

PROPERTY MANAGEMENT TRADING ENTITY (PMTE)

All the positions are on a 5-year contract and all appointees will enter into a performance-based fixed-term contract (subject to annual performance review) and will be subjected to a security clearance. Employment Conditions: Willingness to adapt work schedule in accordance with operational demands which includes preparedness to travel and work long hours.

HEAD OF PROPERTY MANAGEMENT TRADING ENTITY (PMTE)

•Salary: All inclusive salary package of R1 201 713 per annum (total package to be structured in accordance with the rules of the Senior Management Service. Market related salary - highly negotiable) •Centre: Head Office (Pretoria) •Ref. No.: 2014/107

Job Purpose: To provide strategic and business leadership to the PMTE Divisional Heads/Executive Management to drive the full operationalisation of the PMTE for the achievement of its strategic business objectives as determined by the Department of Public Works Executive Authority and the Director-General (Accounting Officer).

Requirements: •An MBA or MBL coupled with extensive property management experience at executive management level. **Knowledge:** •Relevant Public Service legislation •The Government procurement policy framework •The Government financial management framework •Government planning processes, including Municipal planning processes. **Skills:** •Strategic capability and leadership •Programme and project management •Information and knowledge management •People management and empowerment •Problem solving and change management •Policy analysis and development •Client orientation and customer focus •Service Delivery Innovation •Financial management •Communication (verbal and written) •Computer literacy •Stakeholder management •Planning and co-ordination •Presentation and facilitation •Quality management. **Personal Attributes:** •Good interpersonal relations •Ability to work well under pressure •Innovative and creative •Ability to work well within a team as well as independently •Adaptability •Independent thinker •Cost consciousness •Honesty and integrity.

Duties: •Ensure the effective and efficient overall management of the PMTE in terms of relevant Acts and as delegated by the Accounting Officer. **Strategy:** •Develop and promote the vision, mission and objectives of the entity •Drive the development and oversee the implementation of the PMTE Strategy, Business and Financial Model, business processes and Standard Operating Procedures to support the implementation of the PMTE strategy •Prepare a strategic plan for the entity to ensure that its services are in line with National Government priorities •Develop and implement annual performance plans for service delivery based on current and future needs assessments and priorities of the entity •Develop, implement and maintain a contingency plan to deal with any emergency that the entity may have to deal with •Establish and maintain Governance structures in the entity to ensure that all stakeholders can provide input into the operational and strategic planning processes •Ensure that activities are monitored, recorded and analysed to facilitate the identification and planning for current and future needs •Develop, implement and maintain a framework/programme against which the entity's performance can be evaluated and monitored •Ensure the development of a comprehensive risk management strategy. **Financial Management:** •Ensure that PMTE's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to through the maximisation of revenue, the collection of all income due to the PMTE, the management of creditors/debtors and the management of irregular, fruitless and wasteful expenditure •Ensure that the PMTE is managed within budget and in accordance with the PFMA, other legislation and regulations •Ensure that adequate policy management systems and procedures are in place, to enable the management of financial resources on a decentralised basis (cost centres), to safeguard public funds and maintain financial control •Develop, implement and maintain financial systems and procedures that will enable the timely preparation of financial statements of the PMTE's financial affairs. **Human Resource Management and People Development:** •Develop, implement and maintain human resource management strategies, policies, systems and procedures to ensure the effective and efficient utilisation of human resources in order to improve service delivery within the Public Service regulatory framework and relevant delegations •Ensure effective communication arrangements within the PMTE for all personnel in all operational divisions •Review and align the PMTE's organisational structure to the operating model and business processes •Ensure the filling of vacant posts, within budgetary constraints, with the appointment of competent personnel •Ensure sound employee relations in terms of applicable labour legislation •Implement a human resource development strategy for the entity •Build effective teams •Build capacity through the management of continuous training and development programmes for all categories of staff. **Corporate Governance:** •Facilitate the establishment of the Asset Investment Committee to provide technical support to the Head of PMTE and Chief Investment Officer •Establish and maintain Governance structures in the entity to ensure that all stakeholders can provide input into the operations of the entity •Liaise with key stakeholders to establish sound entity/client relationships and ensure that the entity addresses clients' needs. **Procurement and Management of Equipment and Facilities:** •Implement appropriate procurement and provisioning systems, which is fair, equitable, transparent, competitive and cost effective, in terms of the PMTE delegations and as required by the PFMA •Ensure that goods and services are provided to the entity in a cost effective and timely manner •Ensure the safe and effective use of the entity's facilities and equipment through the appropriate maintenance of facilities and equipment •Ensure that value for money audits are undertaken of the services provided at the entity (including services that are contracted out to external suppliers) •Develop and maintain a comprehensive asset and equipment plan for the entity to ensure that the entity has the necessary equipment to render the required services cost effectively •Develop, implement and maintain an asset register for the entity •Implement a system to monitor and oversee that equipment/technology is effectively and efficiently utilised •Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services •Ensure proper recordkeeping in the entity through the utilisation of paper based and electronic systems •Implement and utilise the prescribed transverse Public Service information systems (e.g. PERSAL) •Ensure that information risk management, security and support protocols are implemented and adhered to •Continuously assess opportunities for improvement in service delivery through the automation of processes and the introduction of information technology systems.

CHIEF INVESTMENT OFFICER

•Salary: All inclusive salary package of R1 201 713 per annum (total package to be structured in accordance with the rules of the Senior Management Service. Market related salary - highly negotiable) •Centre: Head Office (Pretoria) •Ref. No.: 2014/108

Job Purpose: To provide specialised strategic and business leadership in the development, maintenance and oversight of the State asset (property) portfolio. Advise the Head of PMTE, Director-General and State Asset Investment Committee on the State asset (property) investment policy and investment options as well as PMTE operations and structure to optimise returns whilst controlling risks.

Requirements: •An MBA, MBL or any relevant Master's degree coupled with extensive property management experience at executive management level. **Knowledge:** •Relevant Public Service legislation •The Government procurement policy framework •Government planning processes •Asset investment options analysis and management. **Skills:** •Strategic capability and leadership •Investment options analysis and management •Programme and project management •Information and knowledge management •People management and empowerment •Problem solving and change management •Policy analysis and development •Client orientation and customer focus •Service Delivery Innovation •Financial management •Communication (verbal and written) •Computer literacy •Stakeholder management •Planning and co-ordination •Presentation and facilitation •Quality management. **Personal Attributes:** •Good interpersonal relations •Ability to work well under pressure •Innovative and creative •Ability to work well within a team as well as independently •Adaptability •Independent thinker •Cost consciousness •Honesty and integrity.

Duties: •The primary role of the Chief Investment Officer (CIO) is to oversee the operations of the business divisions and teams of professionals that have responsibilities in managing and monitoring State asset investment activities and working with State Departments, including the development of short-term and long-term investment policies •Perform and/or supervise investment analysis for the State asset (property) portfolio. **Asset Management:** •The Chief Investment Officer will oversee the development and execution of asset management strategies for all categories of State assets (properties). **Real Estate Asset Management:** •Oversee day-to-day decisions on the deployment of State assets (State properties) to optimise utilisation and for revenue generation. **State Asset (Property) Registry:** •Oversee the development and revision of State immovable asset registry management strategies. **Facilities Management:** •Oversee the provision of facilities management services through optimal utilisation of resources for an accountable, efficient and effective client centric facilities management service delivery model. **Property Development:** •Oversee the provision of property development services which include Spatial Planning and Construction Management Services.

DIVISIONAL HEAD: REAL ESTATE ASSET MANAGEMENT

•Salary: All inclusive salary package of R1 201 713 per annum (total package to be structured in accordance with the rules of the Senior Management Service. Market related salary - highly negotiable) •Centre: Head Office (Pretoria) •Ref. No.: 2014/109

Job Purpose: To provide strategic and business leadership in the management of the Real Estate Asset Management business division.

Requirements: •An MBA or MBL degree and a minimum of a Bachelor's degree in the relevant field coupled with extensive relevant experience at senior management level. **Knowledge:** •A proven track record of a leadership role in a real estate asset management function •Relevant Public Service legislation •The Government procurement policy framework •Understanding of Government planning processes, including Municipal planning processes. **Skills:** •Strategic capability and leadership •Programme and project management •Information and knowledge management •People management and empowerment •Problem solving and change management •Policy analysis and development •Client orientation and customer focus •Service Delivery Innovation •Financial management •Communication (verbal and written) •Computer literacy •Stakeholder management •Planning and co-ordination •Presentation and facilitation •Quality management. **Personal Attributes:** •Good interpersonal relations •Ability to work well under pressure •Innovative and creative •Ability to work well within a team as well as independently •Adaptability •Independent thinker •Cost consciousness •Honesty and integrity •Influencing.

Duties: Strategy: •Drive the development and oversee the implementation of the Real Estate Asset Management Services business model, strategy, policy, business processes and Standard Operating Procedures to support the implementation of the PMTE strategy •Undertake research on real estate asset management models and trends to implement REAM best practices. **Operations: Manage the State Property Portfolio:** •Ensure the use/deployment of State properties through allocation and/or reallocation of State properties to meet existing and changing client requirements to maximise the specific State property portfolio within parameters set out by the Asset Management Services division •Optimise capital and income performance •Lead and shape the delivery of real estate related strategic cost savings and efficiency improvement initiatives across the asset management portfolio •Conduct monthly/periodic assessments of commercial performance of real estate management services •Manage property agreements, e.g. lease agreements, user/occupancy agreements, tenant service contracts and relations with clients (tenants) •Conduct routine performance monitoring of properties on physical condition, monitor occupancy and monitor against legal or policy compliance requirements. **Manage sourcing of leased Properties:** •Drive the acquisition of leased properties to meet client requirements (implement the asset management strategy) to support service delivery •Define and refine leased property requirements on a technical level and develop and set related specifications •Select the best method for acquiring leases •Implement the method for acquiring leases and manage the related client and landlord(s) in terms of lease agreements •Receive, accept and commission leased properties, i.e. ensure that all requirements have been met and put the property into service •Evaluate applications of the acquisition process in terms of performance against factors such as scope, time and budget and reporting. **Effect Property Improvements through the Engagement of Small Property Business Development Agents:** •Drive improvements on State properties (investment stock) to become a viable alternative for private sector accommodation to create a funding stream for capital maintenance and improvements to extend the life-cycle of the existing State properties •Empower small Black Property Developers/Agents to develop and market State properties through rapid redevelopment using the Build, Operate and Transfer (BOT) model. **Property Payments and Debt Collection:** •In collaboration with the PMTE CFO, ensure Property Payments which includes payment of leased accommodation, rates and taxes for State owned properties and debt collection, which includes collection of debt from client Departments and private tenants. **Financial Management:** •Compile and manage budgets pertaining to Real Estate Asset Management business in line with the Medium Term Expenditure Framework •Review lease payments and lease agreement contract variations for accuracy, completeness and validity by overseeing and managing lease payment schedules •Liaise with the finance division to reconcile accuracy and timing of payments •Manage requests for variations or deviations, resolve legal contractual challenges and update and amend contracts where applicable •Report any estimated overspend by preparing and maintaining a register of "actual expenditure against budget" to ensure zero interruption of services •Specify and cost items required to support the execution of the duties of the division for non-standard items.

CHIEF FINANCIAL OFFICER: PROPERTY MANAGEMENT TRADING ENTITY (PMTE), FINANCIAL SERVICES

•Salary: All inclusive salary package of R1 201 713 per annum (total package to be structured in accordance with the rules of the Senior Management Service. Market related salary - highly negotiable) •Centre: Head Office (Pretoria) •Ref. No.: 2014/110

Job Purpose: To provide strategic and business leadership to the PMTE finance management division to drive the achievement of the PMTE's mission and strategic objectives and to ensure compliance with the Public Finance Management Act frameworks and guidelines.

Requirements: •An MBA or MBL degree and a minimum of a Bachelor's degree in the relevant field or registration as a Chartered Accountant coupled with extensive financial management experience at senior level. **Knowledge:** •Financial prescripts (GAAP and GRAP Accounting Standards) •The Public Finance Management Act •Public Service Regulations •Treasury Regulations and directives (MTEF, ENE and Adjustment Estimates) •Government Budget Systems and procedures •Government Financial Systems (PERSAL, PMIS, WCS, LOGIS and BAS). **Skills:** •Leadership and management •Good customer relations •Advanced report writing •Advanced communication •Language proficiency •Computer literacy •Analytical thinking •Strategic planning •Conflict management •Sound analytical •Problem identification and solving •Organising and planning •Policy formulation •Decision making •Motivational •Numeracy •Advanced interpersonal and diplomacy.

Duties: Strategy: •Drive the development and oversee the implementation of the Finance and SCM Management Business Model, strategy, policy, business processes and Standard Operating Procedures to support the implementation of the PMTE strategy •Undertake research on financial management systems and trends to implement best financial management practices. **Operations: Financial Planning and Control and Revenue Management:** •Ensure effective management of the PMTE's budget planning, management and revenue collection •Oversee the collation of the PMTE Divisional budgets •Ensure that the PMTE's expenditure is in accordance with budget vote •Ensure that effective and appropriate steps are put in place to prevent unauthorised expenditure •Prepare and present reports to the Executive Authority on budget irregularities •Prepare the PMTE budget vote statements •Ensure that budget management complies at all times to the PFMA and MTEF. **Financial Management and Reporting:** •Source and implement financial policies, guidelines and directives from National Treasury •Compile monthly, quarterly, interim and annual financial statements. **Compliance:** •Effective implementation of good corporate governance within the PMTE through the development, implementation and maintenance of the corporate governance policy •Ensure that the policy complies with all statutory frameworks established within the Department •Ensure that all financial transactions comply with Treasury Regulations •Provide advice to the Accounting Officer on financial management related matters •Report any breach or failure to comply with any financial and corporate governance guidelines and frameworks •Advise and monitor the implementation of National Treasury policies and guidelines •Evaluate and monitor compliance to the Medium Term Expenditure Framework •Undertake the effective monitoring and evaluation of the PMTE's financial policies •Manage and ensure control that support transaction's compliance and the effective management of the PMTE •Establish and maintain effective and efficient financial, risk and internal control systems •Ensure the effective, efficient and transparent use of PMTE's financial resources •Manage working capital efficiently and economically •Monitor the preparation and keep full and proper records on PMTE's financial affairs •Monitor the settling of all contractual obligations and collection of monies owing to the PMTE •Facilitate the PMTE audit process. **Stakeholder Management:** •Act as a link between PMTE, National Treasury, Financial Institutions and relevant stakeholders on the PMTE in financial matters.

DIVISIONAL HEAD: STATE ASSET (PROPERTY) REGISTRY

•Salary: All inclusive salary package of R1 201 713 per annum (total package to be structured in accordance with the rules of the Senior Management Service. Market related salary - highly negotiable) •Centre: Head Office (Pretoria) •Ref. No.: 2014/111

Job Purpose: To provide strategic and business leadership in the provision of Asset Registry Services.

Requirements: •A minimum of an LLB degree and specialisation in Conveyancing coupled with extensive relevant experience at senior management level. **Knowledge:** •Relevant Public Service legislation •The Government procurement policy framework •Government planning processes, including Municipal planning processes. **Skills:** •Strategic capability and leadership •Programme and project management •Information and knowledge management •People management and empowerment •Problem solving and change management •Policy analysis and development •Client orientation and customer focus •Service Delivery Innovation •Financial management •Communication (verbal and written) •Computer literacy •Stakeholder management •Planning and co-ordination •Presentation and facilitation •Quality management. **Personal Attributes:** •Good interpersonal relations •Ability to work well under pressure •Innovative and creative •Ability to work well within a team as well as independently •Adaptability •Independent thinker •Cost consciousness •Honesty and integrity.

Duties: Strategy: •Provide strategic leadership in the development and review of the State immovable asset registry management strategies, business model, business processes, policies and Standard Operating Procedures •Undertake research on latest immovable asset registry management business models and trends. **Operations:** •Develop and maintain a GRAP compliant register for the Department of Public Works •Create a repository for National custodians and the Provinces •Create a repository of assets for Municipalities •Effect disposals for DPW in the form of vesting and conveyancing •Develop the asset registry services as a viable business unit •Provide strategic direction in the conveyancing and verification of immovable assets, State land analysis and reconciliation of the State Asset (Property) Register •Provide information on the performance and value of Government's assets to facilitate the asset investment decision making process •Ensure accurate and complete information on immovable assets in the Register •Manage the implementation of a monitoring system for the asset register. **Financial Management:** •Ensure that the State Asset (Property) Registry budget framework is in line with Medium Term Expenditure Framework and expenditure is in accordance with the allocated budget. **Stakeholder Management:** •Act as a link between PMTE, client Departments and relevant stakeholders for PMTE Asset Registry matters.

DIVISIONAL HEAD: FACILITIES MANAGEMENT

•Salary: All inclusive salary package of R1 201 713 per annum (total package to be structured in accordance with the rules of the Senior Management Service. Market related salary - highly negotiable) •Centre: Head Office (Pretoria) •Ref. No.: 2014/112

Job Purpose: To provide strategic and business leadership in the management of the Facilities Management business division.

Requirements: •An MBA or MBL degree and a minimum of a Bachelor's degree in the relevant field coupled with extensive facilities management experience at a senior level. **Knowledge:** •Relevant Public Service legislation •The Government procurement policy framework and facilities management modalities/strategies •Thorough understanding of Government planning processes, including Municipal planning processes. **Skills:** •Strategic capability and leadership •Programme and project management •Information and knowledge management •People management and empowerment •Problem solving and change management •Policy analysis and development •Client orientation and customer focus •Service Delivery Innovation •Financial management •Communication (verbal and written) •Computer literacy •Stakeholder management •Planning and co-ordination •Presentation and facilitation •Quality management. **Personal Attributes:** •Good interpersonal relations •Ability to work well under pressure •Innovative and creative •Ability to work well within a team as well as independently •Adaptability •Independent thinker •Cost consciousness •Honesty and integrity.

Duties: Strategy: •Drive the development and oversee the implementation of the Facilities Management Business Model, strategy, policy, business processes and Standard Operating Procedures to support the PMTE Property Management strategy. **Operations:** •Manage all operational aspects, including service contracts of all properties/facilities and ensure effective hard and soft maintenance service delivery to client Departments •Effective management of employees to develop high performance outputs, supporting the strategic objectives of PMTE •Ensure that Facilities Management Operations meet annual targets •Ensure effective and timely management of all client queries to maintain good relationships and protect the greater interest of PMTE •Drive the establishment of Facilities Management Service Centres (Workshops) to provide minor facilities management services. **Contract and Risk Management:** •Oversee and ensure the effective management of facilities maintenance contracts and associated service level agreements awarded to the PMTE service providers for State properties/facilities •Ensure proper maintenance of State properties/facilities, compliance with contract SLAs and optimal level of tenant/client Department satisfaction, by focusing on business best practices to improve efficiency and reduce operating costs while increasing productivity •Oversee and ensure the proactive preparation of procurement documentation for the acquisition of new and/or the renewal of facilities maintenance contracts to ensure continuation in the provision of facilities and maintenance services to the PMTE •Ensure effective implementation of OHS policies and procedures and the OHS Act by developing and managing an internal and inter-Departmental process including the review/management of safety files and the issuing of work permits •Oversee and manage the implementation and documentation of regular inspections to manage the adequacy of the actual physical state of company property and facilities. **Financial Management:** •Compile and manage budgets pertaining to Facilities Management operations and facilities maintenance in line with the Medium Term Expenditure Framework •Review payments and contract variations or deviations for accuracy, completeness and validity by overseeing and managing contract payment schedules •Liaise with the finance division to reconcile accuracy and timing of payments •Manage requests for variations or deviations, resolve legal contractual challenges and update and make amendments to contracts where applicable •Report any estimated overspend by preparing and maintaining a register of "actual expenditure against budget" to ensure zero interruption of services •Specify and cost items required to support the execution of the duties of the division for non-standard items.

DIVISIONAL HEAD: PROPERTY DEVELOPMENT SERVICES

•Salary: All inclusive salary package of R1 201 713 per annum (total package to be structured in accordance with the rules of the Senior Management Service. Market related salary - highly negotiable) •Centre: Head Office (Pretoria) •Ref. No.: 2014/113

Job Purpose: To provide strategic and business leadership in the provision of Property Development Services which include Spatial Planning and Construction Management Services.

Requirements: •An MBA or MBL degree and a minimum of a Built Environment Professional Bachelor's degree coupled with extensive property development experience at a senior level •Registration with the relevant professional council (SACPCMP, SACAP, ECSA or SACQSP). **Knowledge:** •Relevant public service legislation •Project management discipline and life cycle (PMBOK, PRINCE2), and property development. **Skills:** •Strategic capability and leadership •Programme and project management •Information and knowledge management •People management and empowerment •Problem solving and change management •Policy analysis and development •Client orientation and customer focus •Service Delivery Innovation •Financial management •Communication (verbal and written) •Computer literacy •Stakeholder management •Planning and co-ordination •Presentation and facilitation •Quality management. **Personal Attributes:** •Innovative •Creative •Resourceful •Liaising skills •Ability to work well under pressure •Ability to meet tight deadlines whilst producing excellent results •People orientated •Ability to establish and maintain personal networks •Trustworthy •Hard working •Assertive •Highly motivated •Ability to work well independently.

Duties: Strategy: •Drive the development and oversee the implementation of Property Development Business Model, strategy, policy, business processes and Standard Operating Procedures to support the implementation of the PMTE Property Management strategy. **Operations: Spatial Planning:** •Drive integrated planning in collaboration with various provinces, district and local Municipalities to facilitate integrated Precinct Development in the targeted areas. **Construction Management:** •Drive the execution of State CAPEX projects to facilitate integrated Precinct development in cities, small towns and rural areas to support economic growth and investment within a framework that benefits the poor and underprivileged in the country •Erect buildings, structures and engineering works to the specifications of client Departments.

DIVISIONAL HEAD: ASSET MANAGEMENT SERVICES

•Salary: All inclusive salary package of R1 201 713 per annum (total package to be structured in accordance with the rules of the Senior Management Service. Market related salary - highly negotiable) •Centre: Head Office (Pretoria) •Ref. No.: 2014/114

Job Purpose: To provide strategic and business leadership in the management of the Asset Management business division.

Requirements: •An MBA or MBL degree and a minimum of a Bachelor's degree in the relevant field coupled with extensive asset management experience at senior management level. **Knowledge:** •Proven track record of a leadership role in an asset management function •Relevant Public Service legislation •The Government procurement policy framework •Government planning processes, including Municipal planning processes. **Skills:** •Strategic capability and leadership •Programme and project management •Information and knowledge management •People management and empowerment •Problem solving and change management •Policy analysis and development •Client orientation and customer focus •Service Delivery Innovation •Financial management •Communication (verbal and written) •Computer literacy •Stakeholder management •Planning and co-ordination •Presentation and facilitation •Quality management. **Personal Attributes:** •Good interpersonal relations •Ability to work well under pressure •Innovative and creative •Ability to work well within a team as well as independently •Adaptability •Independent thinker •Cost consciousness •Honesty and integrity •Influencing.

Duties: Strategy: •Drive the development and oversee the implementation of the Asset Management Services business model, strategy, policy, business processes and Standard Operating Procedures to support the implementation of the PMTE strategy •Undertake research on asset management models and trends to implement Asset Management best practices. **Operations:** •Develop the State Asset Management Strategy to optimise the utilisation and maximise (investment stock) the value of the State Property Portfolio •Facilitate the provision of cost effective accommodation to State Departments to meet their service delivery objectives and to realise the preservation and growth of the State's asset portfolio •Facilitate the classification of State properties and develop strategies for each asset class to optimise the utilisation of State properties. **Facilitate Asset Management Planning:** •Deploy Client Centric Multi-disciplinary teams to client Departments to develop comprehensive knowledge of the client and provide on-site technical support to client Departments primarily to assist with the development of U-AMPS, based on the clients' strategic plans and service delivery priorities. **State Portfolio Performance Analysis (SPPA):** •Monitor and analyse the performance of the State asset portfolio •Conduct nodal market research and investment feasibility studies •Provide property acquisition and disposal advisory services. **Financial Management:** •Compile and manage budgets pertaining to the Asset Management Business Division in line with the Medium Term Expenditure Framework.

ENQUIRIES (ALL POSTS): Mr C. Mtshisa, tel. (012) 406 1190 / 1409 / 1660.

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 to **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, for attention: Ms N. Mudau.

