

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



- CLOSING DATE** : 18 November 2022 at 16H00
- NOTE** : The Department of Public Works and Infrastructure is an equal opportunity and affirmative action employer. The filling of the positions as advertised will be positively biased towards persons with disabilities and women in Senior Management Services (SMS). An indication by candidates in this regard will facilitate the processing of applications. Applications for Senior Management positions must only be emailed to the email address specified for each Senior Management positions. Faxed or late applications will not be accepted. Note: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry

Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview, the selection panel will identify candidates to undergo a generic management competency assessment and the successful candidate must be willing to sign a performance agreement and be subjected to security clearance.

ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 35 dated 16 September 2022. (1) Senior Internal Auditor: Internal Audit Ref no: 2022/356, has been withdrawn.

MANAGEMENT ECHELON

- POST 42/113** : **DEPUTY DIRECTOR - GENERAL: PROGRAMME MANAGEMENT OFFICE AND SPECIAL PROJECTS REF NO: 2022/416**
- SALARY** : R1 544 415 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
: An under-graduate qualification (NQF Level 07) and post-graduate qualification (NQF Level 08) in the Built Environment, Project Management Commerce, Business Administration or related fields as recognised by SAQA plus minimum of 8 to 10 years senior management experience in the relevant field. Knowledge: Programme and Project Management, Quality Management, Business Management, Public Finance Management Act, Strategic Management, Monitoring and evaluation methods, Government functioning, Client relations. Skills: Strategic capability and leadership; Information and Knowledge management, Policy analysis and development, Service delivery innovation, Financial management, Communication (verbal and written), Computer literacy, Stakeholder management, Planning and coordination, Presentation and facilitation Quality management. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances.
- DUTIES** : Oversee all turnaround and efficiency enhancement/ intervention programmes. Ensure proper implementation of the required project management and best practice mythologies (IDMS) across the value chain is enabled. Ensure necessary capacity and capability to properly align cross-cutting interventions between the DPW and PMTE. Ensure the use of standardized processes are implemented. Ensure dependencies across multiple projects and the value chain are adequately managed through the setting of specifications and quality standards. Institutionalize SDIF and IDMS in the implementation of Business Improvement Plan. Mainstream and streamline the Departmental programmes in line with Service Delivery Improvement Framework (SDIF) and IDMS components; develop Service Delivery Improvement Plans (SDIP) informing the organisational Strategic Plans enabled by the Service Delivery Model (IDMS). Manage the establishment of an integrated programme management enabled by service delivery framework for improved services and seamless performance. Manage the establishment and maintain partnerships and communication with stakeholders to support Business Improvement. Provide strategic solutions, guidance, coordination and fast tracking the delivery of the identified special projects within the department. Identify and prioritise projects in consultation with the Ministry. Facilitate rapid research and write up of individual project proposals and project plans and timelines. Identification and mobilisation of necessary resources (human and funding) to fund projects. Effective monitoring and evaluation of projects, including regular reporting of progress to the Minister. The effective management of financial resources allocated to the programmes.
- ENQUIRIES APPLICATIONS** : Mr. SC Zaba Tel No: (012) 406 1544
: All applications for this position must be submitted only via email to: Recruitment22-21@dpw.gov.za
- NOTE** : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest

within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment: The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

- POST 42/114** : **DEPUTY DIRECTOR - GENERAL: FACILITIES MANAGEMENT REF NO: 2022/417**
- SALARY** : R1 544 415 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) and post-graduate qualification (NQF Level 08) in Built Environment, Management or in the relevant field of study as recognised by SAQA plus a minimum of 8 - 10 years senior management relevant experience. Knowledge: Best practiced Asset Management processes; Department internal Business Process; Property and Contraction Knowledge; Client relations; Financial management; Supply Chain Management; Change Management; Public Service Regulation; Black Economic Empowerment Act; Preferential Procurement Policy and Frame Act. Skills: Advanced report writing; Advanced communication; Language proficiency; People management skills; Computer utilization; Negotiation skills; Analytical thinking; Facilitation skills ;Strategic planning ;Time management; Programme and project management skills; Conflict management; Sound analytical and problem identification and solving skills; Organising and planning; Policy formulation; Decision making skills; Motivation skills; Numeracy Advanced interpersonal and diplomacy skills. Personal attributes: Innovative; Creative; Resourceful; Liaising skills; Ability to effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; People orientated; Able to establish and maintain personal networks; Trustworthy; Hard working; Assertive; Highly motivated; Ability to work independently.
- DUTIES** : Provide strategic leadership in the development and the reviewing of legislation, strategies, and policies for facilities management and occupational health and safety. Undertake research on latest facilities management and OHS trends. Ensure the development and implementation of effective and efficient property management acts, strategies and policies; ensure that all facilities management policies contribute to the departments' strategic objectives; determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; Provide strategic facilities management, support and security services to department's clients and stakeholders; Facilitate completion of agreements between the department and client stakeholders; Ensure effective administration and performance of buildings for client satisfaction; Provide strategic leadership in the implementation of overall maintenance of state and non-state facilities to ensure the extension of life and use of existing government facilities as well as maintaining the value thereof Oversee the development and implementation of the built environment Green Economy Programmes; Conduct research and analyses to identify innovative incentives that support the transition to a green economy within DPW; Manage and monitor the implementation of the Built Environment Green Economy Programme; Establishment and management of BEGEP Project Management Office. Provide strategic management advice and oversee compliance on matters relating to statutory compliance on projects of client departments; Undertake surveys, inspections and audits to ensure proper monitoring and implementation of legislations and policies for statutory compliance on the

Departmental projects; Develop and maintain governance and assurance management system and monitoring system to identify the areas facilities activities that pose risks; Implement statutory compliance awareness programmes.

- ENQUIRES APPLICATIONS** : Mr SC Zaba Tel No: 012 406 1544
- NOTE** : All applications for this position must be submitted only via email to: Recruitment22-22@dpw.gov.za
- NOTE** : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment: The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.
- POST 42/115** : **DEPUTY DIRECTOR - GENERAL: SUPPLY CHAIN MANAGEMENT EXECUTIVE REF NO: 2022/418**
- SALARY** : R1 544 415 per annum, (all-inclusive package) including basic salary (60% of package), State's contribution to Government Employees Pension Fund (15% of package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
- CENTRE REQUIREMENTS** : An undergraduate qualification (NQF Level 7) and qualification in Finance, Public Administration/Management, Economic Sciences, Management Sciences, Supply Chain Management/ Procurement, or any of the Built Environment disciplines and a postgraduate qualification (NQF level 8) as recognised by SAQA plus 8-10 years' experience at Senior Management Level in the relevant environment Level in the relevant field. Extensive experience in supply chain management of large scale acquisitions in property, facilities management as well as construction related projects property in complex environments with multiplicity of procurement transactions. Knowledge of Supply Chain Management (SCM) systems, processes and controls, Public Finance Management Act, Public Services Regulations, Treasury Regulations. Skills: Leadership and management skills, good customer relations, Advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Strategic planning, Conflict Management, sound analytical and problem identification and solving skills, organising and planning, policy formulation, decision making skills, motivational skills, numeracy, advanced interpersonal and diplomacy skills. Personal attributes: Ability to interact with clients and stakeholders in professional and assertive manner, high ethical standards, able to conduct business with integrity and in a fair and reasonable manner, ability to promote mutual trust and respect, innovative, creative, solution orientated- ability to design ideas without direction, people orientated, hard-working, highly motivated, ability to work effectively and efficiently under sustained pressure, ability to meet tight deadlines whilst delivering excellent results.
- DUTIES** : Oversee the overall management and implementation of the entire SCM value chain in the Department. Undertake research on latest supply chain management trends. Collate all relevant information and infuse them into the SCM strategic policy. Source relevant SCM policies, guidelines and directives from the National Treasury. Advise on and monitor the implementation of National Treasury policies and guidelines in relation to SCM. Monitor and evaluate compliance to Medium Term Expenditure Framework. Undertake the effective development; implementation and monitoring and evaluation of the Department SCM policies. Oversee the efficient and effective implementation of the logistics function that are compliant with policies, procedures and

		applicable legislation. Develop, manage, and oversee the implementation of the moveable asset management plan as well as the disposal plan. Strategic management of supplier relationships. Manage and control the acquisition of goods & services, disposal and letting of state assets including the letting of state assets no longer required. Manage the development implementation and maintenance of corporate governance policy; ensure that the policy complies with all statutory frameworks established within the Department; provide advice to the Accounting Officer on procurement related matters and report any breach or failure to comply with SCM processes guidelines and frameworks.
<u>ENQUIRIES</u>	:	Mr S.C. Zaba Tel No: (012) 406 1544
<u>APPLICATIONS</u>	:	All applications for this position must be submitted only via email to: Recruitment22-23@dpw.gov.za
<u>NOTE</u>	:	General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment: The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ .
<u>POST 42/116</u>	:	<u>CHIEF DIRECTOR: REGISTRY SERVICES REF NO: 2022/419</u>
<u>SALARY</u>	:	R1 269 951 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the senior Management service).
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7)/ B-degree in Real Estate Management, Finance, Commerce or related qualification. A minimum of 5 years senior management experience in the relevant field. Valid driver's licence. Knowledge of Public Finance Management Act, Financial administration, Procurement directives and procedures, Programme and project planning, Market research, Property economics, Reporting procedures, GIAMA, DISPOSAL ACT, BBBEE, Treasury Regulations, The PIE Act, The Squatters Act. Skills: Strategic capability and leadership. Programme and project management. Information and Knowledge management. Policy analysis and development. Financial management. Computer literacy. Stakeholder management. Planning and coordination. Quality management. Personal Attributes: Ability to work effectively and efficiently under pressure, ability to meet tight deadline whilst delivering excellent results. Ability to communicate at all levels, participate at an executive level. Ability to work independently.
<u>DUTIES</u>	:	Oversee the development and maintenance of the Department's IAR and ensure compliance with PFMA, GIAMA, GRAP and other relevant prescripts: Oversee the design and implementation of IAR policies and procedures. Address management assertions (completeness, existence, rights, valuations, presentation and disclosure). Ensure capitalisation, de-recognition, impairment and all other accounting for Immovable Assets is in compliance with the GRAP, PFMA and GIAMA requirements. Engage internal and external stakeholders to ensure the development of a suitable electronic asset register and migration of data to the new system. Ensure timely IAR reporting and management of key stakeholder expectations/ customer requirements. Assess the Auditor-General's (AG) findings on information in the asset register, identify and prioritise the required interventions against the basic requirements. Oversee the development of strategies to coordinate physical verification activities in order to provide status information around the existence and condition of all Immovable assets. Monitor and evaluate compliance of policies and processes. Oversee the management of verification process on the state owned properties. Control, monitor and evaluate the asset register to be up-to-date. Ensure that the basic asset register information and values are populated

in the asset register, condition assessment and vesting; ensure accurate asset register for the state properties; ensure capitalisation, de-recognition, impairment and all other accounting for Immovable Assets is in compliance with the GRAP requirements; liaise with technical and other units that inform GRAP compliance. Oversee the maintenance of the accuracy, completeness and quality of the IAR database, manage special projects and the delivery of concurrent mandate- Oversee successful delivery of the Concurrent Mandate amongst the state land community; Oversee the execution of critical projects required to ensure IAR is always compliant and in line with industry practise. Oversee the data exchange and analysis with Deeds, CSG, LAW, PMTE ERP's etc.; Monitor completeness of IAR data in context of U-AMPs, C-AMPs, WIP etc. Oversee the implementation of the Vesting Strategy/Vesting Business Case. Manage the Chief Directorate-: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Manage performance and development. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the chief directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Monitor the budget and expenditures of the Chief Directorate.

**ENQUIRIES
APPLICATIONS**

: Ms S Subban Tel No: (012) 406 1790
: All applications for this position must be submitted only via email to:
Recruitment22-24@dpw.gov.za

NOTE

: General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

POST 42/117

: **CHIEF DIRECTOR: CONSTRUCTION SECTOR REGULATION REF NO: 2022/420**

SALARY

: R1 269 951 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
: An appropriate NQF level 07 qualification in Social Sciences, Policy Development, Built environment qualifications or equivalent tertiary qualification (NQF level 7 as recognised by SAQA). A Masters Degree will be an added advantage. Must have a valid driver's license and be computer literate. Experience and Knowledge: A minimum of 5 years' experience at Senior Management Service level with extensive research and policy environment. Thorough knowledge of construction and built environment regulatory framework (legislation and regulations), must possess in-depth knowledge of policy formulation, implementation and monitoring, knowledge of government priorities, knowledge of how government functions. Ability to communicate excellently across all levels. Process Competencies: Research, Analytical skills, Problem Solving, Presentation, Communication (verbal and written), Knowledge Management. Required Core Competencies: Policy formulation, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES

: The successful candidate will be responsible for providing strategic leadership oversee the development and implementation of regulatory framework aimed at addressing the transformation, growth and development of the construction industry, built environment professions, and related fields. Oversee the development of strategies and policies for the construction sector regulation.

Research, development and review of construction sector policies, legislation and regulations. Establish partnerships with various stakeholders in the construction industry locally and internationally towards best practice. Oversee the development of policies within the Department. Provide strategic direction for the overall functioning and performance of the Chief Directorate so that targets are met. Manage human and financial resources of the Chief Directorate according to departmental prescripts.

- ENQUIRIES** : Ms N Mhlongo Tel No: (012) 406 1998
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment22-25@dpw.gov.za
- NOTE** : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

POST 42/118 : **CHIEF DIRECTOR, EPWP PARTNERSHIP SUPPORT REF NO: 2022/421**

SALARY : R1 269 951 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management service).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Business Administration/Management, Development Studies, Economics, Commerce, Public Management, Accounting, Human Sciences, Behavioural Sciences, Construction Management and Built Environment, plus 5 years Senior Management experience in the relevant field. A Valid Driver's License. Knowledge of: Strategic management processes, Business planning processes, Applicable legislation, norms and standards related to the management, Government Job Creation Policies, Expanded Public Works Programme, Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act, Functioning of national, provincial and local government, SAQA / NQF framework, Client relations, Financial management, Preferential Procurement Policy and Framework, Office management, Structure and functioning of the Department and Departmental standards and regulations. Skills: Advanced report writing, Management & decision making skills, Financial Management, Numerical, Analytical, Problem Identification & Problem solving, Project and Programme management, Change management, Capacity building, Strategic management and leadership, Effective communication, People management, Advanced inter-personal and diplomacy, Computer Literacy, Conflict management, Policy formulation and Integration management. Personal Attributes: Ability to work effectively and efficiently under pressure. Ability to communicate at all levels, participate at an executive level. Ability to work independently. Willing to adapt work schedule in accordance with professional requirements.

DUTIES : Manage the development of plans, strategies and guidelines for DPWI and ensure compliance with applicable frameworks: Develop, consult stakeholders and facilitate the approval of Programme Management, Learning Programme, Training, Enterprise Development and Communication frameworks, standard operating procedures and guidelines, in-line with applicable prescripts and are aligned to the government's strategic objective. Conduct feasibility studies, option analysis studies and research in relation to Programme Management, Learning Programme, Training, Enterprise Development and Communication. Leverage funding and secure funding for Programme Management, Learning Programme, Training, Enterprise Development and Communication. Conclude strategic partnerships in terms Programme Management, Learning

Programme, Training, Enterprise Development and Communication. Monitor and ensure effective management of strategic partnership commitments. Manage the coordination of EPWP in terms of training delivery capacity support, enterprise development, programme management and communications: Build and maintain EPWP governance arrangements, networks and contacts with stakeholders and implementing bodies. Ensure development and maintenance of sound relationship with stakeholders. Promote EPWP and develop communications and marketing strategies. Enhance and ensure a positive communication profile for EPWP. Participate and ensure that the EPWP Branch is well represented in EPWP training, enterprise development, programme management, communications and learning programme forums. Intervene and address challenges in training, enterprise development, programme management, communications and learning programme. Manage engagements and feedback processes between the EPWP Branch, public bodies and key stakeholders. Manage engagements and feedback processes between Head Office and the Regions across all functions of the Branch. Manage EPWP reporting and monitor data integrity: Monitor the implementation and compliance with the guidelines. Develop information management and reporting tools to manage the capturing, collation, merging, validating and maintenance of EPWP for training, enterprise development, programme management, communications and learning programme matters. Manage the collating of programmes status reports on the achievement of intended goals and objectives. Analyse of the EPWP training, enterprise development, programme management, communications and learning programme matters on an ongoing basis and prepare all quarterly and annual performance reports to various stakeholders. Continuously monitoring the system performance to identify areas of improvements, and work with management to prioritise business and information needs and then define new processes for improvement. Ensure compiling, verifying and reporting of quarterly reports and assist with its collections. Intervene and support public bodies in terms of reporting challenges. Support and oversee interventions for ensuring data quality. Escalate and provide an interface between the Monitoring & Evaluation units and reporting public bodies. Oversee the coordination and management of sustainable livelihoods interventions through training and enterprise development: Manage the coordination of sustainable livelihood initiatives for EPWP participants. Oversee the implementation (planning, preparation, recruitment, implementation and monitoring) of sustainable livelihood support initiatives by training managers. Implement training and enterprise development initiatives. Manage the Chief Directorate: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Chief Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate. Managing the all the resources i.e. financial, human resources of the Chief Directorate, in-line with the departmental policies.

ENQUIRIES
APPLICATIONS

: Ms CJ. Abrahams Tel No: (012) 492 3080 / (012) 492 1443/ (012) 492 1445
: All applications for this position must be submitted only via email to: Recruitment22-26@dpw.gov.za

NOTE

: General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

- POST 42/119** : **CHIEF DIRECTOR: PLANNING AND PRECINCT DEVELOPMENT REF NO: 2022/422**
- SALARY** : R1 269 951 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Town Planning, Quantity Surveying, Architecture, and Construction. Relevant Professional Council registration with at least 10 years' applied postregistration experience in relevant aforementioned disciplines. Extensive experience as a Professional Town Planner, Quantity Surveyor, Architect, Construction Project Manager or Civil Engineer with extensive managerial experience in the built environment, 5 years' experience at a Senior Management level. Valid driver's license, Proven property development skills of 5 years is a prerequisite. Skills: Programme and project management, Financial management, Sound analytical, Strategic planning, Legal compliance, Management, Interpersonal, Communication, Report writing and presentation, Computer literacy, Valid driver's licence. Knowledge: Proper understanding of Spatial and Land Use Management Environment, Experience in property development, economics and financial feasibilities will be an added advantage, Understanding of Government Development Plans and Programmes, Knowledge of governance and administration prescripts of government.
- DUTIES** : The main purpose of the position is to strategically plan and develop integrated precincts in urban and rural areas for improved government accommodation and enhanced service delivery in close collaboration with relevant spheres of government. The incumbent will be responsible for: Stakeholder engagement to ensure alignment to IDPS and SDFS for integrated development. Developing and packaging project solutions from planning to inception phase and programme managing precinct delivery. Providing strategic leadership in enhancing the planning for accommodation as per GIAMA Framework and developing and implementing policies and guidelines to support precinct development. Developing and managing all strategic plans as well as business plans deliverables of the Division. Managing all personnel and professionals in the Division ensuring optimum performance.
- ENQUIRIES** : Mrs S Subban Tel No: (012) 4061790
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment22-27@dpw.gov.za
- NOTE** : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.
- POST 42/120** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2022/ 423**
(This position is targeted for a female candidates and/or people with disabilities)
- SALARY** : R1 073 187 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Johannesburg Regional Office
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in either Supply Chain Management, Public Administration, Economic Management Sciences, Built Environment or equivalent plus five (5) years' experience at Middle/Senior management level in Supply Chain Management; Movable Assets Management; Provisioning Administration; LOGIS; BAS Procurement;

GMC/CMC/SIPDM/SLLPPS. Valid driver's license. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes; Financial management and systems. Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Report writing; Interpersonal relations. Personal Attributes: Innovative; Creative; Resourceful; Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.

DUTIES

: Manage the development and implementation of and update policies and strategies: Make recommendations for changes and improvements to existing standards, policies, and procedures; Manage the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures; Manage and control the demand function in relation to goods and services, infrastructure demand and property demand:-Manage the Demand Management process; Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives and Preferential Procurement Regulations; Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Manage and control the acquisition function in relation to goods and services, infrastructure and property:-Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes; Ensure that integrity of all procurement functions is maintained; Manage the establishment of the bid specification, bid evaluation and bid adjudication committees; Oversee the proper functioning of the committees; Chair the Sub-Bid Adjudication Committee meetings; Report on the performance of the committees; Manage contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. The management of logistic support services:-Ensure implementation in compliance with the Framework for Supply Chain Management; Manage the procurement of assets, supplies and services; Manage the vehicle fleet; Manage transport and travelling; Manage Auxiliary Services and Archives; Establish and manage service level agreements with service providers. Manage and control the movable assets and maintain accurate and complete movable asset register: Put in place monitoring controls for movement of assets; Ensure that proper procedures are followed with the movement of assets; Implement effective systems of movable assets verification within the Region; Maintain the movable assets register on the system; Compile moveable asset acquisition, disposal and maintenance plans; Ensure that maintenance information is registered on systems; Manage and monitor the warranties and guarantees of moveable assets; Ensure that maintenance information is registered on systems; Ensure the effective and efficient disposal of movable assets; Manage financial reporting processes on movable assets. Design and implement measures to eliminate fraud and corruption within SCM processes.

**ENQUIRIES
APPLICATIONS**

: Mr. R Naidoo Tel No: (012) 406 1191
: All applications for this position must be submitted only via email to: Recruitment22-28@dpw.gov.za

NOTE

: General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of

the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

- POST 42/121** : **DIRECTOR: INTERNAL AUDIT REGIONS REF NO: 2022/424**
- SALARY** : R1 073 187 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Accounting/ Auditing/ Internal Audit. Chartered Accountant/Certified Internal Auditor and a minimum of 5 years' experience at MMS or SMS levels. Knowledge of the Standards for Professional Practice of Internal Auditing Principles, Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations, COSO Framework and King Report on Corporate Governance as well as other relevant Public Service Laws and Regulations. Knowledge and experience in TeamMate software. Excellent communication (verbal and written) skills. Ability to manage multiple projects. Proven skills in leading and managing teams to achieve higher level of efficiency. Ability to work under pressure for extended periods of time. Good project management skills. Ability to follow a proactive and creative problem solving approach. Membership with the Institute of Internal Auditors (IIA)/ South African Institute of Chartered Accountants (SAICA). A valid driver's license. Prepared to be subjected to security clearance.
- DUTIES** : Manage the Internal Audits for Regions. Monitor and ensure that the Internal Audit activities' objectives are in line with the strategic goals of the department. Implement audit approaches and methodologies for Internal Audit activities. Identify critical risks from the department's risk management plans that require Internal Audit focus. Develop risk-based three-year and annual Internal Audit Plans. Review audit reports as well as supervise the implementation and follow-up of audit findings. Co-ordinate the work of internal and external auditors. Develop policies and procedures to guide audits and audit staff. Ensure the Internal Audit activities compliance with applicable statutory requirements, Acts and professional practices and standards. Preparation of audit committee reports and effective participation in audit committee activities. Manage financial and human resources within the Directorate.
- ENQUIRIES** : Ms R Mashigoane Tel No: (012) 406 1758
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment22-29@dpw.gov.za
- NOTE** : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.
- POST 42/122** : **DIRECTOR: ICT PROJECTS AND PROGRAMME MANAGEMENT REF NO: 2022/425**
(This position is targeted for a female candidates or people with disabilities)
- SALARY** : R1 073 187 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services)

- CENTRE REQUIREMENTS** :
- : Head Office (Pretoria)
 - : An Undergraduate qualification (NQF level 7) in Information Technology; 5 years MMS/SMS experience in a relevant field of Information Technology Project Management. A valid Driver's licence. Knowledge: ICT Strategy & Plans Programme and Project Management; Information Technology policies and standards; Contract Management; Information Technology Audit and Governance and Compliance; Procurement processes; Business & Computer systems analysis; Compilation of management reports. Personal Attributes : Ability to work under pressure; interpersonal relationship; Willing to learn new technologies; Good Verbal and written communication; Creative; Team player; Ability to communicate at all levels; Trustworthy; Assertive; Hardworking; Self-motivated. SKILLS: Ability to work independently; Ability to operate computer on hardware and software; Problem solving; Training; Strategic planning; Financial Management Facilitation; Research. OTHER: Willing to adapt work schedule; Security clearance.
- DUTIES** :
- : Manage the development and maintenance of ICT Projects and Programme Management policies, strategies and procedures-: Undertake research on the latest developments in professional guidelines, legislations and standards; Manage benchmarks with various institutions for ICT Projects and Programme Management best practice techniques and public works & infrastructure methodologies; Lead the development and execution of comprehensive ICT Projects Management strategies; Ensure that all ICT Projects and Programme Management policies, guidelines and standards are developed in line with applicable prescripts and are aligned to the Department's strategic objective; Monitor the implementation and ensure compliance with applicable policies and Directives; Evaluate ICT Projects and Programme Management strategies and processes in order to continually improve them. Oversee the design and implementation of an appropriate project management framework: Oversee the initiation of ICT projects and programmes; Select and prioritise ICT projects and programmes according to the Department's overall strategy; Plan, coordinate and implement ICT Projects, change controls audits and compliance. Ensure that all project charters are aligned properly to the strategy; Manage the development of project standards, specifications and service levels according to organisational objectives; Oversee the development of project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage final review and approvals or audits on project designs according to design principles or theory; Ensure application of methodology and enforce project standards to minimise risk. Manage resources for ICT Projects and Programmes-:Oversee a team of project managers and project teams; Monitor project management efficiencies according to organisational goals and direct or redirect for the attainment of 35 organisational objectives; Oversee finances to ensure that the project progresses on time and on budget; Ensure effective utilisation of allocated resources; Review regular progress reports; Oversee quality assurance of ICT projects and programme; Evaluate and assess results of a project.
- ENQUIRIES APPLICATIONS** :
- : Ms. T Malapela Tel No: (012) 406 1730
 - : All applications for this position must be submitted only via email to: Recruitment22-30@dpw.gov.za
- NOTE** :
- : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

<u>POST 42/123</u>	:	<u>DIRECTOR: LITIGATION AND LEGISLATION DRAFTING REF NO: 2022/426</u>
<u>SALARY</u>	:	R1 073 187 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Law plus 5 years of experience at a middle/ senior management experience in Legal Services (Legislative Drafting, Contract management/Administration and Litigation). A valid driver's licence. Knowledge of Property, Industry and Asset Management, Constitution of the Republic of South Africa, Intellectual and Property Law, Mandate and Functions of the Department, System and Operation of South African Courts of Law, Interpretation of Legislation, Functioning of National, Provincial and Local Government, Employment Equity Act and related policies, Public Financial Management Act, Public Service Act, Promotion of Access to Information Act, Magistrates Court Act, Supreme Court Act, Promotion of Administrative Justice Act. Skills: Legislation drafting skills, excellent communication, Report writing skills, Analytical thinking, Advanced interpersonal and diplomacy skills, Negotiation skills. Ability to work independently. Able to establish and maintain personal networks. Ability to communicate at all levels, particularly at an executive.
<u>DUTIES</u>	:	Develop essential strategies, policies and procedures for Litigation (consult with, instruct and monitor the State Attorney and Counsel on all litigation matters, provide assistance and monitoring of legal matters, as well as legal costs, perusal of and commenting on all draft pleadings to ensure that it is in line with the Department's interests, ensure the proper and correct administration of all the legal and litigation affairs of the Department, including the monitoring of legal costs in litigation matters, liaise between the Department and the various Offices of the State Attorney on all litigious matters and consider recommendations made by the State Attorney and/or Counsel on the acceptability of such recommendations), Legislation and Contract management, Undertake research on trends and review best practices; Manage the development of effective and efficient strategies, policies and procedures aligned to applicable prescripts; the effective management support and legal advice to the department on contract administration matters. The effective coordination of the contract administration function within the department. Proper functioning of the Contract Administration Components in the Department. The effective management of the legislative drafting process. Management of the Litigation, Legislation and Contract Management Directorate, Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Maintenance of discipline. Management of performance and development; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the Directorate and report on progress as required; collate inputs from the various legal officers, both at Head Office and in the regions and compile the annual audit report, at financial year-end; Compile and submit all required administrative reports; Serve on transverse task teams as required; Plan and allocate work; Quality control of work delivered by employees. Monitor the budget and expenditures of the Directorate.
<u>ENQUIRIES</u>	:	Mr C Makgoba Tel No: (012) 406 1548
<u>APPLICATIONS</u>	:	All applications for this position must be submitted only via email to: Recruitment22-31@dpw.gov.za
<u>NOTE</u>	:	General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name

Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

- POST 42/124** : **DIRECTOR: EPWP PROGRAMME MANAGER**
(These positions are targeted for a female candidates or people with disabilities)
- SALARY** : R1 073 187 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Bloemfontein Regional Office Ref No: 2022/427 (X1 Post)
Nelspruit Regional Office Ref No: 2022/428 (X1 Post)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Business Administration/Management, Development Studies, Economics, Commerce, Public Management, Accounting, Human Sciences, Behavioural Sciences, Construction Management and Built Environment, or related field of study plus 5 years relevant working experience at Middle/Senior level. Valid Driver's License. Knowledge: Expanded Public Works Programme, Governments Job Creation Policies and Programmes, Programme and Project Management, Labour-Intensive Methods of Construction, Stakeholder Management; Functioning of national, provincial and local government, Monitoring and Evaluation methods, Training, Enterprise Development and Communication, SAQA / NQF framework, the Public Financial Management Act, Municipal Public Finance Management Act (MFMA), Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act and Government prescripts. Skills: Management. Client Orientation, Customer Focus, People Management, Conflict Management, Policy Development, Numerical, Analytical, Computer Literacy, Planning and Organising, Project Management, Problem Solving, Report Writing, Financial Administration, Presentation, Decision Making and Research Methodology. Willingness to adapt to working schedule in accordance with office requirements.
- DUTIES** : Support the development frameworks, incentive grant agreements & frameworks, policies, protocols and guidelines for the EPWP. Facilitate and conclude the signing of contracts, protocols, business plans, incentive grant agreement and any other documents with stakeholders. Ensure stakeholder dialogue and buy-in of frameworks, standard operating procedures (SOPs), business plans (BPs), incentive grant agreements/frameworks, policies, protocols and guidelines and any other key documents. Lead on EPWP policy, protocols and key stakeholder engagement related documents. Support the development, consultation and buy-in of governance, capacity building, training, enterprise development, knowledge management, audit related matters, EPWP Sector issues, communications and monitoring & evaluation guidelines/frameworks and any other key documents for the EPWP. Establish and maintain relationships between EPWP and relevant stakeholders. Manage communication and feedback processes between the EPWP, municipal and provincial structures with relevant structures; identify and communicate programme opportunities to various EPWP sectors. Coordinate EPWP governance and institutional arrangement interventions. Provide reports to EPWP units as requested. Manage the compilation of the EPWP provincial and municipal contact database. Participate and represent EPWP in municipal and provincial structures; promote and encourage participation of municipal, provincial and other institutions; monitor performance of provincial institutions. Identify and communicate programme opportunities to various EPWP sectors. Conduct regular reporting sessions with provinces. Ensure efficient engagements in the province. Support, manage, monitor and oversee data capturing, reporting and monitoring of work opportunities and key performance data within the programme for the province. Oversee and manage external and internal audits within the province, as per the prescribed guidelines. Ensure compliance with the audit action plan. Oversee EPWP technical support in the province. Oversee and support EPWP training through public body funds in the province. Oversee, support and implement EPWP communications in the province. Oversee and support EPWP sector coordination in the province. Oversee the EPWP capacity building initiatives in programme. Manage the coordination of sustainable livelihood initiatives for EPWP participants. Oversee the implementation (planning, preparation, recruitment and monitoring) of sustainable livelihood support initiatives by training and

enterprise development in the province. Implement training and enterprise development initiatives. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Regional Office/Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Regional Office/Directorate. Managing the all the resources i.e. financial, human resources of the Regional Office/Directorate, in-line with the departmental policies.

ENQUIRIES APPLICATIONS

: Ms C.J. Abrahams Tel No: (012) 492 3080 / (012) 492 1443/ (012) 492 1445
 : Bloemfontein: All applications for this position must be submitted only via email to: Recruitment22-32@dpw.gov.za
 Nelspruit: All applications for this position must be submitted only via email to: Recruitment22-33@dpw.gov.za

NOTE

: General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

POST 42/125

: **DIRECTOR: PROPERTY MANAGEMENT (VACANT LAND) REF NO: 2022/429**

SALARY

: R1 073 187 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management service)

CENTRE REQUIREMENTS

: Head Office (Pretoria)
 : An Undergraduate qualification (NQF level 7) in Real Estate Management/ Asset Management, or equivalent qualification plus five (5) years relevant experiences at middle/ senior management relevant work experience in Asset Management/ Property/ Facilities Management. A valid driver's licence. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Effective communication skills; advanced report writing skills; computer literacy; policy analysis and development; presentation skills. Ability to work under pressure; ability to communicate at all levels; Must be prepared to travel; a valid driver's licence. Willing to adapt work schedule in accordance with professional requirements.

DUTIES

: Effective management of Departments` property - provide guidelines and inputs on drafting plans regarding immovable assets; manage and control property rights and vesting of state land; ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; manage capturing of revenue and expenditure of all state owned and leased property in property information. Maintenance and Updating of the Fixed Asset Register; conduct property audits on the system; check debtors reports on the system; verify debtors monthly schedule; respond to and resolve audit queries; compile monthly expenditure reports. Management of private tenants- manage private tenants occupying State-owned property; supervise preparation processes of rental agreements; ensure timeous collection of rates; manage grievances related to rentals. The management of vacant and unimproved State properties- monitor maintenance of vacant and unimproved state property; ensure security for vacant properties; supervise property

maintenance operations; ensures the implementation of reconditioning of unimproved properties; manage the periodic inventory of building contents and property condition. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component.

**ENQUIRIES
APPLICATIONS**

: Ms N Makhubele Tel No: (012) 406 2195
: All applications for this position must be submitted only via email to:
Recruitment22-34@dpw.gov.za

NOTE

: General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

POST 42/126

: **DIRECTOR: REAL ESTATE MANAGEMENT SERVICES**
(Johannesburg Regional Office position is targeted female candidate or people with disabilities)

SALARY

: R1 073 187 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management service)

CENTRE

: Cape Town Regional Office Ref No: 2022/430 (X1 Post)
Johannesburg Regional Office Ref No: 2022/431 (X1 Post)

REQUIREMENTS

: An Undergraduate qualification (NQF level 7) in Real Estate Management /Property Management or equivalent qualification plus five (5) years relevant experience on Middle/Senior management level in Asset Management/ Property/Facilities Management. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: advanced report writing skills; computer literacy; policy analysis and development, presentation skills. Ability to work under pressure; ability to communicate at all levels; analytical thinking; Must be prepared to travel; a valid driver's licence. Willing to adapt work schedule in accordance with professional requirements.

DUTIES

: Effective management of Departments` property- provide guidelines and inputs on drafting plans regarding immovable assets; manage and control property rights and vesting of state land; ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; manage capturing of revenue and expenditure of all state owned and leased property in property information. Management and administration of leased property- ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction; administrate property portfolios, ensures that buildings are user-friendly and accessible; manage and maintain client relationship; manage and maintain a comprehensive and accurate property asset register; ensure timeous payments of all services rendered to state properties. Management of private tenants- manage private tenants occupying State-owned property; supervise preparation processes of rental agreements; ensure timeous collection of rates; manage grievances related to rentals. The management of property payments and revenues effective implementation of the property expenditure management system; manage property revenues; ensure effectiveness of the Property Asset Register; authorise creditors payments; authorise the creditors and customer master file; manage litigation and/or arbitration related to property payments and revenue. The effective management of procured and leased accommodation: Manage and facilitate the process of identifying

superfluous properties to be disposed; Manage the prioritisation of assets to be disposed; Develop and implement strategies to guide the disposal of state immovable properties; Establish the ownership of properties to be disposed; ensure that all property disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of immovable assets disposed; The Management of State Properties- ensure effective and efficient utilisation of State property; ensure proper maintenance of State property; responsible for the performance of risk management functions on the property; directs preparation of financial reports on status of property(e.g. Occupancy rates); manage the employment of contractors for services of security, grounds keeping and maintenance personnel; ensure completeness of contractual documentation for contractors; monitor and ensure property compliance with local regulations and laws. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component.

- ENQUIRIES** : Johannesburg, Ms J Monare Tel No: (011) 713 6051
Cape Town, Ms P Penxa Tel No: (021) 402 2028
- APPLICATIONS** : Cape Town: All applications for this position must be submitted only via email to: Recruitment22-35@dpw.gov.za
Johannesburg: All applications for this position must be submitted only via email to: Recruitment22-36@dpw.gov.za
- NOTE** : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.
- POST 42/127** : **DIRECTOR: PROGRAMME MANAGEMENT OFFICE (PMTE) REF NO: 2022/432**
- SALARY** : R1 073 187 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the senior Management service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in the Built Environment disciplines and/or Project Management or equivalent qualification with courses/ and extensive experience in programme and project management, Post Graduate (NQF level 08) qualification advantageous, five (5) years appropriate or relevant experience at middle/senior management level. Required Professional registration within the respective built environment field with project management professional registration preferred. A valid driver's licence. Knowledge: Project Management techniques, methodologies and tools, Change Management and Turnaround Expertise, Knowledge and understanding of IDMS and SIPDM, Knowledge of relevant Public Service legislation, Knowledge of the built environment industry, applicable legislation, norms and standards related to the built environment industry. Skills: programme management, client relations, strong communication skills, both written and verbal, good interpersonal skills, computer literate, knowledge of construction project management, property management and facilities management, ability to work effectively and efficiently under sustained pressure, ability to meet tight deadlines whilst delivering excellent results, ability to communicate at all levels, prepared to travel, willing to adapt work schedule in accordance with professional requirements.
- DUTIES** : Coordinate the implementation of all PMTE programmes and Turnaround initiatives and interventions. Conceptualise, develop and coordinate PMTE Business Improvement initiatives MOU's, SLA's, and other agreements. Monitoring implementation against scope, goals and deliverables of projects

and report to senior management and stakeholders. Technically support special PMTE programmes and Client Relations Management. Manage and consolidate information from Divisions and Programmes to meet administrative and governance compliance requirements for PMTE. Manage the IDMS implementation for DPW sector, entities and client departments. Ensure organizational improvement through the use of standardized processes. Manage and update Standard Operating Procedures for PMTE in line with new circulars, regulations and directives. Manage and coordinate development and empowerment initiatives of Government and DPW in particular contractor and property incubation and development programmes.

**ENQUIRIES
APPLICATIONS**

: Mr N Kubeka Tel No: (012) 406 1504
: All applications for this position must be submitted only via email to: Recruitment22-37@dpw.gov.za

NOTE

: General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>

POST 42/128

: **DIRECTOR: SMALL HABOURS REF NO: 2022/433**
(24 Months Contract)

SALARY

: R1 073 187 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the senior Management service)

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
: A Post Graduate degree in the Built Environment. A minimum of five (5) years' experience in the built environment field at a middle/senior managerial level. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Relevant experience in maritime related infrastructure is preferred. Registration as a Professional under the respective built environment field. Knowledge: Extensive programme and project management experience. Sound knowledge and understanding of marine infrastructure, including CAPEX, OPEX and macro-economics. Financial, contract and information management. Experience in marine infrastructure design and knowledge of best practices within the maritime space. Experience with contract and construction management of marine contractors. Demonstrated ability to present information to internal and external stakeholders through advanced communication and presentation skills. Knowledge of the South African coastline including all harbours and ports to allow for integrated planning between all three spheres of government. Government Regulatory Frameworks and all applicable Acts including but not limited to GIAMA, PFMA, NEMA and ICMA. Skills: Strategic capabilities and leadership skills, programme and project management, information and knowledge management, high level of computer literacy, stakeholder management, quality management, planning and coordination. Ability to work independently, Willingness to adapt to a tight schedule in accordance with professional requirements, required to travel extensively, working abnormal hours. Valid driver's licence.

DUTIES

: Project manage and drive the delivery of the departmental Strategic Integrated Project SIP21m: Small Harbours Development National. Manage the small harbour and coastal property development projects and programmes. Manage the development of feasibility studies, planning and construction of new small harbours in the Northern Cape, Eastern Cape and KwaZulu-Natal provinces. Development of Gantt charts to track progress and develop baselines. Baselines to be tracked in accordance with the allocated budget, drafting of contractual document including but not limited to Memoranda of Agreements/

Understanding, Service Level Agreements and Project Execution Plans Investigate economic opportunities within the harbours for further development, develop Infrastructure Projects Management Plans (IPMPs), in accordance with the IDMS Framework. Ensuring the complete roll-out of the Spatial and Economic Development Frameworks for the 13 proclaimed fishing harbours in the Western Cape. General and ad-hoc project management related tasks to the programme. Alignment and integration of the infrastructure development with the Operation Phakisa: Ocean Economy: Small Harbours initiatives under the four thematic work streams. Manage the effective and efficient implementation and maintenance of risk management processes within the unit. Maintain conducive professional relationships with stakeholders between all three spheres of government as well as the private sector. Provide strategic and management reports on an ongoing basis.

- ENQUIRIES** : Mr N Kubeka Tel No: 012 406 1504
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment22-38@dpw.gov.za
- NOTE** : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

OTHER POSTS

POST 42/129 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2022/434**

SALARY : R1 058 469 per annum, (OSD salary package)

CENTRE : Cape Town Regional Office

REQUIREMENTS : A National Higher Diploma (Built Environment Field)/ B-Tech (Built Environment Field)/ Honours Degree in any Built environment field with a minimum of six years (6) years' experience as a registered professional construction project manager with the SACPCMP. A valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high performance culture. Communication, problem solving, analytical, decision making and conflict management skills also critical.

DUTIES : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contrast. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through

		internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. T Kolele Tel No: (021) 402 2063
	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 42/130</u>	:	<u>CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2022/435</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R728 829 per annum, (OSD salary package)
	:	Umtata Regional office
	:	A National Higher Diploma/B Tech in the Built Environment field and a Minimum of 4 years and six months experience in the Built Environment/Honours Degree in Built Environment filed with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager and /furnish a proof that you have applied to register with the professional council and paid the prescribed application and registration fees. A Valid driver's licence .Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; knowledge and understanding of the JBCC and GCC form of contract.
<u>DUTIES</u>	:	Contribute to project initiation, scope definition and scope change control for envisaged project. Full project management function, cost quality and time control. Manage project cost estimate and control changes in line with allocated budgets .Plan and attend project meetings during the project phases. Assist with compilation of project documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies .Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules .Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as an envisaged in the Acquisition/procurement plan and high quality projects are delivered within time, cost and quality framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Pambo Tel No: (047) 502 7013
	:	Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
<u>FOR ATTENTION</u>	:	Ms N Mzalisi
<u>POST 42/131</u>	:	<u>ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2022/436</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum
	:	Cape Town Regional Office
	:	A three year tertiary qualification (NQF level 6) in Human Resource Management, Human Resource Development, Public Administration, Public Management, Sociology, Psychology, Education, Behavioural Sciences. Relevant experience in Training and Skills Development Coordination field. Knowledge: candidate must have a knowledge of Human Resource Development, Training and Skills Development, Training Coordination, Training facilitation, Social facilitation, Structure and functioning of the EPWP and sectors, Contract Management, Supply Chain Management, Procurement procedures. Skills: Computer Literacy, Planning and Organizing, Problem Solving, Training and presentation skills, Interpersonal skills, Team Building, Decision making, Communication skills, Report writing, Group cohesion, Social facilitation, Research Skills, Financial Management, Negotiation, Project Management, Facilitation Skills, Dispute resolution. Ability to work

independently, ability to work under stressful situations, ability to communicate at all levels, highly motivated, trustworthy, punctuality, assertive and hard-working. Candidate must be prepared to travel extensively working long hours. A valid driver's license is compulsory.

DUTIES : Coordinate the training for EPWP participants, not limited to DPWI sourced funding: Assist with completion and verification of training applications from sectors and public bodies across all spheres of government. Present the training applications to the EPWP Approval Training Committee for approval. Coordinate the logistical meetings in preparation for the training. Monitor the implementation of the training and give feedback on training areas that need to be improved. Support Public Bodies with technical assistance on their training interventions, not limited to DPWI sourced funding. Support Training Providers with compliance to audit requirements and implement resolutions of audits related to the EPWP training in the province. Collect and capture data for reporting training interventions, (not limited to DPWI sourced funding)-: Collect Portfolio of Evidence required for reporting training. Capture training data on the EPWP Reporting System. Compile training reports. Facilitate as a trainer on EPWP training interventions: Provide support in the process of developing and maintaining training programs. Ensure that venues are conducive for training and ensure that all strategic aids are available. Provide training for EPWP training interventions e.g. EPWP Learning Programme, Financial Sector Conduct Authority and others. Coordinate capacity building workshops for EPWP Officials in the province. Manage the administrative related functions: Facilitate EPWP training related meetings in the province and ensure provision of secretariat function to the meetings. Ensure good record management. Respond to queries with regard to EPWP training. Provide support in the management of the budget for the sub-directorate.

ENQUIRIES : Ms. B. Nkasela Tel No: (021) 402 2080
APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossouw

POST 42/132 : **CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2022/437**

SALARY : R477 090 per annum
CENTRE : Umtata Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Electrical or N3 in electrical plus Trade Certificate with related technical experience. Relevant experience in the management position in the built environment. Ability to plan, organise and manage people and resources. A valid driver's license. Computer literacy. Knowledge and understanding of OHSA, PFMA, Treasury regulations, National Building regulations and Environment Conservation. Sound analytical and good written verbal communication skills.

DUTIES : Manage minor projects, unplanned maintenance, building condition surveys, asset register with reference to building work. Monitor work performance of Works Managers and Contractors. Analyse all reports submitted by Works Managers. Responsible for site inspections and reports and attend Client liaison meetings. Negotiate with Contractors. Assist Facilities Management activities such as cleaning, horticultural, security and other contracts. Compile Scope of Works and prepare specifications, estimates and quotations. Ensure all work complies with building regulations and OHSA and all relevant construction regulations and specifications. Compile technical and monthly reports.

ENQUIRIES : Ms. L Mpukane Tel No: (047) 502 7000
APPLICATIONS : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi

POST 42/133 : **CONTROL WORKS MANAGER: MECHANICAL REF NO: 2022/438**

SALARY : R477 090 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Mechanical Engineering; Built environment or equivalent or N 3 and a passed trade test in Mechanical

Field, 6 years appropriate experience. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hard-working and trustworthy. A valid driver's licence.

DUTIES : Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate tasks and projects in relation to the maintenance of existing and new works, monitor the projects and expenditure on current maintenance and minor new works projects and attend monthly project meeting with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents, specifications and bills of quantities. Promote and assist SMMEs BBEE and PPPs. Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled; develop and interpret plans and sketches, draw-up quotation documents and complies specifications, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulations and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise and provide training and development opportunities employees. Administer the department performance and development systems.

ENQUIRIES : Ms A Xentsa Tel No: (053) 838 5345
APPLICATIONS : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

FOR ATTENTION : Ms N Hlongwane

POST 42/134 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 2022/439**

SALARY : R382 245 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Accounting or equivalent qualification, appropriate relevant experience in Finance with GRAP or accrual accounting practical experience. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES : Compilation of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Advise on efficient and effective systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with various regions and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Reviewing input obtained from regions, identifying errors and weaknesses and consolidation of input to account for final balances in the annual financial statements. Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules

and evidence. Preparing relevant disclosure notes to financial statements. Provide technical accounting support to line function and finance officials. Assist in the monitoring of the audit action plan. Drafting and reviewing responses to audit findings. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Assisting the Chief Directorate 105 with various administrative duties. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES : Mr N Khuzwayo Tel No: (012) 406 1984
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 42/135 : **SENIOR INTERNAL AUDITOR - INTERNAL AUDIT REF NO: 2022/440**

SALARY : R321 543 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year Tertiary Qualification (NQF Level 6) in Auditing or Accounting. Applicant must be a member of Institute of Internal Auditors. Must have completed Internal Audit Technician (IAT) programme. Professional Internal Auditor (PIA) programme will be an added advantage. A relevant practical experience in the Internal Auditing field. Good understanding and implementation of the Audit process .Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license is a requirement. Knowledge of Teammate, Data Analytics systems such as ACL will be an added advantage.

DUTIES : Conduct preliminary survey procedures. Assist in development of audit program. Conduct audit field work and collect relevant, sufficient and useful audit evidence. Develop audit working papers. Develop audit findings with all elements of a finding. Assess and evaluate audit evidence. Develop conclusions on audit findings. Assist in developing draft internal audit reports. Discuss the internal audit report with Audit Supervisor. Transfer auditing skills to Internship students.

ENQUIRIES : Mr. B Motlhamonyane Tel No: (012) 406 1159
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street, Bloemfontein, 9300.

FOR ATTENTION : Mr D Manus

POST 42/136 : **SENIOR ADMINISTRATIVE OFFICER: PROVISIONING AND LOGISTICS SERVICES REF NO: 2022/441**

SALARY : R321 543 per annum
CENTRE : Umtata Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Management or Administration, Supply Chain Management or Logistics with appropriate experience in Provisioning. A thorough knowledge of Treasury Regulations. SCM and the procurement delegations and procedures, Public Finance Management Act (PFMA), Financial and budget administration processes and systems, BAS, Logis and General office administrative. Skills required: Communication skills, Report writing, planning and organizing, analytical thinking and client liaison. Ability to work under pressure and ability to communicate at all levels.

DUTIES : Implementation of sound procurement systems in Compliance with Government Legislations, Guidelines and Policies. Maintenance of an approved database for suppliers for all goods and services. Ensure pro-active tracking of requisitions, orders and invoices to ensure effective service to the Region as well as suppliers. Ensure procurement and provision of goods and services to the Region. Ensure timeous processing of payments to service providers. Verification of payments. Warehouses/stores management. Manage switchboard. Act as a Logis systems controller. Monitor transversal controls approved by Treasury.

ENQUIRIES : Ms T Bomela Tel No: (047) 502 7000

APPLICATIONS : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi

POST 42/137 : **CHIEF WORKS MANAGER MECHANICAL: FACILITIES MANAGEMENT REF NO: 2022/442**

SALARY CENTRE REQUIREMENTS : R321 543 per annum per annum
: Umtata Regional Office
: A three year tertiary qualification (NQF Level 6) in the mechanical engineering, or N3 in mechanical engineering plus trade test. Relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver's license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills.

DUTIES : Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHSA, Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPW clients.

ENQUIRIES APPLICATIONS : Mr. B Mjindi Tel No: 047 502 7000
: Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi

POST 42/138 : **ADMINISTRATIVE OFFICER: PROJECTS REF NO: 2022/443**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: Cape Town Regional Office
: A three year tertiary qualification (NQF Level 6) in Public Administration/Public Management/ Project Management or relevant qualification. Computer literacy (MS Word, PowerPoint, Excel, and Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least two years relevant experience, i.e. in the built environment. Knowledge of PFMA, SCM and National Treasury Regulations. Ability to work independently. Knowledge of WCS would be an advantage.

DUTIES : Provide administrative and general office management and support to Project Managers, Project management processes within specific time frames. Preparing documentation for presentations and reports. Render general/clerical support services to the component. Administer secretarial and logistical support services. Making required travel and accommodation arrangements. Managing the flow of information and documents related to claims, payments, invoices and consultation fees relevant to the office. Updating of WCS on daily basis.

ENQUIRIES APPLICATIONS : Mr. D Fortuin Tel No: 021 402 2013
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossouw

POST 42/139 : **ADMINISTRATIVE OFFICER: CLEANING SERVICES REF NO: 2022/444**

SALARY CENTRE : R261 372 per annum
: Umtata Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Public Administration/Human Resources management/Public relations or related field. Relevant experience. Knowledge of Procurement and tender regulations, occupational health and safety, Labour Relations Act, Public Finance Management Act. Skills: numeracy, interpersonal and diplomacy skills, advisory skills, supervisory skills, general administration and organisational skills, Computer skills, analytical thinking problem solving skills, communication and report writing abilities. Creativity, ability to work under stressful situations, ability to communicate at all levels, people orientated, punctuality, assertive, hard-working self-motivated, ability to work independently. Willing to adapt to work schedule in accordance with office requirements. A valid driver's license.
<u>DUTIES</u>	:	Facilitate the ordering, distribution of cleaning material and equipment. Prepare documentation for requisitions. Capture requests on LOGIS. Administer and verify the purchasing of cleaning materials and equipment. Maintain supplies inventory by checking stock to determine inventory level. Participate in supplier sourcing and supplier contracts management. Execute the supervision of cleaning services to maintain hygienic environment. Administer cleaning schedules for clients. Administer requests from client departments. Monitor services rendered by in house staff and private contractor. Ensure preparation and allocation of uniform for new employees. Attend to clients' queries and complaints. Assist in ensuring the implementation of Service Level Agreement (SLA). Provide support in financial administration for cleaning services. Provide budget input for cleaning services. Assist with verification invoices that come from suppliers. Assist in monitoring of expenditure according to budget limits. Prepare quotation estimates. Ensure that all records of the financial activities are filed as required. Render general administration and supervisory work.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Nakumba Tel No: (047) 502 7000
<u>FOR ATTENTION</u>	:	Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. Ms N Mzalisi
<u>POST 42/140</u>	:	<u>ARTISAN PRODUCTION GRADE A: WORKSHOP REF NO: 2022/445</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 512 per annum, (OSD salary package) Port Elizabeth Regional Office
<u>DUTIES</u>	:	A Grade 10 or Standard 8, ABET Level 3 or equivalent Qualification. Appropriate Trade test Certificate in Bricklaying and Plastering. Produce designs according to client specification and within limits of production capability. Inspect equipment and/or facilities for technical faults; maintain and repair technical faults related to building, plastering and scaffolding according to standards; test repair equipment and/or facilities against specifications; Service equipment according to schedule; Quality assure serviced and maintained equipment and/or facilities .compile and submit reports, provide inputs to the operational plan, keep and maintain job record/register of maintained and repair faults.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Ntshona Tel No: (041) 408 2307 Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
<u>FOR ATTENTION</u>	:	Ms S Mafanya
<u>POST 42/141</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: S&T CLAIMS AND ADVANCES LOGISTICAL SERVICES REF NO: 2022/446</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum Head Office (Pretoria)
<u>DUTIES</u>	:	A Senior certificate/ Grade 12 or equivalent qualification with relevant experience in the related field. Strong financial, organizational and communication skills (both verbal and written). Good interpersonal skills and ability to work under pressure. Must be computer literate (MS Office) and a valid driver's license needed. Knowledge of Domestic and International travel and subsistence policy will be an added advantage. The successful incumbent will serves as a direct point of contact for clients submitting claims, be responsible for the verification of all domestic and international S&T Claims and Advances; including contractor/consultant travel claims in accordance with the Departmental Domestic and International travel

and subsistence policy. Monitor and follow-up outstanding international advance allowances paid with the relevant officials. Assist in the preparation and compilation of the inputs for financial year end S&T Accruals with supporting documents. Record these advances and claims in Travel Register and reconcile. Submit completed and verified claims to HR Administration for further processing. Attend to all Subsistence and Travel enquiries (Via telephone, e-mails and walk-ins) relevant to the Subsistence and Travel Office. The incumbent must be prepared to work irregular and long hours.

ENQUIRIES
APPLICATIONS

: Ms NL Mahlangu Tel No: (012) 406 1444
: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION

: Ms NP Mudau