi 2 posts Reference No. PWRT 2008/56
Thabo Mofutsanyana 1 post Reference No. PWRT 2008/57

SALARY : R 94 326 per annum

REQUIREMENTS : An appropriate National Diploma or equivalent NQF 6 qualification/N3 and a passed trade test in the particular discipline/ environment. Code valid driver's license. Successful candidates must be prepared to register with the SACCPM and undergo training in project management.

RECOMMENDATIONS : Computer literacy, ability to work under pressure with minimal supervision and willingness to travel and work irregular hours.

DUTIES : Check if new and/or maintenance work undertaken on the project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalized work. Inspect buildings including planning, erection and Maintenance thereof. Ensure quality of work and proper work programming. Interpretation and planning of sketches and work drawings. Act as project managers for designated construction projects.

ENQUIRIES: Mr. B Keyter : Tel: (051) 405 4381

POST : Roads Superintendent (3 posts)
Qwa-Qwa Reference No. PWRT 2008/58
Rouxville Reference No. PWRT 2008/59
Boshof Reference No. PWRT 2008/60

REMUNERATION : R 94 326 per annum

SALARY : A grade 12 qualification or NQF 4 plus appropriate relevant experience. Valid Driver's License. Successful candidates will be required to undergo the Training Course for Roads Superintendent.

RECOMMENDATIONS : Relevant supervisory experience. Good interpersonal, communication and writing skills.

DUTIES : 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 : Ms G Mentz Tel no: 051-409 8481

POST : Industrial Technician (Material/Civil) 8 posts

Motheo/Xhariep 2 posts Reference No. PWRT 2008/61
Lejweleputswa 2 posts Reference No. PWRT 2008/62
Fezile Dabi 2 posts Reference PWRT 2008/63

<u>SALARY</u>	:	R 94 326 per annum
<u>REQUIREMENTS</u>	:	National Diploma in Civil Engineering or suitable NQF 6 equivalent qualification Valid Code B driver's license.
<u>RECOMMENDATIONS</u>	:	Knowledge of material handbook, TRM & TMH documents. A working Knowledge of civil engineering. Computer literacy. Good communication and Interpersonal skills.
<u>DUTIES</u>	:	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 and implement policies, prescripts as well as relevant acts. Identify development needs and utilize self-development opportunities to enhance job performance, including PDMS. Conduct technical investigations including PMS & GMS to evaluate road conditions. Technical assistance in the execution of small maintenance contracts.
ENQUIRIES	:	Mr K. Arnold : Tel no: 051-435 7591