

**DIRECTOR: MOVABLE ASSET MANAGEMENT**

SUPPLY CHAIN MANAGEMENT

● **Salary:** An all inclusive salary package of R819 126 per annum (total package to be structured in accordance with the rules of the Senior Management Service)  
● **Centre:** Head Office (Pretoria) ● **Ref. No.:** 2014/90

**Requirements:** ● A Bachelor's degree preferably with Asset/Financial Management as a major subject(s) or an equivalent qualification ● Knowledge of financial management, State budgetary systems, National Treasury Procurement as well as legislation, policies and procedures ● In-depth knowledge of the framework for Supply Chain Management (SCM), financial administration processes and LOGIS and BAS systems ● Problem-solving, communication and interpersonal skills ● Report writing abilities ● Innovative and creative thinking ● People orientation ● Trustworthiness and assertiveness ● Hardworking and self-motivated ● Ability to communicate at all levels ● Computer literacy ● Must be prepared to travel when required ● A valid driver's licence.

**Duties:** ● Manage movable assets and maintain a credible movable asset register ● Ensure that all movable assets are bar-coded and updated on the system ● Implement effective systems of movable asset verification within the Department as well as sound internal control and risk management ● Ensure the management of and maintain interaction with chief users with regards to assets ● Manage and monitor the warrantees and guarantees of movable assets ● Resolve identified problems and ensure that journals are submitted to rectify such problems ● Provide guidance on strategic issues ● Take responsibility for the overall management of the Asset Directorate ● Develop, implement and conduct SCM Performance Management ● Manage risks in respect of Movable Asset Management.

**Enquiries:** Mr R. Naidoo, tel. (012) 406 1191.

**DEPUTY DIRECTOR: PROPERTY MANAGEMENT**

PROPERTY MANAGEMENT

● **Salary:** An all inclusive salary package of R630 822 per annum ● **Centre:** Kimberley Regional Office ● **Ref. No.:** 2014/91

**Key Purpose:** The incumbent will be responsible to provide assistance in the strategic portfolio performance management of State immovable assets and to maximise the returns on the property portfolio.

**Requirements:** ● An appropriate National diploma/degree or equivalent qualification in Property Management or a related field (e.g. Real Estate, Property Administration, etc.) ● Extensive experience in property management coupled with management/supervisory experience ● Exposure to management and value maximisation of property assets ● Knowledge of leasing administration, property administration and facilities management ● Knowledge and understanding of the PFMA, SCM, the Disposal Act, the Expropriation Act and GIAMA ● Proven track record in service delivery and customer focus ● The Department is seeking high potential candidates with extensive drive, energy and enthusiasm as well as stress tolerance ● Strategic planning experience linked to conceptual, analytical, visionary and leadership skills ● Strong communication (verbal and written), negotiation and innovation skills ● Project management skills ● A valid driver's licence.

**Duties:** ● The incumbent will be required to serve the interests of the State in the management of immovable assets by ensuring that the property portfolio within the National Department of Public Works (NDPW) meets the delivery of Government services ● Manage and control property rights and vesting of State land ● Ensure compliance to property legislation ● Provide guidelines and inputs on drafting plans regarding immovable assets ● Ensure that economic efficiency in the Department's leasehold portfolio are in line with market trends ● Manage facilities management to ensure the effective cleaning, gardening and security services of the Department's properties ● Manage the capturing of revenue and expenditure of all State-owned and leased property on the Property Information System ● Be responsible for: the management and administration of leased properties; the management of private tenants occupying State-owned properties; the management of State properties; and the performance of Risk Management functions on properties ● Prepare financial reports on the status of properties (occupancy rates) ● Manage grounds keeping and maintenance personnel ● Monitor and ensure property compliance with local regulations and laws ● Manage the budget and expenditure of the Component as well as ensure the effective management of the Property Management Component.

**Enquiries:** Ms M.S. Moholo, tel. (053) 838 5202.

**ASSISTANT DIRECTOR: SUPPLIER REGISTER**

DEMAND AND ACQUISITION MANAGEMENT

● **Salary:** R270 804 per annum ● **Centre:** Head Office (Pretoria) ● **Ref. No.:** 2014/92

**Requirements:** ● A three-year Tertiary qualification in Database Administration, Finance, Procurement and/or Supply Chain Management ● Appropriate experience in database management or an information services background. **Knowledge:** ● Thorough knowledge and understanding of procurement-related legislation (the Public Finance Management Act, the Preferential Procurement Policy Framework Act, CIDB Regulations, the Built Environment Professions Act: Framework for Minimum Training and Deployment, the Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations, the State Information Technology Act and the Public Service Act and Regulations) ● Database management ● Thorough knowledge and understanding of Government procurement systems and processes ● Understanding of the Built Environment and Property Industries ● Financial management and systems. **Skills:** ● Good communication (verbal and written) ● Problem identification and solving ● Numeracy ● Computer literacy ● General management administration ● Advanced interpersonal and diplomacy ● Decision making. **Personal Attributes:** ● Analytical thinking ● High ethical standards ● Ability to conduct business with integrity and in a fair and reasonable manner ● Ability to promote mutual trust and respect ● Innovative ● Creative ● Resourceful ● Ability to work well in stressful situations ● Ability to communicate at all levels ● People orientated ● Ability to establish and maintain networks ● Assertive ● Hard-working ● Self-motivated ● Ability to work well independently.

**Duties:** ● Supervise the maintenance, implementation and operation of the Supplier Register (implement Supplier Registration according to relevant policies and procedures; assist in the administration and operation of the Supplier Register for goods and services; co-ordinate the functioning of the computer system; supervise the registration process and monitor the development and maintenance of the Goods and Services database; and co-ordinate and conduct workshops and training sessions) ● Ensure the delivery of procurement related reports (support and monitor Regional offices on Goods and Services Consultant appointments; monitor updates of Consultants on the Works Control System; provide on-time assistance to key internal and external clients [suppliers, consultants, internal users and management]; provide advice and a helpdesk facility to applicants; ensure the provision of assistance in procurement-related support; and support and monitor Regional offices on Consultant Roster appointments) ● Provide management support of administrative aspects related to the Section (assist in the administration of the budget and make recommendations with regards to the payment of expenditures; and supervise staff and employment related-processes).

**Enquiries:** Mr Keabaka Magano, tel. (012) 406 1034.

**ASSISTANT DIRECTOR: COMPUTER AUDITS**

INTERNAL AUDIT AND INVESTIGATION SERVICES

● **Salary:** R270 804 per annum ● **Centre:** Head Office (Pretoria) ● **Ref. No.:** 2014/93

**Requirements:** ● A three-year qualification in Information Technology and/or Auditing ● Appropriate experience as an Auditor in a computer auditing environment ● Knowledge of TeamMate and Computer Assisted Audit Techniques (CAATS) e.g. ACL and IT Auditing frameworks, standards and methodologies ● Adequate training and experience in the assessment of Information Technology environment controls and Governance ● Skills in time management, communication and supervision ● An independent and objective mental attitude ● Ability to evaluate and express reasonable judgment on facts ● Effective report writing skills ● A valid driver's licence.

**Duties:** ● Assist the Audit Manager with the facilitation of enterprise IT Risk management in the Sub-Directorate ● Assist with the planning of IT audit projects for the Sub-Directorate ● Communicate to the Auditors the audit objectives, audit procedures, scope, timeframes and responsibilities of the project ● Supervise fieldwork audits to ensure that objectives are achieved ● Supervise projects relating to Computer Audits ● Conduct entrance and exit conference meetings ● Ensure that sufficient, reliable, relevant and useful evidence is gathered to achieve audit objectives ● Ensure that audit working papers are complete, accurate, properly referenced and reviewed ● Ensure that the results of the fieldwork are adequately supported by audit evidence ● Develop conclusions on audit findings ● Compile audit reports on the results of the fieldwork and conduct follow-up audits ● Assist with general administration and compliance duties for the Directorate as and when requested.

**Enquiries:** Ms T. Tukisi, tel. (012) 406 1334 / 5.

**ASSISTANT DIRECTOR: BUDGETING**

● **Salary:** R270 804 per annum ● **Centre:** Port Elizabeth Regional Office ● **Ref. No.:** 2014/94

**Requirements:** ● An appropriate Financial degree/diploma or equivalent qualification ● Sound experience in financial management ● Appropriate relevant and practical budgeting experience ● Thorough knowledge of the PFMA and Treasury Regulations as well as the ability to implement these prescripts ● Knowledge and understanding of the Department, its clients and line function business units will serve as an advantage ● Good leadership and presentation skills ● Good budget planning ● Analytical, cost accounting, strong managerial and supervisory skills ● Computer skills in spreadsheets (preferably MS Excel) and accuracy with specific reference to numeric workings ● Creative ● Assertive ● Independent work ethics ● Self-motivated ● Reliability ● Honesty and integrity.

**Duties:** ● Compile the Regional office annual budget ● Conduct monthly and quarterly reviews of the budget ● Compile monthly and quarterly expenditure and projection reports ● Monitor and liaise with all sections with regards to spending patterns and advise line management on appropriate budgeting ● Maintain records (batches) of financial transactions ● Manage, formulate, maintain and report on the budget of the Regional office ● Analyse early warning figures obtained through inputs from Managers and financial systems on a monthly basis ● Allocate and shift funds on the budget and provide outcomes of the regional budget ● Be responsible for accurate budget versus expenditure data on a monthly basis as well as for budget versus expenditure meetings and minutes ● Co-ordinate interim and final audits within the region ● Facilitate the consolidation of IAFS and AFS inputs for the region.

**Enquiries:** Mr S. Mkutukana, tel. (041) 408 2040.

**ASSISTANT DIRECTOR: CLEANING SERVICES**

PROPERTY MANAGEMENT

● **Salary:** R270 804 per annum ● **Centre:** Polokwane Regional Office ● **Ref. No.:** 2014/95

**Requirements:** ● An appropriate three-year National diploma/degree with appropriate experience in facilities management ● Understanding of and competency in property and facilities management including relevant experience in cleaning services ● A valid driver's licence ● Computer literacy ● Knowledge or understanding of the Government procurement system ● Understanding of the PFMA, the PPPFA, LOGIS and EPWP ● Ability to compile and adjudicate tenders ● Knowledge of the management of human resources (work plans, training, career development, etc.) ● Sound analytical skills ● Good interpersonal and communication (verbal and written) skills ● Proven problem-solving abilities ● Proven financial skills ● Knowledge and understanding of the Occupational Health and Safety Act ● Ability to implement systems and exercise control to ensure the sound management of equipment and materials ● Ability to perform regular inspections ● Willingness to travel.

**Duties:** ● Manage service contracts, contractors' performance and the quality of work for the duration of contracts ● Manage related budgets and financial planning ● Compile specifications and handle inspections in the cleaning field ● Manage staff ● Manage and control equipment and the material register ● Manage consultant teams ● Formulate policies and administrative procedures for cleaning maintenance ● Manage performance-based contracts ● Appoint relief cleaners ● Undertake events management.

**Enquiries:** Mr Y.T. Siweya, tel. (015) 291 6415.

**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.

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 the next two 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 the South African Qualifications Authority (SAQA). Recognition of prior learning will only be considered upon submission of proof by candidates. **Kindly note that appointment will be subject to the verification of qualifications and a security clearance.** No faxed or e-mailed applications will be accepted.

**Applications, quoting the relevant reference number, should be forwarded as follows:** **HEAD OFFICE:** The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or hand-deliver at Central Government Offices Building, corner Madiba (formerly Vermeulen) and Bosman Streets, Pretoria. **Attention:** Ms N. Mudau. **PORT ELIZABETH REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056 or hand-deliver at Room 438, Eben Donges Building, corner Hancock and Robert Streets, North End. **Attention:** Ms F. Clark. **KIMBERLEY REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. **Attention:** Ms L. Motlala. **POLOKWANE REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X9469, Polokwane, 0700 or hand-deliver at Ground Floor, Sanlam Building, 77 Hans van Rensburg Street, Polokwane. **Attention:** Mr N.J. Khotsa.

People with disabilities are encouraged to apply.

