

FREE STATE PROVINCIAL GOVERNMENT



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

APPLICATIONS for the department of Human Settlements to be submitted to: HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by hand in the box provided in the entrance at OR Tambo Building Bloemfontein.

CLOSING DATE: 16 FEBRUARY 2018. NOTE: 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.

CHIEF ENGINEER GRADE A (OSD) REFERENCE NO: HS 01/2018

SALARY: OSD – An all-inclusive package of R935 172.00 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: Engineering degree (B Eng/BSC (Eng) or relevant qualification. Six years post qualification experience required as a registered professional Engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer.

DUTIES: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES: Mr. F.Tokwe, Telephone nr. 051 405 5008

POST: DEPUTY DIRECTOR: HOUSING SUBSIDIES ADMINISTRATION REFERENCE NO: HS 2/2018

SALARY: Level 11 – An all-inclusive package of R 657 558.00 per annum. The remuneration 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 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: Appropriate Degree or equivalent qualification with experience in a Human Settlements environment. The candidates who are in possession of Grade 12 with exposure in a related field may also apply. A valid driving license is required. Willingness to travel and work long hours.

RECOMMENDATIONS: Computer Literacy, Numeracy Skills, Literacy Skills, Interpersonal Relationship Skills, Problem Solving/Analytical Skills and Management Skills

DUTIES: Facilitate and render advice to stakeholders (e.g. Municipalities, senior officials, colleagues, district offices, and national housing on matters related to the successful implementation of all Housing Subsidy Programmes within the Province. Liaise with numerous stakeholders towards ensuring the successful implementation of such projects. Ensure the facilitation of completion and submission of necessary housing application forms to the relevant approval authority, Provide information/ awareness sessions to stakeholders on the Housing Subsidy Programmes. Manage all housing administration issues on the following projects and programmes within the Department of Human Settlements: Blocked Projects, Completion of incomplete houses, Individual Subsidies (Non Credit and credit linked), Finance Linked Individual Subsidies, Project linked subsidies (Rural), Relocation and rightsizing, Restitution, Consolidation, Emergency housing assistance, Integrated Redevelopment Development Programme (IRDP).

ENQUIRIES: Ms MR Ridgard, Telephone nr: (051) 405 4031

POST: DEPUTY DIRECTOR: RENTAL HOUSING REGULATION: REFERENCE NO: HS 3/2018

SALARY: Level 11 – An all-inclusive package of R 657 558.00 per annum. The remuneration 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 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: Appropriate Bachelor Degree or equivalent qualification with relevant experience in similar environment.

Duties: Manage and promote all rental housing functions which include the following: Forge working relations between relevant Sector Departments and other relevant Rental Housing Institutions to ensure the Free State Rental Housing Tribunal remains operational. Promote and Implement Rental Housing Tribunal in the Free State Province (which include the development and implementation of a communication strategy). Market the Rental Housing Tribunal Policy to all housing participants, including monitoring the crafting and the necessary amendment of applicable provincial policies and related legislation. Represent the Department in various for a, committees etc. Manage all resources attached to the Sub- Directorate.

ENQUIRIES: Mr. M Mohale, Telephone nr: (051) 405 4965

POST: DEPUTY DIRECTOR: AFFORDABLE HOUSING PROGRAMME REFERENCE NO: HS 4/2018

SALARY: Level 11 – An all-inclusive package of R 657 558.00 per annum. The remuneration 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 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: Appropriate Bachelor Degree or equivalent qualification with relevant experience in similar environment.

DUTIES: Ensure the implementation and management of the Community Residential Units (CRU) Programme and Transitional & Special Need in Housing the Province. Ensure that feasibility studies are conducted with regard to CRU and Transitional & Special Needs Housing Projects. Develop and manage service level agreements with consultants on matters related to CRU. Conduct public housing stock audits. Participate in meetings of the CRU Steering Committee to ensure the development of rental housing for persons earning less than R3500, monitor the activities of such Committee and report and/or advises thereon. Liaise with the Subsidy Administration unit on the allocation of subsidies for the development of CRU Projects and Transitional and Special Needs Housing Projects. Monitor and evaluate progress made with regard to CRU projects and report and advice thereon. Monitor, advise and report on the progress of municipal Projects Support Teams. Monitor, advise and report on the effectiveness and success of CRU units. Facilitate the successful implementation of CRU related legislation and strategies and develop and implement provincial policies related thereto. This includes the following: facilitate the establishment of and the management of the project Support Teams and the provincial steering committees. Promote and advocate the CRU

and Transitional and Special Needs Housing through (Conducting of)workshops and road shows as well as through other means of promotion.interact and maintain sound relationships with various stakeholders such as Sector Departments, Service Providers towards improving on the implementation of CRU Legislation and Programmes/ Projects.

ENQUIRIES: Mr M. Mohale, Telephone nr: (051) 405 4965

POSTS: PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A (OSD) 4

SALARY: OSD – An all-inclusive package of R637 875 .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: Head Office/Bloemfontein 1 Posts REF NO: HS 5/2018; Mangaung District: 1 post REF NO: HS 6/2018; Lejweleputswa District: 1 Post REF NO: HS 7/2018; Xhariep District: 1 Post REF NO: HS 8/2018

REQUIREMENTS: National higher diploma (built Environment field) with a minimum of 4 years and six months certified experience or equivalent. B. Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honors degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.

DUTIES:Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management: Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office administration: Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

ENQUIRIES: Mr. F Tokwe, Telephone nr. (051) 405 5008

POST: ASSISTANT DIRECTOR, HOUSING SUBSIDIES REFERENCE HS 9/2018

SALARY: Level 9- Basic salary of R334 545.00 per annum.

CENTRE: Bloemfontein

REQUIREMENTS: Diploma or equivalent qualification, 6 -10 years' work experience in the housing environment. The candidates who are in possession of Grade 12 with exposure in a related field may also apply. Knowledge and understanding of the housing management environment, knowledge of beneficiary management legislation / directives, knowledge of policies / implementation strategies, extensive knowledge of HSS; A valid driving license is required. Willingness to travel and work long hours.

DUTIES: To handle all housing administration issues and beneficiary management on the following projects and programmes within the department. To facilitate the completion and submission of the necessary housing application forms to the relevant approval authority. Provide information/ awareness sessions to stake holder on the Housing Subsidy Programme. Administer and process housing application forms in respect of projects and programmes, payment queries received from payment authorization.

ENQUIRIES: Ms MR Ridgard, Telephone nr: (051) 405 4031

POST: ASSISTANT DIRECTOR: BENEFICIARY MANAGEMENT REFERENCE NO: HS 10/2018

SALARY: Salary level 9 – A basic salary of R334 545.00 per annum

CENTRE: Bloemfontein

REQUIREMENTS: Applicants must be in possession of an appropriate recognized Bachelor's degree or National Diploma; 5 to 6 years' experience. The candidates who are in possession of Grade 12 with exposure in a related field may also apply. Knowledge of and understanding of the housing sector legislative framework; Learning and Development *methodologies*; *Knowledge* of the Human Settlements projects and programmes; Programme and Project Management; Knowledge of Training and Skills development legislation, understanding of IGR and relevant legislation; Strategic capability and leadership; Report writing and document preparation; Good facilitation and presentation skills; Research analysis and training skills; Budgeting and financial management skills; Change

management, service delivery innovation, public service regulations and PFMA; Ability to work under pressure; A valid driving license is required. Willingness to travel and work long hours.

DUTIES : Develop and implement Human Settlements beneficiary and community empowerment programmes policies and procedures; Manage the overall customization and production of educational materials for beneficiary and community empowerment programmes; Ensure consistency in the use of materials and empowerment processes; Develop and implement monitoring and evaluation systems and tools on beneficiary and community empowerment and awareness programmes; Advice management on the effectiveness of the programmes; Liaise with municipalities and provinces on their beneficiary lists to determine the Human Settlement programmes relevant to the particular community; Conduct annual review of the training manuals; Conduct beneficiary workshops on consumer education for municipal officials, CDWs, provincial officials and other stakeholders in the provinces; Identification and assessment of the training needs of relevant stakeholders; Facilitate the roll out of consumer education programme; Training of beneficiaries and communities on HS consumer education; Creation of partnership with other stakeholders; Harness and mobilise the available resources for HCE awareness; Facilitate and implement HCE awareness through road-shows, door-to-door campaigns and information sessions; Develop and implement business plan and annual performance plan of the sub-directorate; Provide budget inputs for the sub-directorate; Performance and Talent management for the sub-directorate; Development and compilation of specifications for services to be procured.

ENQUIRIES: Ms MR Ridgard, Telephone nr: (051) 405 4031

POST: PRIORITY HOUSING PROGRAMME OFFICER X2 REFERENCE NO: HS 11/2018

SALARY: Salary level 8 – A basic salary of R 281 418.00 per annum.

CENTRE: Bloemfontein

REQUIREMENTS: Formal qualifications: A 3 year degree/diploma in Social Sciences Public Administration or Public Management or equivalent NQF6 qualification with 3 years' experience. The candidates who are in possession of Grade 12 with exposure in a related field may also apply. Sound knowledge of policies and prescripts that are applicable to the social Housing and community Residential Unit Programmes. Experience in providing administrative support to projects. Good communication skills, presentation skills, analytic skills and conflict management skills. Ability to work in a team. Computer literacy. Must possess a valid driver's licence.

DUTIES: Assist in completion and updating of the provincial pipeline for social Housing and community Residential Units Projects. Receive and process project documents and records such as funding applications and claims. Maintain an efficient record keeping and filing system of all records and correspondence on social housing and community Units projects. Assist in facilitating implementation of the Social Housing and Community Residential Units Programme. Raise awareness amongst stakeholders such as municipalities about the social Housing and Community Residential Units Programmes. Provide administrative and compilation and submission reports.

ENQUIRIES: Ms S. Seeku, Telephone nr: (051) 405 4965

POST: SUPPORT OFFICER: SPECIAL PROGRAMME REF NO: HS 12/2018

SALARY: Level 07 a basic salary of R 226 611.00 per annum

CENTRE: Bloemfontein

REQUIREMENTS: an appropriate National Diploma or equivalent qualification. The candidates who are in position Grade 12 with exposure in related field may also apply. Relevant experience in the related field. Computer skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills. Knowledge of Employee Wellness programme.

DUTIES: provide administrative support services. Draft routine correspondence (type documents). Receive, register and trace records or documents posted for further processing in the administration component of the Directorate. Develop and assist in the managing of the Directorate's Special programme to ensure effectiveness. Exercise expenditure control to ensure the effective utilization of funds. Handle all matters pertaining to personnel enquiries in the Directorate. Represents the Directorate on the Health and Safety Committee of the Department. Handle travel and accommodation arrangements for officials of the Directorate to ensure coordinated and cost effective travelling as well as handling of subsistence and travel claims. Supervises and controls resources to ensure a satisfactory workflow and service delivery.

ENQUIRIES: Adv T.P Tsuaeli, Telephone nr. (051) 405 3655

POST: PERSONAL ASSISTANT: DIRECTOR: LAND TENURE AND INFORMAL SETTLEMENTS
REFERENCE NO: HS 13/2018

SALARY: Level 7 – A basic salary of R226 611.00 per annum.

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate National Diploma or equivalent qualification plus applicable experience. The candidates who are in position Grade 12 with exposure in related field may also apply. This post requires a person with excellent planning and organizing skills coupled with good interpersonal relationships. A working knowledge of SM Word, EXCEL and Power Point as well as a proven record of being able to set up and maintain a record system is a pre-requisite.

DUTIES: It will be expected of the successful candidate to ensure that the office of the Senior Manager functions effectively by planning, overseeing, co-coordinating and/ or performing the following functions: manage engagements of the SMS member to improve service delivery: liaise with and/or sensitize the SMS 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 SMS: ensure an efficient flow of information and documents to and from the Office of the SMS, 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 SMS, stay updated with information from various media and to bring such information to the attention of the SMS, arrange for the placements of items on the agenda of meetings chaired by die SMS and to ensure circulation of accompany memoranda. Arrange for the attendance of the SMS at meetings and other relevant gatherings, produce/ prepare relevant correspondence/ paper in connection with the above arrangements, do certain research for the SMS, render a secretarial function for committees chaired by the SMS, assist the SMS with regard to meetings attended by him/her so as to enable the SMS to efficiently execute his/her duties/responsibilities: compile all necessary documents for the SMS in terms of the meetings to be attended and to sensitize the SMS 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 SMS, to conduct research thereon and to prepare briefing documents, prepare and co-ordinate, as directed by the SMS, submissions, documents, briefing notes, etc., record decisions and to communicate it, with the purpose of executions, to role-players, to follow-up on progress made and to prepare briefing notes for the SMS, attend meetings with the SMS 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 SMS to be in line with the Archive Legislation: ensure the security of the office and documentation, handle travel arrangements for the SMS and assist her/his personal matters to enable her/him to attend to her/ his duties, set up and maintain systems in the Office of the SMS that will contribute towards improving efficiency in the office, compile and monitor the budget for the SMS's Office to ensure the effective utilization of funds, promote professional behavior and ethics in the Office of the SMS to enhance the image of the Public Service, accompany the SMS on some major visits to assist with administrative and logistics arrangements, serve as an entry point for all internal and external stakeholders who visit or call the office and manage the diary of the Senior Manager and referring others to the appropriate components for action and follow-up on issues on behalf of the Senior Manger to ensure that matters are dealt with effectively, render an office support service to the Senior Manager including typing documents, sending faxes, making photocopies, prepare presentations to ensure that the office runs smoothly, ensure that guests in the office of the Senior Manger 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 SMS Member on matters related to the budget of the Office of the SMS Member.

ENQUIRIES: Adv T.P Tsuaeli, Telephone nr. (051) 405 3655

POST: OFFICE MANAGER: HOD REFERENCE NO: 14/2018

SALARY: Level 13 – An all-inclusive package of R 948 174.00 per annum. The remuneration consists of the basis salary, the Government's contribution to the government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for 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: Appropriate Bachelor Degree or equivalent qualification with relevant experience in similar environment.

DUTIES: Manage engagements of the head of Department. Render administrative support services, which include the following: Set up and maintain systems in the office that will contribute towards improving efficiency. Ensure, oversee and advise on the effective flow of information and documentation to and from the office. Oversee the safe-keeping of

all documentation to and from the office. Oversee responses drafted by the PA on inquiries received from internal and external stakeholders. Draft responses with regard to more complex issues. Prioritise issues in the office. Coordinate and compile reports of a transverse nature for the HOD and advise/ sensitise the HOD on reports to be submitted. Develop presentations and speeches for the HOD. Execute research, analyse information and compile complex documents for the HOD. Provide support to the HOD with regard to meetings. Manage the Budget of the office of the HOD. Supervise sub-ordinates. Remain up-to-date with regard to the applicable prescripts/ policies and procedure applicable to his/her work terrain to ensure effective and efficient support to the Head of the Department.
ENQUIRIES: Adv T.P Tsuaeli, Telephone number: 051 403 3655

POST: SECRETARY OFFICE: HEAD OF DEPARTMENT REFERENCE NO: HS 15/2018

SALARY: level 5-A basic salary of R152 862.00 per annum

CENTRE: Bloemfontein

REQUIREMENTS: Senior certificate or equivalent certificate

DUTIES: Serve as an entry point for all internal and external stakeholders who visit the office of the Head of Department Staff and ensure that appointments are coordinated to ensure effect diary management (in consultation with the office Manager and the Personal Assistant). Render an office support service to the Head of Department, including typing of documents, sending faxes, making photocopies, processing S & T claims for the HOD, making reservations and bookings for the HOD, etc. To ensure the smooth functioning of the office of the HOD. Attend to the reception area of the HOD. Provide refreshments to meeting chaired by the HOD as well as visitors of the Chief of staff. Receiving visitors to office of the HOD professionally and deal with all calls to and from the office of the HOD.

ENQUIRIES: Adv T.P Tsuaeli, Telephone nr. (051) 403 3655

POST: DRIVER/MESSENGER: OFFICE OF HEAD OF DEPARTMENT REFERENCE NO: HS16/2018

SALARY: Level 4 – A basic salary of R127 851.00 per annum

CENTRE: Head office/ Bloemfontein

REQUIREMENTS: Grade 12, Driver's license and public driving permit (PDP), typing, computer literacy, filling, time management, communication skills, and problem solving skills.

DUTIES: Drive light and medium motor vehicle to transport passengers and deliver other items such as mail and documents. Do routine maintenance on the allocated vehicle and report defect timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. SECONDARY FUNCTION: Render a clerical support/messenger in the related items in the Directorate and Head Office. Copy and fax documents. Render a photocopy and scanning services to the office of the director to ensure the timeous distribution of documents. Ensuring of all documents in the Directorate filled and kept in line with departmental register system to enhance easy access of information. Register incoming and outgoing mails to ensure records of receipts. Organize storage of records to keep the filling system in order. Manage records in order to ensure adherence of regulations. Handle and maintain the office of the Director's file index and administrative system to enable quick tracking and retrieval of information. Keep inventory of office furniture and equipment of the office of the Director to ensure proper usage. Introduce and maintaining of an electronic filing system.

ENQUIRIES: Adv T.P Tsuaeli, Telephone nr. 051 405 3655

POST: DRIVER/MESSENGER: MANGAUNG DISTRICT REFERENCE NO: HS 17/2018

SALARY: level 4 – A basic salary of R127 851.00 per annum

CENTRE: Bloemfontein

REQUIREMENTS: Grade 12, Driver's license and public driving permit (PDP), typing, computer literacy, filling, time management, communication skills, and problem solving skills.

DUTIES: Drive heavy and medium motor vehicle to transport passengers and deliver other items such as mail and documents. Do routine maintenance on the allocated vehicle and report defect timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. SECONDARY FUNCTION: Render a clerical support in the related items in the Directorate and Head Office. Copy and fax documents. Render a photocopy and scanning services to the office of the director to ensure the timeous distribution of documents. Ensuring of all documents in the Directorate filled and kept in line with departmental register system to enhance easy access of information. Register incoming and outgoing mails to ensure records of receipts. Organize storage of records to keep the filling system in order. Manage records in order to ensure adherence of regulations. Handle and maintain the office of the Director's file index and administrative system to enable quick tracking and retrieval of

information. Keep inventory of office furniture and equipment of the office of the Director to ensure proper usage. Introduce and maintaining of an electronic filing system.
ENQUIRIES: Adv T.P Tsuaeli, Telephone nr. 051 405 3655

POST: ASSISTANT DIRECTOR: FINANCIAL CONTROL REFERENCE NO: HS 18/2018

SALARY: Level 9– Basic salary of R 334 545.00 per annum.

CENTRE: Bloemfontein

REQUIREMENTS: Appropriate diploma/degree in Financial Management/Internal Auditing/ Accounting or equivalent qualification plus (5) five-years relevant experience in financial environment of which three years must have been at supervisory level. A valid Driver's license.

RECOMMENDATIONS: Proficiency in the application of transversal systems (BAS). Proficiency in the application of MS office package (word, Excel, and PowerPoint). Knowledge and understanding of PFMA, Treasury regulations, Public Service Act. Attributes: Effective verbal and written communication skills, Including presentation skills, expenditure analysis, financial compliance and reporting. Well-developed reasoning, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure.

DUTIES: Monitor internal controls of the department. Update and document the audit action plans of the department. Ensure compliance with key control matrix of as set out by Provincial Treasury. Provide advice on improvement of the financial controls systems surrounding finance. Coordinate internal and external audits. Ensure safe keeping of financial records. Address financial management enquiries to ensure the correct implementation of financial management practices and policies. Ensure the successful implementation of departmental/ public service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/ legislation. Management of human resources which include, inter alia: Training and development of officials, Performance Management, Work allocation

ENQUIRIES: Ms. N.E Malebo, Telephone nr. 051 405 4727

POST: SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: BID ADMINISTRATION
REFERENCE NO: HS 19/2018

SALARY: Salary level 8 – A basic salary of R 281 418.00 per annum.

CENTRE: Bloemfontein.

REQUIREMENTS: NQF 6 or equivalent, 4–5 years' experience in acquisition management environment, knowledge of acquisition management practices, interpersonal skills. The candidates who are in position Grade 12 with exposure in related field may also apply. Communication skills, planning skills, analytical skills, decision making skills, client oriented, commitment and creativity. . Driver's license

RECOMMENDATIONS: Certificate in Supply Chain Management, Public Sector experience, knowledge of supply chain management policy framework.

DUTIES: Supervise the activities of SCM clerks, SCM Practitioners to contribute to the rendering of a professional SCM service (personnel development ,performance and discipline, ensure quality of work): Administering tendering processes of the Department, request and evaluate quotations, compile RFP's on behalf of the Department, Prepare bid documents for the department, prepare adverts and conduct preliminary compliance check on bid documents: provide secretariat services to the Bid Evaluation committee, maintain a complete register of all processes concerning the quotations and the tender. Demand and acquisition Specialist: Report on progress related to work. Written and verbal communication with suppliers on awarded and non-awarding of bids. End Users: written and verbal communication on the provision of information or clarity that the jobholder has to provide, handling requisition and queries, etc.

ENQUIRIES: Mr. M.J Matlakala, Telephone nr. 051 403 3644

POST: SENIOR STATE ACCOUNTANT: MANAGEMENT, MONITORING AND REPORTING OF HUMAN SETTLEMENTS DEVELOPMENT GRANT REFERENCE NO: HS 20/2018

SALARY: Level 8 – A basic salary of R 281 418.00 per annum.

CENTRE: Bloemfontein

REQUIREMENTS: NQF level 6 or equivalent finance qualification in Financial Management, Degree/ Diploma in Accounting or Public Finance.

RECOMMENDATIONS: Degree/ Diploma in Accounting , Public Finance and Knowledge of BAS (Basic Accounting System), Housing Subsidy System (HSS), Excel spreadsheet, 6 years working experience in a financial environment. Knowledge and understanding of the financial management policies including interpretation of financial management

legislation, regulations and directives. Analysis or monitoring of projects and reporting skills on financial information especially on budget and expenditure of projects. Knowledge of financial policies , interpretation and application of DORA (Division of Revenue Act), Public Finance Management Act (PFMA) and Treasury Regulations. The applicant must be willing to work overtime and under pressure.

DUTIES: Capturing of the main budget and the adjusted budget of projects in the system (BAS). A clear interpretation and understanding of the projects in the business plan. Assisting the supervisor in monitoring expenditure of projects and preparation of expenditure reports including presentations on performance of the Human Settlements Development Grant. Assist in shifting of funds in terms of the budget of projects as requested by project managers . Advice on incorrect transactions or payments on BAS which may affect the expenditure. Assist the manager in compiling the monthly reconciliation of figures in BAS (Basic Accounting System) and HSS (Housing Subsidy System). Render a financial management advisory service to the Department by investigating , analysing , benchmarking and interpreting legislations and prescripts and other financial related matters to promote an effective financial management environment. Provide financial information and knowledge management services to the Department, for example: draw relevant reports in relation to the implementation of financial management policies, procedures and practises. Prepare reports on financial management issues and statistics as requested by National Department of Human Settlements or Provincial Treasury.

ENQUIRIES: Ms. M Leeuw, Telephone nr. 051 403 3223

POST: STATE ACCOUNTANT: CLAIMS PROCESSING AND VERIFICATION REF NO HS 21/2018

SALARY: Level 7 – A basic salary of R226 611.00 Per annum. per annum.

CENTRE: Bloemfontein

REQUIREMENTS: NQF level 6 or equivalent finance qualification, 5 years' work experience in finance environment (i.e. payment administration and capturing). The candidates who are in position Grade 12 with exposure in related field may also apply. valid driver's license.

RECOMMENDATIONS: Knowledge: Public Finance Management Act, Financial administration, Financial directives and procedures, Financial systems (preferably BAS). Skills: Planning, organizing, problem solving, ability to follow a pro-active and creative problem solving approach. Attributes: ability to communicate at all levels, analytical thinking, and ability to work under pressure.

DUTIES: Ensure that housing claims are verified and captured on HSS timely and accurately. Assist the contractors in resolving queries timeously to facilitate claims payments within 30 days; Compile monthly reconciliation's i.r.o. HSS /BAS/LOGIS – accounts and finalization of outstanding payments / submissions/ recommendations'. Render a Financial Management advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote an effective Financial Management environment. Promote effective financial management by researching, analysing, developing, monitoring and reviewing departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Financial Management practices. Monitor and evaluate Financial Management Policies, procedures and practices. Provide Financial Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to the implementation of Financial Management Policies, procedures and practises. Manage the selection, generation and presentation of financial management information taking into account the strategic and operational management information requirements, Prepare reports on financial management issues and statistics.

ENQUIRIES: Mr. J.M Zoko, Telephone nr. 051 405 5391

POST: SUPPLY CHAIN PRACTITIONER: LOGISTICS REFERENCE NO: HS 22/2018

SALARY: Level 7 – A basic salary of R226 611.00 per annum. per annum

CENTRE: Bloemfontein

REQUIREMENTS: Grade 12 or equivalent certificate, a minimum of 3 years' experience in supply chain or Finance. The candidates who are in position Grade 12 with exposure in related field may also apply. Completed Logis 1 course certificate Recommendations: Degree or Diploma in Public Management or equivalent will be added advantage Experience in Demanded Management will also serve as an added advantage knowledge of supply chain management legislation (PPFFA), PP Regulations, BBEEA, Practice Notes, circular and Treasury Regulations), Public Finance Management Act, Supply Chain Framework and Financial Management.

DUTIES: Monitor and coordinate the implementation and maintenance of supply chain management with regard to demand processes in the Department to contribute to management of SCM, quarterly and annual reports on procurement strategy. Address requisition enquiries to ensure the correct implementation of supply chain management practices. Ensure the successful implementation of department/public service policies as well as development of policies on matters supply related to supply chain management to adhere to relevant prescribes/legislation. Inform, guide and advice departmental employees on supply chain management matters to

enhance the correct implementation of supply chain management practices/policies. Promote effective SCM by researching, analyzing, developing, monitoring, and reviewing policies, strategies, guidelines, procedures and circulars to contribute to the effective application of SCM practices. Approve and verify all documents and transactions on Logis according to delegations. Prepare and consolidate reports on supply chain management issues and statistics. Establish and implement proper demand management mechanism to enable Supply Chain Management and users to monitor the rotation of suppliers. Manage the Human resource of the division.
ENQUIRIES: Mr. M.J Matlakala, Telephone nr. 051 403 3644

POST: ACCOUNTING CLERK: CLAIMS PROCESSING & VERIFICATION REFERENCE NO: HS 23/2018

SALARY: Salary level 5-A basic salary of R152 862.00 per annum

CENTRE: Bloemfontein

REQUIREMENTS: Grade 12 qualification. 3 years' work experience in finance environment (i.e. payment administration and capturing), Intermediate Computer literacy especially in Excel. Valid driver's license.

RECOMMENDATIONS: Knowledge: Public Finance Management Act, Financial administration and procedures, Financial systems (preferably BAS). Skills: Planning, organizing, problem solving, ability to follow a pro-active and creative problem solving approach. Attributes: ability to communicate at all levels, analytical thinking, and ability to work under pressure.

DUTIES: Timely capture claims on the current financial systems. Follow up and resolve contractors' queries to ensure that clients' claims are paid within 30 days. Prepare payment reports. Prepare monthly supplier reconciliations. Implementation departmental/ public service policies and procedures and adhere to the relevant prescripts/ legislation. Ensure the smooth functioning of finance payment section. Attend to payment matters as guided by my supervisors.

ENQUIRIES: Mr. J.M Zoko, Telephone nr. 051 405 5391

POST: DIRECTOR LEGAL SERVICES REFERENCE NO: HS 24/2018

SALARY: Level 13 – An all-inclusive package of R 948 174.00 per annum. The remuneration consists of the basis salary, the Government's contribution to the government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for 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: A legal Degree/ Diploma, LLM will be an advantage. Extensive experience in management.

DUTIES: To render advice to the Executing Authority, the Heads of Department, senior managers and various officials in the Departments on legal related matters affecting the Department as a whole and interpret various public service regulations on request (e.g. the Public Service Act, the Public Service Regulations, the Labour Regulations Act, Skills Development Act, etc) Conduct Investigations and render advice on legal matters. Develop, draft and/or interpret legislation agreements, contracts and other legal documents and liaise with the state law advisors in the Department of the Premier on all matters related to contracts, service level agreements, litigation, etc. Co-ordinate legal related matters in the Departments. Render advice on management decisions with possible implications. Conduct research on matters related to the above.

ENQUIRIES: Adv T.P Tsuaeli, Telephone nr. 051 405 3655

POST: DEPUTY DIRECTOR: LEGAL SERVICES REFERENCE NO: 25/2018

SALARY: OSD MR-6- All inclusive package of 684 423.00 per annum. The remuneration package consists of the basic salary (70%), the Government's contribution to the Government Employee Pension Fund and flexible portion (30%), 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 four [4] year legal qualification, LLB or equivalent qualification plus a legislative drafting certificate, coupled with a minimum of eight [8] years in the legal profession, two [2] of which should be at a managerial level. Sound knowledge of applicable legislation, constitutional law, law of contracts, administrative law and interpretation of statutes. Professionalism, good work ethics, honesty, reliability and team work. Ability to work independently, yet function optimally as part of a dynamic. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB drivers license.

DUTIES: Draft and Supervise the drafting of all legislation administered by the department. Provision of legal support (including the management and coordination of litigation as well as insuring compliance with legal

requirements) to the department and the office of the MEC. Continued review of the legislation administered by the department. Handle all legal related matters on behalf of Department. Effective and efficient management of resources. Management of risk and audit queries. Manage litigation cases affecting the Department. Implement the legislative drafting program emerging from the rationalization program. Provide general legal advice. Implement systems that promote legal compliance. Edit departmental policies. Draft departmental contracts. Manage and monitor departmental contracts in accordance with CMP [Contract Management Plan]. Manage all resources allocated to the Directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
ENQUIRIES: Adv T.P Tsuaeli, Telephone nr. 051 405 3655

POST: DIRECTOR: THABO MOFUTSANYANA DISTRICT REFERENCE. HS 26/2018

SALARY: Level 13-An all-inclusive package of R 948 174.00 per annum.

CENTRE: Bloemfontein

REQUIREMENTS: Engineering degree Civil (B Eng\BSC (Eng) or BTEC qualification). Four years post qualification experience required and eligible to register as a Professional Engineer. Valid driver's license and extensive managerial experience in a similar environment

COMPETENCY: This post requires a person with a proven record of managerial and leadership capabilities, planning and analytical skills coupled with excellent interpersonal relationship skills. An in-depth knowledge of and extensive experience in a similar environment is a pre-requisite.

DUTIES: Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or re-direct project services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment\services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.

ENQUIRIES: Mr F Tokwe, Telephone nr. (051) 405 5008

POST: DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT REFERENCE NO: HS 27/2018

SALARY: Salary level 11– An all-inclusive package of R657 558.00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government E 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 Degree/equivalent qualification. 5 years' experience in the field. Proven working knowledge on the area of specialization. Facilitation skills. Leadership skills. Report writing skills. Analytical skills. Problem solving skills. Management skills. Computer skills. Communication skills. Interviewing skills. Project Management skills. Financial skills. Management skills. Conflict Management skills.

DUTIES: Manage the resources of the Work Study Unit. Manage the performance and development of staff allocated. Ensure effective utilization of physical and financial resources. Coordinate and monitor the development & maintenance of the organogram/s in line with the strategic plan/s. Coordinate research and investigate organogram/s. Identify the needs for changes to the organogram. Analyze the research proposal of organogram. Consult with the relevant stake holders/ role players. Finalize the organogram/s. Monitor the implementation of the organogram/s. Coordinate investigations and develop, implement, monitor and maintain policies related to job evaluation, efficiency and productivity. Identify gaps in the policy/policies related to efficiency and productivity. Draft amended policy/policies. Monitor the implementation of the approved policy. Conduct research on job evaluation related matters. Develop a job evaluation policy draft. Consult with relevant stakeholders. Finalize and obtain approval of policies. Ensure compliance with the provisions of the job evaluation policy. Manage and coordinate efficiency promotion exercises. The design of forms for the department. Development of norms and standards. The development of a service delivery model. Manage and coordinate business process re-engineering investigations. Analysis of current methods. Make proposals on improved methods. Finalize the improved methods. Survey for monitoring and evaluation. Manage the job evaluation processes. Evaluate high level/complex jobs. Represent the Department on the Job Evaluation Structures. Ensure provision of advice on job evaluation application. Ensure that

job evaluation structures are in place and functional. Liaise with relevant stakeholders on job evaluation related matters. Disseminate information on the outcome of the evaluated jobs. Oversee and monitor the updating and maintenance of the database. Senior Managers and other officials. Restructuring of department/s and provide reports thereon. Advise on the provision of posts and implementation of organogram/s. improved methods of performing work. Provide advice related to relevant policies. Communication and liaison on job evaluation and job description matters. Other departments. Restructuring of departments and provide reports thereon. Reviewing of organogram/s. Improved methods of performing work. Liaison on job evaluation related matters. Job Evaluation Panel. Presentations of evaluated jobs. Ensure that panel members are trained. Develop & facilitate the implementation of change and knowledge strategy.

ENQUIRIES: Ms. M.J Ramakatsa, Telephone nr. 051 412 9300

POST: ASSISTANT DIRECTOR: PERFORMANCE DEVELOPMENT MANAGEMENT SYSTEM (PDMS)
REFERENCE NO: 28/2018

SALARY: Level 9 – A basic salary of R334 545.00 per annum

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate Diploma/ Degree or equivalent qualification. -5 years' experience in the HR planning environment. The candidates who are in possession of Grade 12 with exposure in a related field may also apply. In depth knowledge and understanding on human resource management, Public Service Legislation, policies, practices, directives and procedures, in understanding of collective agreements. Business strategy translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Presentation skill. Interpretation skills. Creativity.

DUTIES: Assist with the compilation of Performance Agreements for SMS members. Assist with the successful implementation of PDMS in the Department for levels 1- 12 and SMS members. Perform secretariat functions at Department PDMS structures. Identify and advice on challenges experienced within the department impacting negatively on the implementation of PDMS system. Monitor and report on the extent to which PDMS plans are developed and signed and/or maintained within all units in the PDMS department. Manage resources in the PDMS unit. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of and extensive managerial experience in a similar environment is a prerequisite.

ENQUIRIES: Ms. M.J Ramakatsa, Telephone nr. 051 412 9300

POST: ASSISTANT DIRECTOR: WORK STUDY (OD) REFERENCE NO: HS 29/2018 (Re- Advertised)

SALARY: level 9 – A basic salary of R334 545.00 per annum

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate 3 year Degree, 3-5 years' experience in the field, proven working knowledge on the area of specialization, facilitation skills, leadership skills, report writing skills, analytical skills, problem solving skills, strategic planning skills, training skills.

DUTIES: To develop and maintain the organogram/s. to conduct business process re-engineering investigations. Undertake efficiency promotion exercise. To develop, review and analyse norms and standards. Evaluate higher level/complex jobs in the Department/ Province. Provide advice on the development of job descriptions and the application of job evaluation. To perform administrative functions required in the unit. Supervise and control resources as allocated.

ENQUIRIES: Ms. M.J Ramakatsa, Telephone nr. 051 412 9300

POST: ASSISTANT DIRECTOR: RECORD MANAGEMENT REFERENCE NO: HS 30/2018 (Re- Advertised)

SALARY: Salary level 9 – A basic salary of R334 545.00 per annum

CENTRE: Bloemfontein

REQUIREMENTS: A National Diploma/ B. Degree in Human Resource Management. 3/5 experience in HRM registry/records management. The candidates who are in possession of Grade 12 with exposure in a related field may also apply. Knowledge and skills: Job knowledge. Communication. Interpersonal Relations. Flexibility.

DUTIES: Supervise and provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail/files. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management service. Opening and closing files according to the record classification system. Filing/Storage, tracing (electronically/

manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private post are included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. Supervise the processing and process documents for archiving and/ disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resource/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES: Adv T.P Tsuaeli, Telephone nr. 051 403 3655

POST: ASSISTANT DIRECTOR: STATEGIC PLANNING SPECIALIST REFERENCE NO: HS 31/2018

(Re- Advertised)

SALARY: level 9 – A basic salary of a basic salary of R334 545.00 per annum

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate 3 years Degree, 3-5 years' experience in the field, proven working knowledge on the area of specialization, facilitation skills, leadership skills, report writing skills, analytical skills, problem solving skills, strategic planning skills, training skills.

DUTIES: To develop, maintain and/or facilitate the successful implementation of the Department's strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks). Facilitate strategic planning workshops in the Department towards the development and/or review of the Department's 5-year Strategic Plan, 3-Year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury Regulations and/or national and/or provincial formats. Improve the capacity of the Department on matters related to strategic – and operational planning. Facilitate the implementation of the Department Strategic Plan and Annual Performance Plan. Represent the Departmental in national and/or provincial meetings on matters related to strategic – and operational planning. This include the following: attend and participate in scheduled national and/or provincial meetings / for a, ensure that resolutions taken during national and/or provincial meetings on matters related to strategic planning, monitoring and evaluation are complied with and report thereon.

ENQUIRIES: Ms. M.J Ramakatsa, Telephone nr. 051 412 9300

POST: SENIOR HR OFFICER: PERSONNEL UTILIZATION REFERENCE NO: HS 32/2018

SALARY: Level 7 – A basic salary of R226 611.00 per annum

CENTRE: Bloemfontein

REQUIREMENTS: A three year Diploma in Human Resources Management, or grade 12 certificate with 5 years' work experience in human resource management and administration. Extensive knowledge of PERSAL and HR processes. Computer literacy (Excel and Word) working knowledge and understanding of the legislative framework governing the public service, knowledge of registry duties ability to capture data, planning and organization, good verbal and written communication skills, ability to work under pressure, valid driver's license.

RECOMMENDATIONS: Relevant experience within the human resources management environment

DUTIES: Supervise and undertake the more complex implementation and maintenance of human resource administration practices (recruitment and selection, Appointments, transfers, verification of qualifications, secretariat fiction at interviews, absorptions probation period etc. Recommend (Approved) transactions on PERSAL according to the delegations, performance management, prepare reports on human resource administration issues and statistics). Handle human resource administration enquiries. Supervise human resources/staff (Allocate and ensure quality of work, personnel development, assess staff performance, apply discipline)

ENQUIRIES: Mr. P Soke, Telephone nr. 051 403 3802

POST: PERSONAL ASSISTANT: CHIEF DIRECTOR: CORPORATE SERVICES REFERENCE NO: HS 33/2018

SALARY: Level 7 – A basic salary of R226 611.00 per annum.

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate National Diploma or equivalent qualification plus applicable experience. The candidates who are in position Grade 12 with exposure in related field may also apply. This post requires a person with excellent planning and organizing skills coupled with good interpersonal relationships. A working knowledge of SM Word, EXCEL and Power Point as well as a proven record of being able to set up and maintain a record system is a pre-requisite.

DUTIES: It will be expected of the successful candidate to ensure that the office of the Senior Manager functions effectively by planning, overseeing, co-coordinating and/ or performing the following functions: manage engagements of the SMS member to improve service delivery: liaise with and/or sensitize the SMS 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 SMS: ensure an efficient flow of information and documents to and from the Office of the SMS, 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 SMS, stay updated with information from various media and to bring such information to the attention of the SMS, arrange for the placements of items on the agenda of meetings chaired by die SMS and to ensure circulation of accompany memoranda. Arrange for the attendance of the SMS at meetings and other relevant gatherings, produce/ prepare relevant correspondence/ paper in connection with the above arrangements, do certain research for the SMS, render a secretarial function for committees chaired by the SMS, assist the SMS with regard to meetings attended by him/her so as to enable the SMS to efficiently execute his/her duties/responsibilities: compile all necessary documents for the SMS in terms of the meetings to be attended and to sensitize the SMS 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 SMS, to conduct research thereon and to prepare briefing documents, prepare and co-ordinate, as directed by the SMS, submissions, documents, briefing notes, etc., record decisions and to communicate it, with the purpose of executions, to role-players, to follow-up on progress made and to prepare briefing notes for the SMS, attend meetings with the SMS 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 SMS to be in line with the Archive Legislation: ensure the security of the office and documentation, handle travel arrangements for the SMS and assist her/his personal matters to enable her/him to attend to her/ his duties, set up and maintain systems in the Office of the SMS that will contribute towards improving efficiency in the office, compile and monitor the budget for the SMS's Office to ensure the effective utilization of funds, promote professional behavior and ethics in the Office of the SMS to enhance the image of the Public Service, accompany the SMS on some major visits to assist with administrative and logistics arrangements, serve as an entry point for all internal and external stakeholders who visit or call the office and manage the diary of the Senior Manager and referring others to the appropriate components for action and follow-up on issues on behalf of the Senior Manger to ensure that matters are dealt with effectively, render an office support service to the Senior Manager including typing documents, sending faxes, making photocopies, prepare presentations to ensure that the office runs smoothly, ensure that guests in the office of the Senior Manger 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 SMS Member on matters related to the budget of the Office of the SMS Member.

ENQUIRIES: Adv T.P Tsuaeli, Telephone nr: 051 405 3655

POST: JOB ANALYST: WORK STUDY REFERENCE NO: HS 34/2018

SALARY: level 7 – A basic salary of R 226 611.00 per annum

CENTER: Bloemfontein

REQUIREMENTS: An appropriate 3 year Degree, 3-5 years' experience in the field, proven working knowledge on the area of specialization, facilitation skills, leadership skills, report writing skills, analytical skills, problem solving skills, strategic planning skills, training skills.

DUTIES: To develop and maintain departmental organogram in line with the strategic plan. To conduct business process re-engineering investigations. Undertake efficiency promotion exercises. To evaluate jobs in the department/ province. Provide advice on the development of job descriptions and the application of job evaluation. To undertake administration functions required.

ENQUIRIES: Ms. M.J Ramakatsa, Telephone nr. 051 412 9300

POST: COMMUNICATION OFFICER: CORPORATE COMMUNICATION REFERENCE NO: HS 35/2018

SALARY: Level 7 – A basic salary of R226 611.00 Per annum. per annum

CENTRE: Bloemfontein

REQUIREMENTS: Degree in Communication Studies or Media Studies or Equivalent qualification, 1-3 year experience in the relevant field and must have a valid driver's license.

DUTIES: To handle various matters related to internal and external communication in the Department of Human Settlements and Department of Cooperative Governance and Traditional Affairs. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/ press releases, etc. for different events or occasions (For the MEC and the Heads of department). Prepare and/ facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department (e.g. Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, name plates for officials within the Department, Design and layout of publications for printing, Design draft for printing companies. Assist in development of and ensure the successful implementation of the department communication policy and (in line with the Provincial Communication policy Strategy) to promote and enhance communication within and outside the Departments. Update information on the Departmental website and liaise with the website Designer on matters related thereto. Handle various matters related to drafting of responses to media- and press releases, which includes assisting with the organization of press conferences. Rendering Photographer audio Services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact on the Departments towards informing appropriate responses by the relevant authority (ies). Arrange and /Or assist with the arrangement and/or coordination of departmental events in order to promote the image of the department. Represent the unit in various meetings.

ENQUIRIES: Ms. S.L Bogatsu, Telephone nr. 051 403 3224

POST: LABOUR RELATIONS SUPPORT OFFICER REFERENCE NO. HS 36/2018

SALARY: Level 6 – A basic salary of R183 558.00 per annum.

CENTRE: Bloemfontein

REQUIREMENTS: Senior (or equivalent) certificate with proven ability to apply knowledge and skills. Experience in the field of Labor Relations. Excellent communication skills (verbal and written). Computer literate. Outstanding interpersonal and people management skills. Conversant with enabling prescripts or policies.

DUTIES: Render a support service on matters related to Labor Relations, which includes the following: a. Keep and maintain a database of all labor relations cases, files and outcomes. Capture the outcome of labor relations cases on PERSAL. Handle correspondence on matters related to labor relations and liaise with state attorneys, organized labor etc. on matters related thereto. Maintain and organize labor relations library. Prepare and submit status reports on labor relations issues to Public Service Commission and Department of the Premier. Handle elementary labor relation cases and assist the Departmental Labor Relations Officer on more complex labor relations cases. Render a secretariat service to the Departmental Co-coordinating Committee, which includes the compilation and distribution of agendas, the keeping of minutes, the arrangement of venues, etc. Provide information sessions on matters related to labor relations procedures.

ENQUIRIES: Adv T.P Tsuaeli, Telephone nr. 051 405 3655

POST: REGISTRY CLERK: AUXILLIARY SERVICES (x2) REFERENCE NO: HS 37/2018

SALARY: Salary level 5-A basic salary of R152 862.00 per annum

CENTRE: Bloemfontein

REQUIREMENTS: Senior (or equivalent) certificate.

DUTIES: Provide an effective and efficient messenger service to ensure the correct and effective communication of messages and ensure that all mail and correspondence is fetched and delivered on a daily in line with the needs of the Corporate Services Department. Render a photocopying service to the office of the corporate services. Ensure that all documents are filed and kept safely in line with the departmental registry system to enhance easy access to information. Register incoming mail to ensure record of receipt. Operate the facsimile machine to ensure prompt receipt of documents. Operate and maintain the Office's file index and administration system to enable quick tracking and retrieval of information. Organize storage of records to keep the filing system in order. Manage in order to ensure adherence to regulations. Keep inventory of office furniture and equipment of the office to ensure proper usage. Liaise in consultation with the Chief Registry Clerk in the Department Registry Services Unit with Free State Archives to ensure compliance with archives acts and regulations. Introduce and maintain an electronic filing system.

ENQUIRIES: Adv T.P Tsuaeli, Telephone nr. 051 405 3655

POST: ADMINISTRATION CLERK: QUALITY ASSURANCE & MONITORING REFERENCE NO: HS 38/2018

SALARY: Salary level 5-A basic salary of R152 862.00 per annum

CENTRE: Bloemfontein

REQUIREMENTS: Grade 12 or equivalent

DUTIES: Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component

ENQUIRIES: Mr T.K Malebane, Telephone nr. 051 916 8560