



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

DEPARTMENT OF PUBLIC WORKS

Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

APPLICATION FOR THE DEPARTMENT OF PUBLIC WORKS TO BE SUBMITTED TO: Head: Public Works
Human Resources Management Directorate, P.O. Box 7551, BLOEMFONTEIN, 9300 **OR** Applications that are hand delivered must be brought to the Foyer of Lebohang Building where they must be placed in the appropriately marked box at: Security Ground Floor, Lebohang Building, St. Andrews Street, Bloemfontein. ***NO APPLICATIONS WILL BE ACCEPTED BY STAFF IN OFFICES IN THE BUILDING.**

CLOSING DATE: 20 July 2012

DEPUTY DIRECTOR PROPERTY FACILITIES (REFERENCE NO: PW 12/12)

SALARY: MMS Level 11 – An all-inclusive package of R434 505.00 per annum. The remuneration package consists of 75%/70% basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

An appropriate 3 year degree/diploma in Law/Real Estate or an equivalent NQF equivalent qualification in property/management/finance. Knowledge of property related legislation. Knowledge of government procurement procedures and regulations. Valid drivers' license.

RECOMMENDATIONS:

Understanding of property market and its trends. Knowledge of contracts and administration of leases. Knowledge and understanding of the Public Finance Management Act, 1999 (Act No. 1 of 1999), and Government-wide Immovable Asset Management (GIAMA) policy. Strong communication (verbal and written) skills. Computer literacy

DUTIES:

The effective management and co-ordination of the procurement of lease accommodation. Provision of acquisition support. Obtain cost effective leased office accommodation, unimproved property and housing for provincial government departments. Manage information systems for all leased properties to ensure timeous rental payments. Submission of statistical monthly reports. Compilation of budgets for lease of accommodation repairs and refurbishment as well as day-to-day maintenance of lease properties. Financial control over expenditure of allocated funds. Liaison with client departments and building owners and lease administrators to ensure client satisfaction. Ensuring economic efficiency in the department leasehold in line with market trends. Facilitating the regular inspections of government property to obtain maximum yields on investment optimum levels. Supervising the human and other resources allocated to the section.

ENQUIRIES: Ms PP Malgas: 051 – 410 7538

POST: DEPUTY DIRECTOR: EPWP COMPLIANCE

REFERENCE NO: PW 12/14

SALARY: MMS Level 11 – An all-inclusive package of R434 505.00 per annum. The remuneration package consists of 70/75% basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate 3-year Bachelor's Degree/National Diploma or equivalent NQF Level 6 qualification in General Management/Business/Public Management/Social Sciences with proven administrative experience. Knowledge in project management, facilitation skills, presentation skills, experience in working with communities. Excellent written and verbal communication skills. Driver license (code B)

DUTIES: Undertake inspections at all EPWP project sites to ensure compliance with EPWP criteria; Collect data 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.

POST: DEPUTY DIRECTOR: EPWP TECHNICAL SUPPORT

REFERENCE NO: PW 12/15

SALARY: MMS Level 11 – An all-inclusive package of R434 505.00 per annum. The remuneration package consists of 70/75% basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid employer contribution.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate Bachelor's Degree OR 3-year National Diploma in the built environment, preferably in civil engineering or project management with extensive relevant post-qualification experience. A proven track record of infrastructure within the EPWP environment. Driver license (code B). Professional registration with any built environment council will be an added advantage.

DUTIES: Monitoring, evaluation and reporting on the implementation of EPWP projects. Providing advice to the client departments and municipalities with regards to compliance to set standards and health and safety issues on EPWP projects. Ensuring that all EPWP project designs and contracts comply with the set labour intensive project methods. Assisting the municipalities and contractors regarding capacity problems during the execution of 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, inclusive of the implementing agents.

COMMUNITY LIAISON OFFICER: EPWP

REFERENCE NO: PW 12/16

SALARY: Salary level 8 – A basic salary of R 185 958.00 per annum.

CENTRE: Fezile Dabi District (Kroonstad)

REQUIREMENTS: An appropriate 3-year Bachelor's Degree/National Diploma or equivalent NQF Level 6 qualification in General Management/Business/Public Management/Social Sciences with administrative experience or Grade 12 Certificate with extensive experience with proven ability to apply community facilitation projects. Computer literacy

DUTIES: To facilitate the transformative social and community engagement processes relevant to the implementation of EPWP projects in the four sectors, namely infrastructure, social, environmental and non-state sectors in order to promote the spirit of project ownership by the communities, and ensure effective functioning, supervision, co-ordination and monitoring of Expanded Public Works Programmes (EPWP) at district level in partnership with municipalities, implementing departments and other stakeholders. To ensure social facilitation and mobilisation of communities and stakeholders to support provincial infrastructure projects and participate in labour intensive projects in line with EPWP guidelines and principles. Monitoring and evaluating the implementation of EPWP multi-year projects in other sectors, namely social, environmental and non-state sectors in partnership with sector departments to contribute towards the creation of job opportunities through the Expanded Public Works Programmes. To ensure successful implementation of departmental community development projects aimed at poverty alleviation and community empowerment. Ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g. in departments/provinces, NGOs, Local community structures and faith based organisations) and stakeholders to facilitate intersectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise the administration clerks and interns allocated under control and guide community project liaison officers to enhance their performance on community development projects under their control and to perform administrative support and related activities.

PERSONAL ASSISTANT: OFFICE OF THE CHIEF DIRECTOR EPWP
REFERENCE NO: PW 12/17

SALARY: Salary level 7 – A basic salary of R 149 742.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: An appropriate National Diploma or equivalent NQF Level 6 qualification augmented with administrative experience. Knowledge and practical application of Microsoft packages i.e. word, excel, PowerPoint, etc. Proven ability to apply knowledge and skills. 2 Years experience in a secretarial or administrative-related environment. Computer literacy. Secretarial qualification will serve as a strong recommendation

DUTIES: Manage engagements of the Chief Director: EPWP to improve service delivery. Implement administrative measures to ensure the efficient functioning of the office of the Chief Director: EPWP. Ensure an efficient flow of information and documents to and from the Office of the Chief Director: EPWP. Compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders. Deal with enquiries received, internally and externally to the relevant stakeholders. Keep record of documents, memoranda, etc., which are dealt with by the Chief Director: EPWP. Do certain research for the Chief Director: EPWP. Ensure the safe-keeping of all documentation in the Office of the Chief Director: EPWP to be in line with the Archive Legislation. Handle travel arrangements for the Chief Director: EPWP and assist her with her/his personal matters to enable her, to attend to her/his duties. Set up and maintain systems in the Office of the Chief Director: EPWP that will contribute towards improving efficiency in the office. Compile and monitor the budget for the Chief Director: EPWP's Office to ensure the effective and efficient utilization of funds. Promote professional behaviour and ethics in the Office of the Chief Director: EPWP to *enhance* the image of the Public Service. Accompany the Chief Director Chief Director: EPWP on some major visits to assist with administrative and logistic arrangements. Oversee the work of the subordinates of the Office of the Chief Director: EPWP to ensure the co-ordination of activities, manage the performance of the incumbents and to address development needs.

ENQUIRIES: Me M Mgemané

Telephone number: 051 405 5018

DIRECTOR STRATEGIC IMMOVABLE ASSET MANAGEMENT (GIAMA COMPLIANCE)
REFERENCE NO: PW 12/18

SALARY: Level 13 – An all-inclusive package of R719 613.00 per annum. The remuneration package consists of he basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Applicants must be in possession of a Bachelor's degree or equivalent qualification augmented by exposure to the general management/property field. Managerial experience. Driver's license. Managerial experience. Appointment is subject to the following: SMS Competency Assessments, Performance Agreement, Vetting, SMS Permanent Employment Contract and Financial Disclosure

DUTIES:

Provide strategic direction and management in respect of the development, implementation and maintenance of the immovable assets policies and strategy. Manage and ensure that the Asset Register, Custodian Asset Management Plans (C-AMPs) and the User Asset Management Plans (U-AMPs) are compiled. Strategic management of execution of valuations, acquisitions and disposal of immovable assets. Manage and ensure that the condition assessment of immovable assets is done and liaise with relevant stakeholders to remedy the unwarranted situations. Overseeing the establishment and execution of a performance measurement system to evaluate the effective utilization of immovable assets. Manage the human capital and other resources in the Directorate.

ENQUIRIES: Me MME Nthongoa, Head of Department, Telephone number: 051 405 4692

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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APPLICATIONS FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO: HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by hand in the box provided in the entrance at Lebohlang Building Bloemfontein.

CLOSING DATE: 20 July 2012

PERSONAL ASSISTANT: OFFICE OF THE HEAD OF DEPARTMENT
REFERENCE NO: COGTA 7/2012

SALARY: Salary level 8 – A basic salary of R 185 958 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Secretarial Diploma or equivalent qualification with 3 to 5 years relevant experience..

COMPETENCY PROFILE:

Ability to do research and analyze documents and situations. Self-management and motivation. Basic knowledge on financial administration. Language skills and the ability to communicate with people at different levels and from different backgrounds. Computer literacy. Sound organization skills. High level of reliability. Ability to act with tact and discretion. Good telephone etiquette. Computer literacy.

DUTIES:

It will be expected of the successful candidates to ensure that the Office of the Head of Department functions effectively by planning, overseeing, coordinating and/or performing the following functions: Manage engagements of the Head of Department to improve service delivery: Liaise with and/or sensitize the Head of Department regarding engagements. Compile realistic programmes of appointments and journeys. Prioritize appointments. Ensure that appointments are made. Implement administrative measures to ensure the efficient functioning of the office of the Head of Department: Ensure an efficient flow of information and documents to and from the Office of the Head of Department. Compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders Deal with enquiries received, internally and externally to the relevant stakeholders. Keep record of documents, memoranda, etc., which are dealt with by the Head of Department. Stay updated with information from various media and to bring such information to the attention of the Head of Department. Arrange for the placements of items on the agenda of meetings chaired by the Head of Department and to ensure circulation of accompanying memoranda. Arrange for the attendance of the Head of Department at meetings and other relevant gatherings. Produce/prepare relevant correspondence/papers in connection with the above arrangements. Do certain research for the Head of Department

Render a secretarial function for committees chaired by the Head of Department. Assist the Head of Department with regard to meetings attended by him/her so as to enable the Head of Department to efficiently execute his/her duties/responsibilities: Compile all necessary documents for the Head of Department in terms of the meetings to be attended and to sensitize the Head of Department on the contents thereof. Prioritize documentation, correspondence, etc.

Engage members of the public, officials of other Departments and other role-players to determine the scope of issues to be discussed at meetings attended to and/or chaired by the Head of Department, to conduct research thereon and to prepare briefing documents. Prepare and co-ordinate, as directed by the Head of Department, submissions, documents, briefing notes, etc. Record decisions 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 Head of Department. Attend meetings with the Head of Department with the purpose of minuting resolutions and interaction with role-players to ensure the implementation of such resolutions. Ensure the safe-keeping of all documentation in the Office of the Head of Department to be in line with the Archive Legislation: Ensure the security of the office and documentation. Handle travel arrangements for the Head of Department and assist her/him with her/his personal matters to enable her/him, to attend to her/his duties. Set up and maintain systems in the Office of the Head of Department that will contribute towards improving efficiency in the office.

Compile and monitor the budget for the Head of Department's Office to ensure the effective and efficient utilization of funds. Promote professional behavior and ethics in the Office of the Head of Department to enhance the image of the Public Service. Accompany the Head of Department on some major visits to assist with administrative and logistic arrangements. Serve as an entry point for all internal and external stakeholders who visit or call the Office and manage the diary of the Head of Department and referring others to the appropriate components for action and follow-up on issues on behalf of the Head of Department to ensure that matters are dealt with effectively. Render an office support service to the Head of Department including typing documents, sending faxes, making photocopies, prepare presentations to ensure that the office runs smoothly. Ensure that guests in the office of the Head of Department are received in such a manner that the professional image of the office is enhanced. Execute the functions of a Chief User Clerk to ensure that the procurement needs of the Senior Manager's Office is met and render a support service to the Head of Department Member on matters related to the budget of the Office of the Head of Department Member

ENQUIRIES:

Mr. M. Mokoena, Telephone number: 051 4054397

REGISTRY CLERK OFFICE OF THE HOD

REFERENCE NO: COGTA 8/2012

SALARY: Salary level 3 – A basic salary of R 71 289 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS: Grade 12 or equivalent qualification

COMPETENCY PROFILE: Training in an office or similar environment

DUTIES:

The implementation of record management processes through the following: The filing of documents for the Office of the HOD to ensure easy access to and safekeeping of documents. The registration of incoming and outgoing mail to ensure that record of all items is kept. Operate and oversee the usage of the facsimile- photocopy machines to ensure the prompt receipt/ copying and dispatching of documents

ENQUIRIES:

Mr. M. Mokoena, Telephone number: 051 4054397

**STATE ACCOUNTANT: FINANCIAL AND BUDGET MANAGEMENT
(1 POST IN BOOKKEEPING)
REFERENCE NO: COGTA 6/2012**

SALARY: Salary level 7 – A basic salary of R 149 742 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

Appropriate Degree or equivalent qualification which includes Accounting and Mathematics as subjects, LOGIS/BAS Certificate, Appropriate experience in a financial administration environment.

RECOMMENDATIONS:

Computer Literacy- knowledge of LOGIS/BAS and PERSAL is a pre- requisite. Numeracy skills, literacy skills, interpersonal relationship skills Problem solving /analytical skills.

DUTIES:

Successfully implement and maintain financial management practices concerning financial administration processes in the Department to contribute to the rendering of a professional financial management service, e.g: Bookkeeping (clear ledger accounts, capture BAS payments, journals and reports) Address financial management enquiries to ensures the correct implementation of financial management practices. Inform, guide and advice the Department / personnel on financial management matters to enhance the correct implementation of financial management practices and policies. Approve transaction on LOGIS/BAS/PERSAL according to delegations. Supervise the activities of State Accounting Clerks and develop their skills to contribute to the rendering of a financial administration service.

ENQUIRIES:

Ms. T. Jacobs, Telephone number: 051 405 5012

DEPARTMENT OF POLICE, ROADS AND TRANSPORT

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APPLICATIONS FOR THE DEPARTMENT OF POLICE, ROADS AND TRANSPORT TO BE SUBMITTED TO::

Head: Police, Roads and Transport, P.O Box 119, Bloemfontein 9300 or delivered by Hand at Med-fontein Building, St Andrew Street Bloemfontein

CLOSING DATE: 20 July 2012

DIRECTOR: TRANSPORT MANAGEMENT

REFERENCE NO: FS PR&T/02/12

SALARY: Level 13- An all inclusive salary package of R719 613.00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: Bloemfontein

REQUIREMENTS:

An appropriate Transport qualification. 5 years experience. Knowledge of current policy, legislation and prescripts in the public service. Project management expertise. Excellent written and verbal communication skills. Driver's license (code 8). The appointment of the successful candidate is subject to signing of the performance agreement, SMS Contract, Financial Disclosure and vetting. Computer skills (MS Word, Excel, Power-point, etc).

DUTIES:

Compile and manage budget with regard to land transport in the Free State. Promote co-ordination between transport authorities and other planning authorities by drafting interim passenger transport plan that will include all operations and geographical areas. Advise the M.E.C on land transport matters and oversee the enforcement of land passenger transport laws. Formalization of minibus taxi industry through democratically elected structures. Public transport conflict management, Economic empowerment through taxi cooperatives and business ventures, Training and development of the taxi industry, Facilitate minibus taxi recapitalization, Regulate and control all modes of public passenger transport, Designing bus transport services routes. Administration and management of subsidized bus contracts. (Set norms & standards for the operation of subsidized public transport in the Free State the preparation of tender specifications and calling for the evaluation and awarding of tenders for contracted public transport services. The control of service delivery through the setting of operational and technical standards and the monitoring of contracts and concessions. Monitor subsidized bus contracts and control operator performance. Transformation of bus operations in terms of empowering previously disadvantaged operators. Coordination of law enforcement and adherence to legislation framework. Support metropolitan and urban local municipalities with the development of integrated public transport network plans. Provide adequate guidelines and standards; Monitor compliance with integrated rapid public transport network requirements. Assist in establishing intergovernmental structures that will speed up the implementation of the integrated network plans. Assist in the consolidation of operators, including minibus, into entities that are able to provide high quality services in the networks. Support the implementation of capacity building programmes at local authority level for participation in the public transport networks. Assist in establishing management entities that are able to monitor performances of operators. Maintain a proper filing system. Compile progress reports on projects. Represent the Department at various meetings and projects

ENQUIRIES: Adv TJ Phahlo. Tel: 051 405 4361

ASSISTANT DIRECTOR: CONTROL PROGRAMMER
REFERENCE NO: FS PR&T/ICT01/12

SALARY: R221 055.00 p.a. (salary level 9).

CENTRE: Bloemfontein

REQUIREMENTS:

Appropriate three-year Degree/Diploma. Two years relevant experience. Knowledge in Development technologies, tools and middleware, database and web & portal technology (preferably VB.Net, ASP.Net, MS SQL, Open Source Technologies and Share Point). Knowledge in business analysis techniques, knowledge management, business intelligence and business continuity practices. Good understanding of e-government policy, Minimum Inter Operability Standards (MIOS) and Government Information Security Standards. Willingness to work outside normal hours and occasional weekends. Valid code 8 drivers license.

DUTIES:

Manage development, implementation and maintenance of web applications, procedures and policies. Design and develop web applications and database systems. Produce user documentation. Manage, monitor and motivate the cross functional team. Estimate and plan projects, with built in contingencies. Plan targets of the project or team task. Supervision of resources. Work closely with customer management to understand the business requirement for the project. Define the deliverables, resource requirements and work plan for the project. Manage the maintenance and enhancement of existing web applications and all internal systems if are integrated. Perform testing of Web applications unit and system. Conduct all user acceptances testing, and report results. Develop, implement and maintain procedures, policies, manuals, reports and strategies. Supervision and development of resources.

ASSISTANT DIRECTOR: CONTROL NETWORK CONTROLLER
REFERENCE NO: FS PR&T/ICT02/12

SALARY: R221 055.00 p.a. (salary level 9).

CENTRE: Bloemfontein

REQUIREMENTS:

Appropriate three-year Degree/Diploma, A+ and/or N+ (MCSE preferable) with 2 years or more experience. Knowledge and experience in LAN and WAN, Windows XP, Windows 7 and Microsoft office. Willingness to work outside normal hours and occasional weekends. Valid code 8 drivers license.

DUTIES:

Assists staff with the installation, configuration, and on-going maintenance of network systems, desktop computers, peripheral equipment, and software within established standards and guidelines. Supervision and development of resources, manage desktop support staff and ensure all necessary reporting is done as and when required by the ICT operations manager. Ensure desktop computers interconnect seamlessly with diverse systems including associated validation systems, file systems, email systems, computer conferencing systems, application systems, networks collaboration tools, telecommunications and network security systems. Assess functional needs to determine specifications for purchases and work with procurement unit to facilitate the ordering and purchasing of hardware and software computer supplies. Works with helpdesk and network operations staff appropriate, to determine and resolve problems received from clients. Communicate with service providers to resolve technical problems with desktop computing equipment and software. Advise and recommend upgrades on systems to be performed to ensure effective service delivery. Keep abreast with the technology through research.

ASSISTANT DIRECTOR: INFORMATION MANAGEMENT SPECIALIST
REFERENCE NO: FS PR&T/ICT03/12

SALARY: R221 055.00 p.a. (salary level 9).

CENTRE: Bloemfontein

REQUIREMENTS:

Appropriate three-year Degree/Diploma, A+ and/or N+ (MCSE preferable) with 2 years or more experience. Knowledge and experience in LAN and WAN, Windows XP, Windows 7 and Microsoft office. Willingness to work outside normal hours and occasional weekends. Valid code 8 drivers license.

DUTIES:

Leads, oversees and participates in the implementation, installation, upgrading, monitoring and troubleshooting of the Department's physical network infrastructure, including servers, hubs, routers, switches, other device hardware, computer equipment, related peripheral equipment and multi-platform network operating systems and applications. Manage end-user training and technical support for users with varying levels of IT knowledge and competence. Conduct research on emerging technologies in support of infrastructure development efforts, and recommend technologies that will increase cost effectiveness and infrastructure flexibility. Supervision and development of resources.

ASSISTANT DIRECTOR: PROJECT COORDINATOR
REFERENCE NO: FS PR&T/ICT04/12

SALARY: R221 055.00 p.a. (salary level 9).

CENTRE: Bloemfontein

REQUIREMENTS:

Appropriate three year Degree/Diploma with experience. 2 years or more experience. Experience in the management of the ICT and associated people and processes. Knowledge of networks. Computer skills and proficiency in Microsoft office Suite and MS Project. Knowledge and experience of IT Support and service desk management. Should be experience in fault finding, maintenance and general operation of Computers and IT assets. Ability to work under pressure and independently.

DUTIES:

Project Management: Manage project execution progress. Carry out project risk assessment to ensure implementation of best practices. Implement and manage frameworks and policies. Ensure alignment of projects to policies including PDI's and BBBEE. Data collation and recommend to the supervisor on project risks. Control project cost, schedule and resources. Develop a system for communicating effectively with staff to ensure outcomes are met in a timely fashion, Communicate and network with partner and local agencies to ensure the accurate and current resource information is being disseminated, Plan and manage projects meeting, identify, analyse and resolve systems technical problems, Defines Project scope, requirements and deliverables, Document and ensure upgrade of ICT Project policy and framework, Align all systems developments and implementation to approved project methodology, Track progress and keep all parties up to date with project performance and ensure follow-up occurs timeously. **Project Coordination:** Analyze and review service performance in accordance to methodology, Compiles all project related stages and complete project documentation, Coordinates all IT projects and ensure department resources are utilised appropriately, Coordinate project activities and project schedules, Lead and schedule staff meetings, in-service trainings and workshops, Review client files to ensure appropriate information is collected and evaluation forms are completed, Coordinate cooperation between internal and external parties to organise the various components needed to initiate, run and conclude major projects. Supervision of staff and resources.

ASSISTANT DIRECTOR: SERVICE MANAGER
REFERENCE NO: FS PR&T/ICT05/12

SALARY: R221 055.00 p.a. (salary level 9).

CENTRE: Bloemfontein

REQUIREMENTS:

An appropriate three-year Degree/Diploma with 2 years Information Management experience Experience in Service Management, ITIL Foundation, COBIT, Information Security, Information Management, Expert knowledge and experience in service desk and customer relations management. Applied knowledge of Service Support and Service Delivery. Willingness to work outside normal hours and occasional weekends. Valid code 8 drivers license.

DUTIES:

Service Management: Develop and maintain ICT Service Management Framework within the department, Develop and maintain ICT policies, standards and governance models, Manage the Service Desk resources and operations, Develop ICT resource deployment plans to ensure compatibility and sufficient capacity, Maintain departmental ICT strategy ensuring cross communication of all ICT sub-units, Create and maintain service catalogue, Formulate, agree and create Service Level Management structure, Negotiate, agree and maintain SLAs, OLAs and UCs. **Support and Delivery Management:** Analyze and review service performance against agreements, Organise and maintain regular Service Level Reviews with customers and IT Service providers, Initiate any actions required to maintain and improve Service Levels, Conduct annual reviews of entire Service Level process, Coordinate any temporary changes to Service Levels required, Continuous improvement of people, processes and technology systems, Render secretarial services to the department ICT Steering Committee, build services relationships with clients and ensure quality and profitable services are performed. Supervision of staff.

ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATOR
REFERENCE NO: FS PR&T/ICT06/12

SALARY: R221 055.00 p.a. (salary level 9).

CENTRE: Bloemfontein

REQUIREMENTS:

Recognized Bachelors degree/Diploma or a combination of relevant courses, A+, N+, MCSE. Minimum of 2 years experience working in a role supporting the following systems: Windows server 2008 R2, MS-Exchange, Systems Operations Manager, MS-Forefront Anti-virus, MS-Hyper-V and VM-Ware. Knowledge in TCP/IP protocol, Ethernet, networks. Ability to install, configure and troubleshoot OS's. Excellent written and verbal communication skills, Ability to explain and relay technical information to users. Willingness to work outside normal hours and occasional weekends. Valid code 8 drivers license.

DUTIES:

Effective administration of installation, configuration and administration of all systems: SharePoint Systems management, design and development, Active Directory and Exchange enterprise management, Microsoft Lync office communicator management, Service Management solution architecture and administration, System Center Operations Management and monitoring, SQL server, services management and administration, Ensure secrecy of systems data and information. Daily monitoring and maintenance of network servers to ensure proper functioning and problem identification, information security threats, analysis and resolution: Test, manage and distribute patch management, Ensure availability of systems and server processing space, Ensure quality assurance and compliance to standards, Report information on fraud, corruption of systems and abuse, Directs the collection and analysis of system metrics, verifying completion of scheduled jobs such as backups. Research and investigate new technology and systems needs and plan deployment strategy and change management: Improve knowledge management in-line with standards, Do on-the-job training and cross-training to subordinate, Prepare the Disaster Recovery Plans / Business Continuity plans capabilities, document events and report on threats and accuracy. Supervision of Resources

ENQUIRIES: Mr K Davhula TEL: 051 409 8678

DEPARTMENT OF TREASURY

Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates will also be subjected to a competency assessment as well as a practical test. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

APPLICATIONS FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO:

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Provincial Government Building, Tel No: (051) 405 5262 or deliver by hand to Room 426(b), Provincial Government Building, Bloemfontein.

CLOSING DATE: 20 July 2012

SENIOR EXECUTIVE MANAGER: MUNICIPAL FINANCE MANAGEMENT (MFM CO-ORDINATOR)
REFERENCE NO: FSPT 029/12

SALARY LEVEL 14 An all inclusive salary package of R 872 214.00 per annum (negotiable)

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A relevant post graduate degree and extensive experience in Senior Management position.

DUTIES: Ensure planning and management of municipal budgets. Ensure effective implementation of financial management reforms and reporting by municipalities. Build capacity and ensure compliance within Municipal Finance Management Chief Directorate. Ensure the implementation of municipal supply chain management policies and processes. Ensure effective implementation of internal audit and risk management frameworks. Ensure effective implementation of municipal revenue and debt management. Manage the resources of the Chief directorate. .

ENQUIRIES: Ms. MG Tshitho, Telephone number: (051) 405 4268

MANAGER: POLICY RESEARCH
REFERENCE NO: FSPT 023/12

SALARY LEVEL 11 – An all inclusive salary package of R 434 505 per annum

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A Bachelors degree or diploma in Commerce or equivalent qualification with extensive experience in a policy research environment.

DUTIES:

Provide inputs into the Fiscal policy advice framework for the Province. Maintain and optimize provincial fiscal resources. Identify research and introduce alternative and/or additional tax instruments for the Province. Represent the Department and the Province in relevant stakeholder forums meetings at National level. Manage human resources of the Sub-directorate.

ENQUIRIES: Mr. T Mabilo, Telephone number: 051 403 3098

ASSISTANT MANAGER: POLICY RESEARCH (3 posts)
REFERENCE NO: FSPT 024/12

SALARY LEVEL 9 – A basic salary of R 221 058 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A Bachelors degree or diploma in Commerce or equivalent qualification with extensive experience in a policy research environment.

DUTIES:

Provide inputs into the Fiscal policy advice framework for the Province. Conduct research and analysis of the drivers that inform the current Provincial funding profiles. Develop and implement a revenue forecasting model based on a realistic baseline. Research identified alternative and/or additional tax instruments for the Province. Contribute to the budget process requirements within Provincial Treasury.

ENQUIRIES: Mr. T Mabilo, Telephone number: 051 403 3098

ACCOUNTANT: FINANCIAL STATEMENTS
REFERENCE NO: FSPT 030/12

SALARY LEVEL 8 – A basic salary of R 185 958 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A Bachelor's degree or diploma in Accounting/Economics/Financial Management or any other equivalent qualification. Experience in a financial management environment. Knowledge of the Basic Accounting System (BAS), especially asset & liability accounts, trial balance and expenditure reports.

DUTIES:

Promote the implementation of accounting policies, guidelines and practices in line with the National framework. Promote accurate compilation and timely submission of financial statements through evaluations and by providing assistance and advice to Departments and public entities. Provide training on financial management matters such as SCOA and the compilation of annual financial statements and interpretation of accounting standards. Execute tasks contributing to the preparation and submission of consolidated financial statements. Evaluate audit outcomes and initiate corrective measures. Provide inputs/comments on ASB exposure drafts and discussion papers. Visit departments for physical verification of Key Control Matrix (KCM) reported information. Evaluate Departmental Interim Financial Statements (IFS) and Departments and Public Entities Annual Financial Statements (AFS). Test the Annual Financial Statements (AFS) specimen and template and provide inputs to National Treasury. Proper keeping of official PAG files as identified by management. Distribute/ deliver urgent documents that cannot wait for messenger services.

ENQUIRIES: Mr. T Legodi Telephone number: 051 405 5241