

## DIRECTOR: SPECIAL AND MAJOR PROJECTS

Salary: All-inclusive salary package of R819 126 per annum (total package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2015/11)

### Head Office (Pretoria)

**Requirements:** • A tertiary qualification in Project Management, the Built Environment or related qualifications with extensive experiences in the built environment • Registration as a Professional Project or Construction Manager with SACPCM will be an added advantage • A driver's licence • Willingness to travel. **Knowledge of:** • Financial administration processes and systems (WCS) • PMBOK Guidelines • Occupational health and safety • Client relations • Financial management

• Contract management • Programme and project management • Information management • Public Finance Management Act • Technical knowledge of the built environment • Construction regulations. **Skills:** • Management • Advanced report-writing • Advanced communication • Language proficiency • Analytical thinking • Facilitation • Strategic planning • Advanced interpersonal and diplomacy • Negotiation • Programme and project management • Conflict management • Decision-making • Motivational • Time management • Negotiation. **Personal attributes:** • Innovative • Creative • Financial administration • Liaison • The ability to work effectively and efficiently under pressure • The ability to meet tight deadlines while delivering excellent results • The ability to communicate at all levels • The ability to participate at an executive level • People orientated • The ability to establish and maintain personal networks • Trustworthy • Assertive • Highly motivated • The ability to work independently • Willingness to adapt work schedule in accordance with professional requirements.

**Duties:** • Manage the prioritisation of special and diplomatic projects of the Department • Provide inputs to Client Departments on conceptualisation of special major projects • Manage design, planning and documentation processes and milestones • Provide input for the departmental strategy formulation • Manage the appointment consultants • Manage contract progress to ensure compliance with approved programmes • Allocate project management resources • Formulate, manage and negotiate service level agreements • Collate and present project progress reports to the Committee • Manage scope of works within approved parameters of space and cost norms • Manage the project change management process • Ensure that final designs conform to departmental quality standards and client requirements • Manage the implementation of identified projects • Maintain relations with client departments • Provide progress and financial reports to client departments and the Chief Director: Professional Services • Manage the decentralisation of RAMP to Regional Offices • Ensure the implementation of RAMP in Regional Offices • Coordinate special projects in Regional Offices • Provide strategic support to RAMP activities • Develop holistic maintenance on RAMP programmes • Compile a consolidated report on RAMP activities • Manage project costs to ensure the delivery of projects within costs and budget • Receive, verify, process and make recommendations regarding consultant and contractor payments • Ensure timeous payment of service providers • Manage the maintenance of data integrity on WCS • Provide reports on Human Resources Management performance • Oversee development of staff (contracts, interns and permanent) • Monitor the budget and expenditure of the component • Manage, monitor and evaluate the performance of the Unit • Ensure capacity and sustainability of staff of the component • Provide reports on branch performance issues.

**Enquiries:** Mr N Vilakazi, tel. (012) 406-1175/1084

## DIRECTOR: PRESTIGE PROPERTY MANAGEMENT

Salary: All-inclusive salary package of R819 126 per annum (total package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2015/12)

### Pretoria Regional Office

**Requirements:** • A tertiary qualification in Property Management or other related field • Extensive experience in the property environment • Extensive experience in middle management • A driver's licence. **Knowledge of:** • Public Finance Management Act • Property economics • Government Budget procedures/timeframes • (MTEF) • Construction regulations • Business, accounting and financial systems • Financial administration processes and systems • Work Control System (WCS) • Basic Accounting System (BAS). **Skills:** • Effective communication • Advanced report-writing • Computer literacy • Planning and organising • Policy analysis and development • Problem-solving • Presentation • Advanced numeracy • Budgeting. **Personal attributes:** • Innovative • Creative • Hardworking • Self-motivated • The ability to work under pressure • The ability to communicate at all levels • Analytical thinking • Trustworthy • Willingness to adapt work schedule in accordance with professional requirements.

**Duties:** • Verify the client's request to make sure that it was forwarded via the Minister's office • Ensure that an acknowledgement letter is forwarded to the client informing them of the Project Manager assigned to the project, eg Interior, Technical • Attend client consultations to establish the need requirements for clients and guide them according to the Ministerial Handbook • Provide a report to clients on progress regarding the project in execution and provide timeframes • Ensure a completion letter is forwarded to the client informing them that the project is completed • Issue procurement instruction and pre-design information to Project Managers • Interact with Project Managers regarding Prestige projects • Liaise with Interiors, Technical Maintenance and Inspector with regard to scheduling of appointments with clients • Liaise with Project Managers on progress per project • Schedule meetings with all internal role-players, clients and consultants for a briefing meeting with Project Managers • Coordinate meetings with executing units and service providers within DPW • Liaise with Finance and Provisioning for issuing of orders and payments to service providers • Liaise with ECDP for contractors on the Prestige database • Optimise Prestige helpdesk as a central point of lodging complaints • Ensure accurate updated Prestige Asset register and Spreadsheet for projects • Use Sub Bid Committee to expedite furniture purchasing • Manage, coach and monitor performance of subordinates • Arrange bilateral meetings with Prestige clients • Liaise with the Office of the Presidency for the use of Union Building grounds by State departments and private institutions.

**Enquiries:** Mr M Sazona, tel. (012) 406-1963/1322

**Note:** It will be expected of the successful candidates to undergo a competency assessment and sign a performance agreement.

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. People with disabilities are encouraged to apply. ♿

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 SAQA. Recognition of prior learning will only be considered upon submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted.

Please forward your application, quoting the relevant reference number, to: The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or hand deliver at Central Government Offices Building, cnr Madiba (Vermeulen) and Bosman Streets, Pretoria, for attention: Ms N Mudau.

Closing date: 6 March 2015



**public works**

Department: Public Works  
REPUBLIC OF SOUTH AFRICA