FREE STATE PROVINCIAL GOVERNMENT

FREE STATE PROVINCE

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 PREMIER

DIRECTOR GENERAL
(REFERENCE DG: PREMIER 2013)

SALARY: R1 406 796,00 all inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a 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. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.
CENTRE: Bloemfontein
REQUIREMENTS: The candidate must be in possession of an appropriate recognized Bachelor's Degree (or equivalent qualification) as well as extensive managerial experience at a senior management level.The candidate must have: knowledge, skills, training and competencies in the principles of Corporate Governance ● dynamic professional leadership abilities, as well as strategic, financial and people management skills ● the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province ● the highest standard of ethical and moral conduct; anda thorough understanding of the issues relating to the area of responsibility of the Government of the Free State Province and South Africa.
RECOMMENDATION: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.
KEY RESPONSIBILITIES: To perform all the functions and the responsibilities attached to the post of Director General of the Provincial Government in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed ● To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations ● Any other responsibility required by law ● This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the Premier in this regard ● Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio ● Provide the Premier with sufficient support, information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio ● Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally ● To develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department ● Such other responsibilities as may be directed.
CLOSING DATE: 15 MARCH 2013

DIRECTIONS TO APPLICANTS FOR THE POST OF DIRECTOR GENERAL (DEPARTMENT OF THE PREMIER), HEAD OF DEPARTMENT OF THE DEPARTMENT OF HEALTH AND HEAD OF DEPARTMENT OF SOCIAL DEVELOPMENT Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, driver's license etc.Applications must be submitted on or before the closing date.Faxed or e-mailed applications may be submitted, subject to subsequent verification.Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check.
ENQUIRIES: Mr. AJ Venter Tel. 051 – 405 4926 Fax: 051 – 405 4955
APPLICATIONS: Mr. AJ Venter Head: Corporate Administration Department of the Premier ● Attention: MS J Kleynhans ● PO Box 517, Bloemfontein, 9300 ● Room 403, Lebohang Blg., St Andrew Street, Bloemfontein, 9301 ● E-mail: joann@premier.fs.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

HEAD OF DEPARTMENT
(REFERENCE HOD: SD2013)

SALARY: R1 406 796,00 all inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a 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. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.
CENTRE: Bloemfontein
REQUIREMENTS: The candidate must be in possession of an appropriate recognized Bachelor's Degree (or equivalent qualification) as well as extensive managerial experience at a senior management level. The candidate must have: knowledge, skills, training and competencies in the principles of Corporate Governance dynamic professional leadership abilities, as well as strategic, financial and people management skills ● the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province ● the highest standard of ethical and moral conduct; anda thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa.
RECOMMENDATION: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.
KEY RESPONSIBILITIES: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed ● To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations ● Any other responsibility required by law ● This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard ● Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio ● Provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio ● Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally ● To develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department ● Such other responsibilities as may be directed.
CLOSING DATE: 15 March 2013

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APPLICATIONS: Mr. AJ Venter Head: Corporate Administration Department of the Premier ● Attention: MS J Kleynhans ● PO Box 517, Bloemfontein, 9300 ● Room 403, Lebohang Blg., St Andrew Street, Bloemfontein, 9301 ● E-mail: joann@premier.fs.gov.za

SOCIAL AUXILIARY LEARNERSHIP

Directions to applicants Applications must be submitted on formZ.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.

APPLICATIONS FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT TO BE SUBMITTED TO: The Department of Social Development, Private Bag x 20616, Bloemfontein 9300. Attention Ms. S.D Lebakeng – Human Resource Management (Recruitment Section) Liberty Life building, Tel No: (051) 407 0749 or place applications in an application box at Liberty life Building, Ground Floor, St Andrew Street, Bloemfontein
REFERENCE NO: DC 17/01/13 MOTHEO DISTRICT X10
DC 20/01/13 FEZILE DABI DISTRICT X10
DC 18/01/13 LEJWELEPUTSWA DISTRICT X10
DC 16/01/13 XHARIEP DISTRICT X 10
DC 19/01/13 THABO MOFUTSANYANA DISTRICT X10
REQUIREMENTS: Grade 12 ● Age between 18 and 35 years ● South African Citizen residing in the Free State
RECOMMENDATION: Volunteering in Community projects will be an added advantage
ENQUIRIES: Ms. K.J. Buffel, (051) 407 0742, Head Office

DEPARTMENT OF HEALTH

HEAD OF DEPARTMENT
(REFERENCE HOD: H2013)

SALARY: R1 406 796,00 all inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a 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. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.
CENTRE: Bloemfontein
REQUIREMENTS: The candidate must be in possession of an appropriate recognized Bachelor's Degree (or equivalent qualification) as well as extensive managerial experience at a senior management level.The candidate must have: knowledge, skills, training and competencies in the principles of Corporate Governance ● dynamic professional leadership abilities, as well as strategic, financial and people management skills ● the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province ● the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa.
RECOMMENDATION: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.
KEY RESPONSIBILITIES: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed ● To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations ● Any other responsibility required by law ● This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard ● Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio ● Provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio ● Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally ● To develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department ● Such other responsibilities as may be directed.
CLOSING DATE: 15 MARCH 2013

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ENQUIRIES: Mr. AJ Venter Tel. 051 – 405 4926 Fax: 051 – 405 4955
APPLICATIONS: Mr. AJ Venter Head: Corporate Administration Department of the Premier ● Attention: MS J Kleynhans ● PO Box 517, Bloemfontein, 9300 ● Room 403, Lebohang Blg., St Andrew Street, Bloemfontein, 9301 ● E-mail: joann@premier.fs.gov.za

DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES
(REFERENCE NO: H/D/ 4)

SALARY: SMS Level 15: All inclusive remuneration package of R1 076 619. 00 – R1 212 813.00 per annum. The remuneration package consists of the basic salary – 70% of the package, the Government's contribution to the Government Employee Pension Fund – 13% of the basic salary 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: Corporate Office: Bloemfontein
REQUIREMENTS: An appropriate recognized Bachelor's Degree (or equivalent) qualification ● Extensive, appropriate experience in Senior Management in the Public or Private Sector.RECOMMENDATION: A post graduate qualification in Health Management or General Management ● Leadership- and management skills as well as knowledge of Health Policies ● Experience in Programme Management, Health Programmes and/or Human Resource Management.
DUTIES: The successful candidate will be responsible for providing strategic leadership and management of the following support functions: Infrastructure & Engineering ● Human Resource Management ● Human Resource Development ● Organisational Development
ENQUIRIES: Dr. T. D. Moji, Acting Head: Health, Tel. no. (051) 4081855/1118.
CLOSING DATE: 15 MARCH 2013

DEPARTMENT OF POLICE, ROADS AND TRANSPORT

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.

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 Medfontein Building, St Andrew Street Bloemfontein
CLOSING DATE: 15 MARCH 2013

HEAD OF OFFICE: OFFICE OF THE HEAD OF DEPARTMENT
REFERENCE NO: FS PR&T/HOD 01/13

SALARY: Level 13. An all-inclusive salary package of 719 613.00 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: Recognised tertiary qualification. Valid driver's license. Two years' experience in senior managerial support. Working knowledge of the functioning of Senior Management office. Financial analysis, Project Management, Computer literacy. Able to work independently and innovatively. Proven ability to co-ordinate, monitor and evaluate mechanisms, systems, and processes in the Office of the HOD. Display an above average ability to communicate (written and verbal) on high-level ideas, issues to variety of audiences in tactful and influential manner. Proven track record to handle or deal with confidential matters. The appointment of the successful candidate is subject to signing of the performance agreement, SMS Contract, Financial Disclosure and vetting.
DUTIES: Manage the engagements of the Head of the department. Co-ordinate and manage the administrative support services of the Office of the Head of the department. Ensure and advice on the effective flow of information and safekeeping of all documentation. Develop EXCO Memoranda, reports and documents with regard to complex issues for internal and external stakeholders. Execute research, analyze information and compile complex documents for the Head of the department. Manage the budget and financial administration of the Office of the Head of the department. Lead and manage the staff in the Office of the Head of the department. Able to organize and prioritize issues in the Office of the Head of the department. Co-ordinate and compile reports of a transverse nature for the Head of the department. Advice the Head of the department regarding documents, reports and information received from stakeholders.
ENQUIRIES: Mr. NN Selai: Tel: 051 409 8481

PERSONAL ASSISTANT: OFFICE OF THE HEAD OF DEPARTMENT
REFERENCE NO: FS PR&T/PA 02/13

SALARY: R198 975.00 p.a. (salary level 8).
CENTRE: Bloemfontein
REQUIREMENTS: Grade 12 with proven ability to apply knowledge and skills. 2 years' experience in a Secretarial or Administration related environment. Working experience in the application of Microsoft packages such as Word, Excel, PowerPoint and Outlook. Working knowledge in the setting up and maintenance of a record system. Ability to work under pressure, long irregular hours and over weekends
DUTIES: To compile realistic programmes of appointments and travelling arrangements, Prioritize appointments● Ensure that appointments are made, Liaise with and/or sensitize HoD regarding engagements ● To correctly classify documents and ensure the safe-keeping thereof ● To ensure an efficient flow of information and documents to and from the Office of the Head of Department ● To give instructions for the destruction of documents in the Office of the Head of Department ● To do certain research for the Office of the Head of Department ● To prioritize documentation, correspondence, etc. To prepare and co-ordinate, as directed by the Head of Department ● submissions, documents, briefing notes, etc ● To make arrangements for the placement of items on the agenda of meetings and undertake the circulation of accompanying memoranda ● To make arrangements for the attendance of the Head of Department at meetings and other relevant gatherings ● To produce / prepare relevant correspondence / papers in connection with the above arrangements, To be a secretariat for management committees ● To compile all necessary document for the HoD in terms of the meetings to be attended and to sensitize the HoD on the contents thereof ● To compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders ● To deal with enquiries received, internally and externally to the relevant stakeholders ● To 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 HoD, to conduct research thereon an to prepare briefing documents, To keep records of documents, memoranda, etc., which in terms of the law must be dealt with by the Head of Department ● To record decisions and to communicate it, with the purpose of execution, to role-players, to follow-up on progress made and to prepare briefing note as to the HoD ● To attend meetings with the HoD with the purpose of minuting resolutions and interaction with role-players to ensure the implementation of such resolutions ● To stay updated with information from various media and to bring such information to the attention of the Head of Department.
ENQUIRIES: Mr NN. Selai: Tel: 051 409 8481

SECRETARY: OFFICE OF THE HEAD OF DEPARTMENT
REFERENCE NO: FS PR&T/SEC 03/13

SALARY: R108 078.00 p.a. (salary level 5)
CENTRE: Bloemfontein
REQUIREMENTS : Grade 12 or equivalent NQF 4 qualification. 1 year experience in an administration environment and more specifically with regard to: Office procedure and practices, Events co-ordination.
DUTIES: To compile realistic programmes of appointments, Prioritize appointments, to make arrangements for the placement of items on the agenda of meetings and undertake the circulation of accompanying memoranda, to make arrangements for the attendance of the Head of Department at meetings and other relevant gatherings ●To prepare relevant correspondence / documents in connection with the above arrangements, to perform secretariat functions during management committee meetings, to update the diary of the Head of Department to ensure effective co-ordination of priorities and appointments, ensure proper filling for office documentation ● To handle confidential documents, cabinet memoranda and general correspondence to relevant stakeholders which in terms of the law must be dealt with by the Head of Department ● To deal with enquiries received, internally and externally to the relevant stakeholders to stay updated with information from various media and to bring such information to the attention of the Head of Department, do all typing required by the Head of Department, Act as reception in the office, Receive faxes ● o undertake any other duties and responsibilities which are appropriate to the grade and role of the post.
ENQUIRIES: Mr. NN Selai: Tel: 051 409 8481

DIRECTOR: HUMAN RESOURCE DEVELOPMENT
REFERENCE NO: FS PR&T/HRD 04/13

SALARY: Salary level 13 – A basic salary of R719 613.00 per annum (All inclusive package)
CENTRE: Head Office
REQUIREMENTS: An appropriate recognized three year degree or equivalent (M=3). Experience in managing of resources in a public sector environment; developing and implementing policies, strategies and programs.
KNOWLEDGE: Relevant legislation, and policies applicable to the Directorate, Strategic management, organizational development , Corporate and employee performance management
DUTIES: Provide direction and management in respect of Organizational Development and Human Resource Development (HRD), activities. Provide high level expertise and leadership in respect of organizational design and performance, Development and Management System (PDMS). Manage Human Resource Development. Develop, review/monitor and manage HRD strategies, policies and programs. Manage employee wellness programs. Managing the review of updating current job description, including of SMS positions. Overseeing the execution of the departmental workplace skills plan. Managing risk by drawing sectional risk plan.
ENQUIRIES: Mr. NN Selai: Telephone : 051 4098481

DIRECTOR: ADMINISTRATION AND LICENSING (REVENUE)
REFERENCE NO: FS PRT&REVENUE 05/13

SALARY: An inclusive remuneration package of R 719 613.00 per annum (salary level 13). The package includes basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines, which may include a 13th cheque, motor car allowance.CENTRE: Bloemfontein
REQUIREMENTS: The candidates must be in possession of an appropriate recognized Bachelor degree or equivalent qualification. 5 years' experience in revenue Management and eNatis. The applicant must have insight, knowledge and background in policy and strategy development as well as in the implementation of policies and directive. Good knowledge of governing legislation, with special focus on Road Traffic Act and National Transport directive and initiative, as well as transversal government policies, specific knowledge of traffic safety transport Management. Valid driver's license without any endorsement is requiring as travelling is an inherent part of this job.
DUTIES: Supply strategic direction to registering authority operations within the province. Manage optimal revenue collection. Manage registering authorities operation into eNatis and National Road traffic Act of 1996. Improve customer satisfaction. Oversee financial compliance into expenditure and income budget/revenue with reference to the PFMS and treasury regulations. Implement fraud and corruption prevention programs. Responsible for the concomitant functions of principal receiver of revenue.
ENQUIRIES: Mr. N.N Selai Telephone : 051 – 409 8481

DIRECTOR: INFORMATION COMMUNICATION AND TECHNOLOGY
REF NO: PR&T /ICT 06/2013

SALARY: An inclusive remuneration package of R 719 613.00 per annum (salary level 13). The package includes basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines.
CENTRE: Bloemfontein
REQUIREMENTS: An appropriate Bachelor's Degree in Information Technology. Five years appropriate practical experience in Applications Development Environment; Management Experience, Valid Driver's License and Practical Experience on Linux and UNIX Network Environment.
DUTIES: Manage of administration, optimization and efficient operations of the IT systems, including monitoring of usage and performance, as well as the identification of enhancement opportunities and system failures. Research and implement latest trends and best practices in ICT project management. Provide input on policy matters regarding ICT. Ensure that network diagrams are developed and maintained properly. Develop information and technology systems infrastructure and conduct investigation in the maintenance of existing technologies, availability need and demonstrate new technologies. Ensure availability, capacity and security management within the network servers and desktop environment. Manage activities of the server administration and related support staff and assist with government wide policy guidelines and advice technology trends, direction and best practices. Maintain good relationships with vendors and service providers while monitoring service level agreements within the environment. Promote the optimal and efficient utilization of computer technology as a key enabler in the delivery of information and related services, with a view to enhance departmental service delivery. Establish and implement IT Strategy. Review IT risks and ensures mitigation plans are developed and executed. Ensure conformance of all IT products, systems and services to departmental needs.
ENQUIRIES: Mr. N.N Selai, Telephone: 051 – 409 8481

DIRECTOR: ROADS CONSTRUCTION AND MAINTENANCE
REFERENCE NO: FS PR&T/RCM 07/13

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: Project management, analytic skills and knowledge in roads construction and maintenance activities. Strategic and visionary leadership skills. Extensive knowledge of legislation, policies and procedures in respect of the Public Service. Advanced skills in writing, communication, facilitation, co-ordination and presentation. Knowledge of roads maintenance costing system (added advantage). Knowledge of the Expanded Public Works Program.
DUTIES: Providing strategic direction and management in respect of road construction and maintenance activities. Provision of high-level expertise and leadership in respect of both the roads-maintenance and road construction capital projects. Oversee the adherence of the legal and environmental requirements in all matters of road construction projects, as well as provision of advice and guidance to personnel, consultants and contractors regarding the implementation of all relevant acts, working procedures and construction methods. Rendering expert professional and technical guidance to Chief Engineers, Regional Engineers, Technicians and Road Superintendents to ensure quality control and optimal utilization of road building material and resources during maintenance as well as road construction capital projects. Overseeing the compilation of the district operational business plans in respect of road maintenance and construction activities, as well as monitoring the expenditure per activity in road maintenance. Strategic management of the pavement management systems and gravel management systems as per the legislative framework. Monitoring and evaluation of pavement performance on all provincial roads, which entails the co-ordination of preventative maintenance programs regarding the conditions of roads in order to address rutting, cracking, potholes, etc. Liaison with the Road Building Equipment component on the availability of the mechanical plant. Provision of reports to the Chief Director Roads on the performance of all road related activities taking place in all districts. Managing the procurement of roads maintenance material as required in all districts. Ensuring the effective management of the budget and other resources of the directorate.
ENQUIRIES: Mr N.N Selai, Tel: 051 409 8481