

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT**

*It is the Department's intention to promote Equity (race, gender and disability) through the filling of these posts with a candidate whose appointment/promotion/transfer will promote representativity in line with the numeric targets contained in our Employment Equity Plan.*

- APPLICATIONS** : Applications for the Department of Community Safety, Roads and Transport to be hand delivered or couriered to: Director: HRM, Department: Community Safety, Roads and Transport, 45 Charlotte Maxeke Street, Perm Building, Bloemfontein or via [erecruitCSRT@freetrans.gov.za](mailto:erecruitCSRT@freetrans.gov.za)
- CLOSING DATE** : 06 September 2024
- NOTE** : Directions to applicants: All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.dpsa.gov.za/dpsa/vacancies.asp](http://www.dpsa.gov.za/dpsa/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed by the Applicant. The application must indicate the correct Job title, the office where the position is advertised, and the Reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the Application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

**MANAGEMENT ECHELON**

- POST 30/194** : **OFFICE MANAGER: OFFICE OF THE HOD REF NO: FS CSRT 01/08/2024**
- SALARY** : R1 216 824 per annum (Level 13), inclusive salary package. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Head Office (Bloemfontein)
- REQUIREMENTS** : Three year recognized National Diploma or degree in Public/Business Administration/Office Management or equivalent qualification, 3 – 5 years' experience at a junior management level/supervision, of which 3 years' experience should be in the administrative/secretariat and/ or related field, working knowledge of the functioning of provincial/national government, basic knowledge of MS Word, Excel & PowerPoint, good verbal & written communication skills, financial management, knowledge of project management. Valid driver's license. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS

(Nyukela). Skills & Knowledge: Knowledge and understanding of public service policies and procedures, knowledge of the functioning of Provincial Government, knowledge of MS Word, Excel and PowerPoint. Knowledge on the setting up and maintenance of a record system, Accurate recording of decisions at meetings and Knowledge and understanding of departmental policies. Ability to Execute research/analyse complex information to compile documents, Draft documentation like submissions, letters, etc. Plan activities, Co-ordinate and integrate the activities of the office, Communicate effectively, Work under pressure. Work in a team, ability to judge circumstances objectively, Excellent interpersonal relations, Act in a professional manner, Supervisory Skills, Ability to work without supervision. Relevant Public Service and departmental prescripts, Computer literacy, Verbal and written communication skill, Interpersonal skill, project management skill and working relations with other departments (National and Provincial), Private sector and colleagues.

**DUTIES**

: Manage Engagements of the Head of Department: Ensure that the Personal Assistant compiles realistic programmes of appointments and journeys for the Head of Department, Liaise with and/or sensitize the Head of Department regarding priority appointments. Render administrative support services: Set up and maintain systems in the Office of the Head of Department that will contribute towards improving efficiency in the office, Ensure, oversee and advise on the effective flow of information and documents to and from the Office of the Head of Department, Oversee the safekeeping of all documentation in the Office of the Head of Department, Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders, Draft responses with regard to more complex issues for internal and external stakeholders, Prioritize matters to be attended to by the Head of Department, Co-ordinate and compile reports of a transverse nature for the HOD and advise/sensitize the Head of Department on reports to be submitted (for example to Provincial Departments, Municipalities, Components etc.), Follow-up on reports to be submitted (for example by Provincial Departments, Municipalities, Components, etc.) to the Office of the Head of Department), Compile presentations for the Head of Department. Execute research, analyze information and compile complex documents for the Head of Department: Research and compile comprehensive documents for the Head of Department with regard to issues forthcoming from meetings such as FOHOD, MINMEC etc, Compile EXCO Memoranda and PROPAC memoranda, Scrutinize complex submissions/reports and make notes and/or recommendations for the Head of Department with regard to the documents. Provide support to the Head of Department with regard to meetings: Scrutinize documents to determine actions/information/documents required for the meeting, Collect and compile information for the Head of Department with regard to issues that need to be discussed at meetings, Record minutes/decisions and communicate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation to adequately prepare the Head of Department, Arrange for the placements of items on the agenda of meetings chaired by the Head of Department and to ensure circulation thereof, Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Manage the budget of the Office of the Head of Department: Determine and collate information with regard to the budget needs of the Office of the Head of Department, Keep record of expenditure commitments, monitor expenditures and alert the Head of Department with regard to possible over-and under spending, Identify the need to move funds between items and compile submissions for this purpose. Supervise subordinates: Monitor and evaluate the performance of the Staff in the Office of the Head of Department, Manage the human resource aspects related to the staff in the Office of the Head of Department including the leave register, telephone accounts etc. Remain up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the Head of Department: Keep abreast with the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly, remain abreast with the procedures and processes that apply in the Office of the Head of Department.

**ENQUIRIES**

: Mr. M. Matsuma at (083) 707 8265

## OTHER POSTS

**POST 30/195** : **PERSONAL ASSISTANT (HEAD OF DEPARTMENT) REF NO: FS CSRT 03/08/2024**

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Head Office (Bloemfontein)  
**REQUIREMENTS** : Three years relevant qualification in Office/ Information Management/ Public/ Business Administration. Two (2) years supervisory experience. Two (2) years functional experience in Office Administration/ Secretariat services. Knowledge: Basic Departmental policies and procedures, Administration procedures. Batho Pele Principles. Skills: Communication. Analytical. Computer literacy. Interpersonal. Organizing and Planning. Telephone etiquette.

**DUTIES** : Manage the Head of Department's diary and prioritise the Head of Department's meetings. Inform the Head of Department ahead of commitments and prepare meeting documents. Schedule appointments and meetings for/and with the Head of Department. Manage incoming and outgoing correspondence. Establish and maintain a filing and document management system in the office of the Heade of Department I. Undertake follow-ups on issues raised by the Head of Department to stakeholders (internal and external). Draft summaries for the Head of Department in relation to documents submitted for the Head of Department's attention. Perform any other duties as requested by the Head of Department.

**ENQUIRIES** : Mr. M. Matsuma at (083) 707 8265

**POST 30/196** : **SENIOR INTERNAL AUDITOR REF NO: FS CSRT 04/08/2024**

**SALARY** : R376 413. per annum (Level 08)  
**CENTRE** : Head Office (Bloemfontein)  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) in Internal Auditing with 2-3 years relevant experience in the field of internal auditing and / or auditing. Possession of an Internal Audit Technician (IAT) certificate will be an added advantage. A valid driver's license. Knowledge and Skills: Knowledge: International Standards for the Professional Practice of Internal Auditing. Reasonable knowledge of the Public Finance Management Act No. 1 of 1999 and Treasury Regulations, the Public Sector Enterprise Risk Management Framework, and other relevant prescripts. Understanding of project management principles. Good presentation, interviewing, client and interpersonal relationship skills. Exceptional analytical and decision-making skills. Diversity awareness. Ability to pay attention to detail. Deadline driven and willingness to work under pressure and travel when required, is expected to apply sound and impartial rulings to ensure observance of internal audit guidelines, and proactively apply the principle of confidentiality as espoused in the Code of Ethics. Innovative, good interpersonal and problem-solving skills. Must be computer literate and be able to use audit software. Good oral and written communication skills. Good organizational and administrative skills. The candidate must possess a valid driver's license. Ability to assist with the supervision and coaching of internal audit interns and learners. Honesty and integrity, independence and good judgement.

**DUTIES** : Planning individual audit assignments. Execute detailed audit procedures, prepare audit working papers, and summarize audit procedures performed. Draft audit reports for review by senior personnel. Conduct ad-hoc and consulting audit assignments as allocated, as well as follow-up audits. Assist in Developing strategic internal audit plans. Implement the approved Internal Audit operational plan. Participate in the coordination with other internal and external service providers of assurance 60 to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment.

**ENQUIRIES** : Ms. L. Prins-Bademan at (081)578 0016

**POST 30/197** : **ROAD WORKERS (X9 POSTS)**

**SALARY** : R155 148 per annum (Level 03)  
**CENTRE** : Xhariep District: Trompsburg Ref No: FS CSRT 02/08/2024 (X5 Posts)  
Motheo District: Dewetsdorp Ref No: FS CSRT 03/08/2024 (X2 Posts)

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|                             |   | Thabo Mofutsanyana District: Ficksburg Ref No: FS CSRT 04/08/2024 (X2 Posts)   |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 3 (Grade 10 certificate or equivalent). Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures Skills: Communication, Ability to read and write, good eyesight, Teamwork.  |
| <b><u>DUTIES</u></b>        | : | Support road construction and/or maintenance through the following: construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. The setting of road markings/signs. Install road signs and barricade the work. Crushing of road material Manage the allocated tools.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr. H. Du Plessis at (082) 0599 736  |
| <b><u>POST 30/198</u></b>   | : | <b><u>ROAD WORKERS (OPERATORS) (X12 POSTS)</u></b>   |
| <b><u>SALARY CENTRE</u></b> | : | R155 148 per annum (Level 03)  |
|                             | : | <b>Xhariep district:</b><br>Rouxville Ref No: FS CSRT 05/08/2024 (X1 Post)<br>Trompsburg Ref No: FS CSRT 06/08/2024 (X2 Posts)<br>Faurismith Ref No: FS CSRT 07/08/2024 (X1 Post)<br>Petrusburg Ref No: FS CSRT 08/08/2024 (X1 Post)   |
|                             | : | <b>Motheo District:</b><br>Dewetsdorp Ref No: FS CSRT 09/08/2024 (X1 Post)<br>Bloemfontein Ref No: FS CSRT 09/08/2024 (X1 Post)  |
|                             | : | <b>Thabo Mofutsanyana District:</b><br>Senekal Ref No: FS CSRT 10/08/2024 (X1 Post)<br>Bethlehem Ref No: FS CSRT 11/08/2024 (X1 Post)<br>Harrismith Ref No: FS CSRT 12/08/2024 (X1 Post)   |
|                             | : | <b>Lejweleputswa District:</b><br>Winburg Ref No: FS CSRT 13/08/2024 (X1 Post)<br>Boshof Ref No: FS CSRT 14/08/2024 (X1 Post)  |
| <b><u>REQUIREMENTS</u></b>  | : | NQF level 3 (Grade 10 certificate or equivalent). Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures Skills: Communication, Ability to read and write, good eyesight, Teamwork.  |
| <b><u>DUTIES</u></b>        | : | Utilisation and maintenance of road building equipment e.g. Grader, bull dozer, fond end loader and tipper truck. Execute daily administrative functions within team context according to prescripts. Planning, organizing and execution of road maintenance activities inclusive material, tools and equipment needed on a daily basis. Adherence to prescribed quality standards on a daily, weekly and monthly basis. Performance feedback of team in regard to production, costs and quality of completed works to Road Works Foreman daily, weekly and monthly. Measurement of production and calculating daily cost/unit costs. Monitor and evaluate progress and quality of works on site and record findings of road maintenance activities. Inventory control of equipment/material store, tools and office furniture. Supervision of resources allocated for road maintenance according to policy and prescripts. Motivate, control and discipline the team by means of acceptable management practices, disciplinary code and grievance procedures. Maintain safety regulations applicable to work team and road safety on site. Attending meetings and communicate with other personnel of the district. |
| <b><u>ENQUIRIES</u></b>     | : | Mr. H. Du Plessis at (082) 0599 736  |