

- POST :** **MANAGEMENT TRAINEES: ASSET REGISTER MANAGEMENT (X5 POSITIONS), (24 Months Contract), Ref No.: HCI/ASMT/10/2015**
- CENTRES :** Mmabatho (1 post) Ref: **A, HCI/ASMT/10/2015 B**, Kimberley (1 post) Ref: **HCI/ASMT/10/2015 C**, Bloemfontein (1 post) Ref: **HCI/ASMT/10/2015 D**, Durban (2 posts) Ref: **HCI/ASMT/10/2015**
- SALARY :** R196 278 per annum
- REQUIREMENT :** Recognised three year Degree in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects (Level 3); Property Law / Asset Management or Accounting. Appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Valid unendorsed driver's license. Skills: Excellent inter-personal skills. Ability to work under pressure and dead line driven. Computer literacy (MS Office) intermediate to advance. Prioritizing and managing workflow and to be outcome orientated. Good verbal and written communication Skills.
- DUTIES :** General administrative responsibilities and functions to support the Project Management Office. Assist Project Managers with monitoring tasks during the project implementation phase. Assist with preparation of correspondences and reports. Follow up with project team members on open issue logs and unresolved project tasks. Assist with coordinating of various tasks as directed by the Project Manager/PMO. Assist PMO and Property Managers with the vesting of State land.
- 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, Public Works House Building, Pretoria.
- Ms. VP. Manzini
- POST :** **MANAGEMENT TRAINEES: INVESTMENT ANALYSIS (X2 POSITIONS), (24 Months Contract), Ref No.: HCI/INV/10/2015**
- CENTRE :** **Pretoria (2 posts) Ref: HCI/INV/10/2015**
- SALARY :** **R196 278 per annum**
- REQUIREMENT :** Recognised three year B degree in Commerce, Real Estate Finance or Property Economics. A minimum of 1 year relevant experience in property management or commercial background. Valid Unendorsed driver's license. Good understanding and competence in the context of the built environment, a working knowledge of property industry related, financial modeling and or investment analysis methodologies and tools, ability to conduct cost estimation on small, large and mega projects, the ability to project life cycle costing in support of property and projects- related feasibility studies. Capital budgeting techniques and development of capital breakdown structures. Develop innovative financing methods applicable to government, working knowledge of applicable government legislation, regulation, rates and indices will be an advantage. Knowledge of contract building law and property law to the extent applied in the profession. Technical consulting, Programme and Project Management. Financial management and Knowledge of the Leasing environment. PFMA, National Treasury guidelines on funding and MTEF cycles will also serve as an added advantage.
- DUTIES :** **Be part of a dynamic team in relation to the following;**
- Apply the policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. The candidate will be required to interpret, analyze and utilize property, indicators, benchmarks, property market trends, client accommodation needs and asset values in addition to using inputs from a multidisciplinary professional team to perform property investment analysis and life cycle costing, for new construction, refurbishment, replacement and leasing and disposal of immovable assets. Identify technical and functionality solutions and market trends and risk for specified portfolio and project solutions, conduct cost benefit and risk return assessments for the government's new and existing property portfolio, Assess the financial and socio-economic benefits for all property investment/disinvestment option, make forecast on the performance of state fixed assets portfolio while considering micro and macroeconomic policies and impact thereof on state investment and property industry, conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management.
- ENQUIRIES :** Ms. Vuyo Sibeko Tel, (012) 406 1347 & Mr. Sifiso Ndaba Tel, (012) 406 1333
- APPLICATIONS :** The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Madiba (Vermuelen) & Bosman Street, Public Works House Building, Pretoria.
- ATTENTION :** Ms. VP. Manzini
- CLOSING DATE :** **23 October 2015**

