

CHIEF DIRECTOR: PROPERTY POLICY DEVELOPMENT

● **SALARY: R830,502.00 per annum (All inclusive salary package to be structured in accordance with the rules of the senior management services)**

● **CENTRE: Head Office (Pretoria)** ● **REF NO.: 2012/24**

REQUIREMENTS: ● A National diploma/degree in Finance, Law, Property Management, Asset Management or Built Environment and/or an equivalent qualification with a post-graduate qualification in a relevant field ● Applicants must have sufficient experience in Senior Management, knowledge and understanding of the property industry as well as understanding of property as an asset class and asset management in general ● Strong analytical skills, ability to formulate policies, initiate and manage research projects ● A valid driver's licence and willingness to travel ● Knowledge and understanding of MS Office software ● Knowledge of GIAMA, PFMA and other property related legislation ● Knowledge of policy formulation and monitoring ● Good communication skills (verbal and written) ● Good interpersonal skills ● Strong research and analytical skills ● Report writing skills are essential.

DUTIES: ● Manage the development and monitoring of policies relating to the transformation, growth and development of the property industry ● Manage the development and monitoring of strategies and programmes to promote BBBEE and facilitate the participation of women and youth-owned enterprises in the property industry ● Monitor the implementation of GIAMA, promote best practice and the standardisation of the management of immovable assets in Government ● Monitor compliance with all relevant legislation by Government and the property industry ● Forge partnerships with strategic organisations to undertake research relevant to the property industry ● Manage the performance of the directorates reporting to this position and ensure that business plan commitments and reporting deadlines are met ● Liaise with National Treasury, various Departments and organs of State that are responsible for the management of immovable assets in the country, within the region and internationally ● Supervise financial and human resource management in the Chief Directorate and ensure effective communication and compliance with all relevant policies and prescripts.

NOTE: The incumbent will be expected to sign a performance agreement upon assumption of duty.

Enquiries: Ms L. Bici, tel. (012) 406 1993.

DIRECTOR: PROPERTY POLICY DEVELOPMENT

● **SALARY: R685,200.00 per annum (All inclusive salary package to be structured in accordance with the rules of the senior management services)**

● **CENTRE: Head Office (Pretoria)** ● **REF NO.: 2012/25**

REQUIREMENTS: ● A National diploma/degree in Finance, Law, Property Management, Asset Management, or Built Environment and/or an equivalent qualification ● A post-graduate qualification in a relevant field will be an advantage ● Applicants must have extensive experience in Senior Management, knowledge and understanding of the property industry; understanding of property as an asset class and asset management in general ● Extensive policy development and analysis experience ● Strong analytical skills, ability to formulate policies, initiate, conduct and manage research projects ● A valid driver's licence and the willingness to travel ● Knowledge and understanding of MS Office software ● Knowledge of GIAMA, PFMA and other property related legislation ● Knowledge of policy formulation and monitoring ● Good communication skills (verbal and written) ● Good interpersonal skills ● Strong research and analytical skills ● Report writing skills are essential.

DUTIES: ● Develop and monitor the implementation of policies relating to the transformation, growth and development of the property industry ● Develop and monitor strategies and programmes to promote BBBEE and facilitate the participation of women and youth-owned enterprises in the property industry ● Promote best practice and the standardisation of the management of immovable assets in Government ● Promote and monitor skills development initiatives within the property industry ● Manage and undertake research relevant to the property industry ● Manage the performance of sub-directorates reporting to this position and ensure that business plan commitments and reporting deadlines are met ● Liaise with National Treasury, various Departments and organs of State that are responsible for the management of immovable assets in the country, within the region and internationally ● Supervise financial and human resource management in the Directorate and ensure effective communication and compliance with all relevant policies and prescripts.

NOTE: The incumbent will be expected to sign a performance agreement upon assumption of duty.

Enquiries: Ms L. Bici, tel. (012) 406 1993.

NOTE: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If not suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications should be submitted on a signed Z83 Form, 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 hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. **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 your appointment is subjected to verification of qualifications and a security clearance. **NOTE:** no faxed or e-mailed applications will be accepted.

APPLICATIONS MUST BE SENT TO: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or hand-deliver at Central Government Office Building, Corner Vermeulen and Bosman Streets, Pretoria. Attention: Ms M. Masubelele.

