

DEPARTMENT OF PUBLIC WORKS



The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

- CLOSING DATE** : 27 February 2015
- NOTE** : 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 an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next 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 on 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. People with disabilities are encouraged to apply

MANAGEMENT ECHELON

- POST 05/86** : **DIRECTOR: COMPUTER AUDITS REF NO: 2015/08**
- SALARY** : All inclusive salary package of R 819,126 per annum (Total package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Head office (Pretoria)
- REQUIREMENTS** : A B Com degree or equivalent qualification in Accounting, Auditing, Internal Auditing, Information Systems or Computer Science. Extensive appropriate experience in auditing at managerial level. Should have CIA/CISA qualification or advanced study towards such. Membership with the Institute of Internal Auditors (IIA) /Information Systems Audit and Control Association (ISACA). Knowledge of Standards for Professional Practice of Internal Auditing (SPIIA) / General Standards for Information Systems (SAICA) Knowledge of Accounting and Auditing Principles, Public Finance Management Act ,1999 (Act 1 of 1999) (PFMA), Treasury Regulations, COBIT/ COSO framework and King Report on corporate governance, as well as other relevant Public Service Laws and Regulations. Knowledge and experience of TeamMate software and ACL will be an added advantage. Excellent verbal and written communication skills The ability to manage multiple projects Proven skills in leading and managing teams to achieve higher levels of efficiency The ability to work under pressure for extended periods of time. A valid driver's license and should be willing to undergo security clearance.
- DUTIES** : Management of the Internal Audits Head Office and Computer Audits Component. Monitor and ensure that the Internal Audit Activity's objectives are in line with the Activity's strategic goals and those of the Department. Implement the audit approaches and methodologies for Internal Audit activity Identify critical risks from the Department's Risk Management plan that require Internal Audit Activity focus. Develop risk based three year and annual Internal Audit Plans. Review audit reports and supervise implementation and follow up of audit findings. Coordinate work of internal and external auditors .Develop policies and procedures to guide audits and audit staff .Ensure the Internal Audit Activity's compliance with all the applicable statutory requirements, Acts and professional practices and standards .Effective participation in Audit Committee activities .Management of Financial and Human Resources within the Directorate.
- ENQUIRIES** : Ms T. Tukisi, tel. (012) 406 1334.
- APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria
- FOR ATTENTION** : Ms N.P Mudau
- NOTE** : It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement.

OTHER POSTS

- POST 05/87** : **ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: 2015/09**
- SALARY** : R183 438 per annum
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree in Security Management or related security qualifications. Relevant experience in Security Management. Knowledge: MINIMUM Information Security Standard (MISS) Act, Minimum Physical Security Standard, knowledge of security systems will be an added advantage. Skills: Effective communication; Report writing; Basic numeracy; Demonstrative computer literacy; Interpersonal relations; General office administrative and organisational skills. Personal Attributes: willing to travel on regular basis, good writing and analytical skills, Resourceful; Creative; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Trustworthy; Punctuality; Hard-working; Self-motivated; Ability to work independently.
- DUTIES** : The improvement of the effectiveness of physical security conditions within the department ,provide effective and efficient security administrative support services; assist in the management of the in-house security and contract security personnel, -perform office administrative activities; liaise with stakeholders relevant to the office; prepare documentation for meetings, presentations and reports; organise office logistical matters; act as general receptionist; make required transport, travel and accommodation arrangements. Provide effective and efficient clerical support services-administrate office correspondence, documents and reports; administer manager's diary and co-ordinate office activities; organise meetings and workshops, and document record thereof; draft and type correspondence and documents; manage the flow of information and documents in the office; manage communication to and from the office; processing of forms and documents related to claims, payments, invoices and consultant fees relevant to the office.
- ENQUIRIES** : Ms L Phahladira, Tel: 012 406 1650
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or Central Government Offices Building, Corner of Vermeulen (Madiba) and Bosman Streets, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- POST 05/88** : **ADMINISTRATIVE OFFICER: REGISTRY REF NO: 2015/09**
- SALARY** : R183 438 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : Three year tertiary qualification in office/archive: administration, Customer care, provisioning management and public administration. Knowledge of or extensive experience in the registry environment. Good communication skills. Ability to work under pressure and function as a team leader. Ability to identify, classify and manage large variety of official documents and to manage logical filing system. Knowledge of the State's registry policies and procedures.
- DUTIES** : Manage the registry section. Train and supervise subordinates. Performances manage the subordinates. Manage postal services, faxes, filling, photocopies, switchboard and messenger services.
- ENQUIRIES** : Mr. V.M Mbukushe, Tel. (013) 753 6399
APPLICATIONS : All Nelspruit Regional Office Applications to: The Regional Manager, Department of Public Works, Private Bagx11280, Nelspruit 1200,
- FOR ATTENTION** : Mr E Nguyuzza