

POST : **PROJECT MANAGERS: ASSET REGISTER MANAGEMENT (24 months contract)**, Ref No.: One (1) Mthatha **HCI/ASMPUM/10/2015**, One (1) Pretoria **HCI/ASMPPR/10/2015**

CENTRES : **Umtata and Pretoria Regional Office**

SALARY : R 569 538 per annum

REQUIREMENT : Recognised three year Degree/Diploma in Commerce/ Property Management/ Built Environment. Extensive relevant experience; preferably three (3) years duration on project/s or more. Experience in Asset Verification or in a built environment is an added advantage. Willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state properties are appropriately identified and recorded in the Immovable Asset Register. Ensure that Immovable asset register policies are implemented at regional level. Compile flash/ Status and other reports as directed by Head Office. Manage and ensure appropriate controls in line with the Head Office instructions. Provide Support for the implementation of the Immovable Asset Register project charters: Vesting and endorsement of Title Deeds, Rates and Taxes, Rental Debtors, Paper trail and capitalization of completed projects. Physical assessment of immovable assets every 3-5 years as per DPW's Immovable Asset Policy & Government Immovable Asset Management Act (GIAMA). Mapping of coastal reserves. Ad hoc investigations on audit queries, property acquisitions, additions and disposals. Provide progress report on the Immovable Asset Register tracking template. Stakeholder engagement (interaction with other National custodians, Provinces and Municipalities)

ENQUIRIES : Ms. Vuyo Sibeko Tel, (012) 406 1347

APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Madiba (Vermuelen) & Bosman Street, Central Government Building, Pretoria.

ATTENTION : Ms. VP. Manzini

CLOSING DATE : **23 October 2015**

