

CHIEF QUANTITY SURVEYOR (GRADE A) PROFESSIONAL SERVICES

**Salary: R569 736-R651 432 per annum
(all-inclusive package in accordance with OSD)
(Ref. 2012/74)**

Polokwane Regional Office

Requirements: • A BSc degree in Quantity Surveying or an equivalent qualification • At least 6 years' post-qualification experience within the built environment as a Registered Professional Quantity Surveyor with the South African Council of Quantity Surveying Professionals (SACQSP) • A valid Code B driver's licence • Experience in conducting feasibility studies will serve as an advantage. **Knowledge:** • Various facets of quantity surveying practice, including knowledge of construction methods, techniques and systems applied in full spectrum of the quantity survey profession • Contract building law applied in the profession • All aspects of the building engineering design and analysis • Engineering operational communication • Processes • Maintenance applied in the profession • Technical consulting • Programme and project management • Financial management • Knowledge of the real estate industry and asset management will serve as an added advantage. **Skills:** • Quantity surveying and planning • Strategic capability and leadership • Problem-solving and analysis • Customer focus and responsiveness • Excellent communication (verbal and written) • Advanced presentation • Advanced executive report-writing • Computer literacy in MS Office (Word, Excel, PowerPoint and Project) and Win QS • People management in a team environment • Planning and organising • Leading and controlling • Conflict management • Negotiation • Change management • Well-developed financial and budgetary. **Personal Attributes:** • Professional judgement • Team leadership • The ability to create a high performance culture • Decision-making • Innovative and analytical thinking • Creativity.

Duties: • Apply the policies, methods, practices and standards on Quantity Surveying services as well as ensure compliance with departmental space and cost norm requirements and legislation • Use inputs from a multidisciplinary team, prepare cost estimates on building projects or existing and proposed built infrastructure, consultants' designs, drawings and details against best practice norms as applicable to new installations, rehabilitation, refurbishment, upgrades and/or maintenance contracts • Assess standards of installation, operations, maintenance and records in relation to costs • Determine the cost efficiency of projects and its life cycle costs and advise on optimising building costs and time • Advise on economic life of existing systems and built infrastructure • Provide technical hands-on specialised support and technical reports to inform feasibility studies in the evaluation of the effectiveness and efficiency of existing and proposed built infrastructure, including cost and time implications in relation to small, medium and mega projects as prescribed by National Treasury guidelines • Visit building sites to assess and develop technical reports • Manage the compilation of feasibility study reports within a multidisciplinary team and according to given timeframes • Develop tender documentation and manage the appointment of consultants • Scrutinise and approve fee accounts of consultants • Advise on the suitability of professional quantity surveyors for registration on the departmental roster of consultants.

Enquiries: Mr M Ntshani, tel. (015) 291-6443.

REGIONAL MANAGER: DURBAN REGIONAL OFFICE (REGIONAL HEAD), CHIEF OPERATING OFFICER

**Salary: All-inclusive salary package of R872 214 per annum
(total package to be structured in accordance with the rules of
the Senior Management Service) (Ref. 2012/75)**

Durban Regional Office

(Please forward your application to the Head Office address)

Note: Please note that this is a re-advertisement; people who applied previously need not re-apply, as their applications will still be considered. It will be expected of the successful candidate to sign a performance agreement and be subjected to security clearance.

Requirements: • A 3-year tertiary qualification in the Property and Built Environment disciplines, or Management, Behavioural Science or Law • Extensive experience in Property and the Built Environment • Knowledge of: * Property management * Construction management * Financial management * Client/customer relations * Intergovernmental relations * People management • Budgeting skills • Presentation skills • Competence in policy analysis and development • Negotiation skills • Communication and general management skills.

Duties: • Take responsibility for the overall management of the Durban Regional Office • Effectively manage the capital and maintenance budget to promote Black Economic Empowerment • Support development and empowerment initiatives of Government and DPW in particular • Effectively implement construction projects on behalf of client departments • Provide office accommodation to client departments • Participate in intergovernmental forums and regularly review programmes and report on progress • Ensure procurement complies with PFMA and PPPFA, implementation of the PFMA and other relevant legislation and that client needs are met within budget constraints • Ensure sound and effective financial management of the Region • Develop, review and implement the Region's Business Plan in line with the strategic plan • Ensure implementation of the Department's strategic plan in the Regional Office • Manage the implementation of the Department's operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, client/customer and stakeholder relations, property management, people management and financial management.

Enquiries: Mr M Gwazube, tel. (012) 406-2164

ASSISTANT DIRECTOR: KEY ACCOUNTS MANAGEMENT (PROJECT BUDGET ADMINISTRATION AND NORMS)

Salary: R236 532 per annum (Ref. 2012/76)

Cape Town Regional Office

Requirements: • A recognised tertiary qualification (RVQ13) or equivalent qualification in the Financial or Administrative field plus relevant experience in project budget administration as well as space planning and development • Knowledge of the Works Control System and the ability to source and analyse information to formulate financial reports • Knowledge of the Gazetted General Notice containing the "Space planning norms and standards for office accommodation used by organs of State" • Sound budgeting, financial and programme management and administrative skills, with specific reference to the Capital Works and Maintenance budgets and the application of space planning norms used by organs of State • Strong supervisory abilities and strategic planning skills • Be proactive • Analytical and problem-solving skills • Computer literacy in MS Office (Excel and Word) • An understanding of the construction industry, with specific reference to the Programme Management environment • A valid driver's licence as well as the willingness and ability to travel as and when required.

Duties: • Programme services on the Works Control System • Report shortages or surplus of funds to the DD: PBA and Norms • Monitor the Building Programme in terms of expenditure, cash flow projections, data integrity of WCS, etc • Assist the DD: PBA and Norms with budget control for Capital Works, Planned Maintenance and Recoverable Services • Distribute monthly schedules (programme management and leasing management) to all the executing units and return to the relevant stakeholders within Head Office on or before the set deadlines for completion • Assist with the completion of monthly Programme Management Schedules for Head Office services • Assist with the consolidation of monthly expenditure reports for the administration budget of all Directorates within KAM • Ensure the correct application of relevant space and cost norms • Provide training (WCS and Norms) to subordinates • Ensure efficient management of the Sub-directorate and its personnel.

Enquiries: Ms J Smith, tel. (021) 402-2097.

Note: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of these posts and persons whose appointment will promote representivity will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

Applications must be submitted on a signed Form Z83, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV, recently certified copies of qualifications and Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within 2 months, please regard your application 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. No faxed or e-mailed applications will be accepted.

Applications, quoting the relevant reference number, should be forwarded as follows:

- **Head Office:** Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or hand delivered at Central Government Building, corner Madiba (Vermeulen) and Bosman Streets, Pretoria, for attention: Ms M Masubelele
- **Cape Town Regional Office:** The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town 8000 or hand delivered at 6th Floor, Recruitment Office, Customs House, Heerengracht Foreshore, Cape Town
- **Polokwane Regional Office:** The Regional Manager, Department of Public Works, Private Bag X9469, Polokwane 0700 or hand delivery at 78 Hans van Rensburg Street, Old Mutual Building, 1st Floor, Polokwane, for attention: Mr NJ Khotsa



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

Closing date:
16 November 2012