



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 6/2013

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

### ADVERTISEMENT OF POSTS: DEPARTMENT OF SOCIAL DEVELOPMENT

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

  
DEPARTMENT OF THE PREMIER

DATE: 15/03/2013

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

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

Tel: (051) 405 5270 Fax: (051) 405 4707

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FREE STATE PROVINCE

# FREE STATE PROVINCIAL GOVERNMENT

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

## DEPARTMENT OF SOCIAL DEVELOPMENT

**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.

**POST:** SENIOR ADMINISTRATION OFFICER: PHYSICAL PLANNING

**REF NO:** CS 08/12

**SALARY:** Salary level 8 – A basic salary of R 198 975 per annum.

**CENTRE:** PROVINCIAL OFFICE

### **REQUIREMENTS:**

- Appropriate Bachelors Degree / National Diploma in Public Management or equivalent qualification or Grade 12 with extensive experience in property management
- Valid driver's license

### **DUTIES:**

- Ensure that Physical Planning Section renders effective and efficient service by means of verbal and written communication in order to fulfill in the accommodation, maintenance and renovation needs of the Department
- Execute administration functions to fulfill in the accommodation, maintenance, upgrading and renovation needs
- Execute / perform sound administration of all rented accommodation processed in the Department thus includes renewal and termination of the contracts before the expiry date
- Asses needs analysis and determine the space norms and standards
- Provision of adequate accommodation
- Conduct building inspections
- Ensure compliance in respect of Occupational Health and Safety Act and GIAMA
- Compile submissions to Bid Committee regarding rental of office accommodation
- Compile monthly reports
- Liaise with other components and directorates where necessary
- Liaise with other departments' components and directorates where necessary
- Arrange parking for Departmental Vehicles

### **ENQUIRIES:**

Ms. M. Mosupa (051) 409 0577, Physical Planning

**POST:** ARTISAN PLUMBING: PHYSICAL PLANNING

**REF NO:** CS 11/12

**SALARY:** Salary level 7 – A basic salary of R 160 224 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS**

- Grade 12/ N3 plus Trade Test Certificate in Plumbing with extensive relevant working experience.
- A Valid driver's license

**DUTIES:**

- Install, repair and maintain plumbing systems and components e.g. review building plans and specifications to determine the layout for plumbing and related materials
- Install, repair, and maintain plumbing fixtures, appliances and trim
- Maintain all building codes, installation requirements and relevant legislation
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and graded.
- Administer and schedule work e.g. prepare budget, order of supplies, keep daily reports, schedule work in cooperation with other trades and suppliers
- Perform other related duties as required

**ENQUIRIES:**

Ms. M. Mosupa (051) 409 0577, Physical Planning

**POST:** ARTISAN ELECTRICAL: PHYSICAL PLANNING

**REF NO:** CS 10/12

**SALARY:** Salary level 7 – A basic salary of R 160 224 per annum.

**CENTRE:** PROVINCIAL OFFICE

**REQUIREMENTS**

- Grade 12/ N3 plus Trade Test Certificate in Electrical with extensive relevant working experience.
- Valid driver's license

**DUTIES:**

- Assemble , install, test and maintain electrical or electronic wiring, equipment, appliances, apparatus and fixtures using hand tools and power tools
- Diagnose malfunctioning systems, apparatus and components using test equipment and hand tools to locate the cause of a breakdown and correct the problem
- Connect the wires to circuit breakers, transformers or other components
- Inspect electrical systems, equipment and components to identify hazards, defects and the need for adjustment or repair ad to ensure compliance
- Advise management on whether continued operation of equipment hazardous
- Test electrical systems and continuity of circuits in electrical wiring, fixtures, using testing devices such as ohmmeters, voltmeters and ensure compatibility and safety of system
- Maintain current electrician's license or identification card to meet governmental regulations
- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes
- Direct and train workers to install, maintain or repair electrical wiring, equipment and fixtures
- Prepare sketches or follow blueprints to determine the location of wiring and equipment to ensure conformance to building and safety codes
- Use a variety of tools and equipment such as power construction equipment, measuring devices, power tools and equipment including oscilloscopes, ammeters and test lamps
- Install ground leads and connect power cables to equipment such as motors
- Administer and schedule work e.g. prepare budget, order of supplies, keep monthly reports, schedule work in cooperation with other trade and suppliers
- Repair or replace wiring, equipment, and fixtures using hand tools and power tools
- Work from ladders, scaffolds and roofs to install, maintain or repair electrical wiring, equipment and fixtures
- Provide preliminary sketches and cost estimates for materials and services
- Provide assistance during emergencies by attending to all electrical machinery e.g. generators etc
- Perform other related duties as required

**ENQUIRIES:**

Ms. M. Mosupa (051) 409 0577, Physical Planning

**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

**CLOSING DATE: .....2 April 2013.**