

**DEPUTY DIRECTOR:  
BILLING AND REVENUE MANAGEMENT**

**Salary: All-inclusive salary package of R674 979 per annum  
(total package to be structured in accordance with the rules of the Middle  
Management Service) (Ref. 2015/107)**

**Head Office**

**Requirements:** • 3-year tertiary qualification in Accounting or Financial Management • Appropriate relevant experience in the Financial Management environment with a proven record of managing a team • Computer literacy (advanced skills in Excel) • Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations • Proven communication and interpersonal skills at all levels • Extensive involvement in the application of costing models, management of revenue as well as debt management • Knowledge of financial system.

**Duties:** • Ensure that all clients are billed accurately and timeously • Ensure that payments received are allocated correctly • Develop costing techniques to adequately implement cost recovery • Ensure compliance, implementation and maintenance of PFMA, GAAP, GRAP and Treasury Regulations in the relevant regions • Improve debt collection by ensuring that all money due and payable to the PMTE in respect of leases, municipal services, State-owned accommodation and projects are collected efficiently and promptly • Oversee and monitor the implementation and enforcement of the debt collection process, policy and procedures in order to improve efficiency of the PMTE's debt collection mechanisms • Report monthly progress updates to management and analyse the departmental financial and general operating information to identify trends and opportunities for business improvements • Ensure that all reports meet the required standard for submission to relevant stakeholders • Proactively maintain relationships with customers and stakeholders • Monitor the age analysis report on a monthly basis according to the billing/invoicing cycles • Respond to all audit queries in the directorate and gather information to resolve the audit queries • Ensure effective use of the resources allocated to the unit • Coach and develop personnel within the component.

**Enquiries:** Ms S Ngamlana, tel. (012) 406-1221

**DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**

**Salary: All-inclusive salary package of R674 979 per annum (total package to be structured in  
accordance with the rules of the Middle Management Service) (Ref. 2015/108)**

**Cape Town Regional Office**

**Requirements:** • 3-year tertiary qualification in SCM/Logistics and Finance • Appropriate and relevant experience in procurement, provisioning and logistics • Knowledge of and experience in procurement systems applicable to the Public Service • Ability to implement systems and exercise control to ensure sound financial management • Tactful and resolute negotiator • Understanding of the PFMA, tender legislation and other relevant Government regulations and policies • Sound analytical and problem-solving abilities • Excellent supervisory and communication skills • Computer literacy • Working knowledge of the transversal systems of Government ie LOGIS, WCS, PMIS and BAS system. NB: It is of the utmost importance that applicant's behaviour should be ethically correct at all times • Valid driver's licence.

**Duties:** • Maintain sound procurement systems in compliance with Government legislation, departmental guidelines and policies • Maintain an approved database of suppliers for all goods and services that the Regional Office requires • Manage the tendering procurement and provisioning procurement of goods and services • Manage approved goods and services contracts and ensure performance in terms of the said contracts • Develop a risk management plan for SCM • Develop and implement audit intervention plans to ensure non-recurrence of audit queries in the office • Ensure proactive management and tracking of tenders and quotations for goods and services • Ensure effective logistic support services by managing record management services, stores, IT support services and creditors payments • Provide regular status/progress report to management highlighting procurement trends, problems, risks, deviation, delays and make appropriate recommendations for improvements • Communicate and liaise with other role-players.

**Enquiries:** Ms N Kani, tel. (021) 402-2087

**DEPUTY DIRECTOR: (EPWP) TECHNICAL SUPPORT - GAUTENG**

**Salary: All-inclusive salary package of R674 979 per annum (total package to be structured in  
accordance with the rules of the Middle Management Service) (Ref. 2015/109)**

**Head Office**

**Requirements:** • 3-year tertiary qualification in Civil Engineering with appropriate relevant experience • Knowledge of construction industry and/or project management, labour-intensive methods of construction • Knowledge of the structure and functioning of the Department and Government • Ability to communicate at all levels • Valid driver's licence.

**Duties:** • Provide technical support to municipalities to ensure implementation of EPWP projects in the infrastructure sector by providing assistance in the following: \* Selecting suitable projects, design of projects \* Promoting the use of labour-intensive methods \* Setting targets \* Developing EPWP municipal policies • Liaise with various stakeholders such as Provincial Departments of Local Government, South African Local Government Association (SALGA) and Development Bank of Southern Africa Siyenza Manje programme to ensure that adequate technical support is provided to municipalities in the implementation of EPWP • Provide assistance to Municipalities in quarterly reporting on the EPWP reporting system • Provide assistance on the implementation of the EPWP Integrated Grant • Compile provincial technical support reports.

**Enquiries:** Mr O Tiya, tel. (012) 492-1408

**DEPUTY DIRECTOR: (EPWP) SOCIAL DEVELOPMENT SPECIALIST**

**Salary: All-inclusive salary package of R674 979 per annum (total package to be structured in  
accordance with the rules of the Middle Management Service) (Ref. 2015/110)**

**Mmabatho Regional Office**

**Requirements:** • 3-year tertiary qualification in Social Sciences, Public Administration or Development Studies and any appropriate relevant experience • Postgraduate qualification in any of the above will be an added advantage • Knowledge of Government Development Agenda, Government Social Programmes, Public Finance Management, Auditor-General processes, National Skills Development and Skills Development Strategy, Advanced Programme, Project Management and Project Facilitation • Computer skills • Decision-making skills • Management experience at Assistant Director level or equivalent • Valid driver's licence.

**Duties:** • Provide project management support to public bodies implementing social development programmes and projects • Ensure that project plans are developed and submitted on time in compliance with national planning processes • Work closely with provincial DSD to accelerate the roll out of Social Sector programmes so that the provincial targets are achieved • Mobilise involvement of more provincial Social Sector departments to expand participation in the EPWP • Assist implementing bodies to develop EPWP-aligned business and operational plans to access requisite equitable share and incentive grant allocations for EPWP implementation • Facilitate training of sector EPWP beneficiaries through programme equitable share allocations and the NSF • Facilitate relevant SETA support for training of sector beneficiaries • Assist the province to design and implement relevant exit approaches for beneficiaries • Ensure compliance of the sector reports to EPWP requirements • Facilitate monitoring and evaluation of social impacts of EPWP on the lives of sector beneficiaries.

**Enquiries:** Ms P Lukwago-Mugerwa, tel. (012) 492-1425/6

**DEPUTY DIRECTOR: (EPWP) VUK'UPHILE LEARNERSHIP PROGRAMME**

**Salary: All-inclusive salary package of R674 979 per annum (total package to be structured in  
accordance with the rules of the Middle Management Service) (Ref. 2015/111)**

**Head Office**

**Requirements:** • 3-year tertiary qualifications within a Built Environment field of study with extensive relevant construction industry experience • Ability to communicate at all levels, particularly at executive level • Sound analytical and problem identification and solving skills • Ability to meet tight deadlines whilst delivering excellent results • Knowledge of project management and construction management • Knowledge of labour-intensive methods of construction • Knowledge of the structure and functioning of the Department and Government • Valid driver's licence.

**Duties:** • Effectively manage and coordinate the Vuk'uphile Programme for particular public bodies • Identify and recruit potential public bodies that can partner to implement the Vuk'uphile Programme • Assist in the provision of effective mentorship and training to the participants in the Vuk'uphile Programme • Assist in ensuring that learnership or contractor development projects are implemented and carried out according to EPWP policies and guidelines • Compile and submit updated reports on progress made • Compile and submit contractor assessment reports • Effectively monitor and report on the implementation of Vuk'uphile Programme for particular participating public bodies • Assist in developing and implementing innovative implementation, funding and quality assurance models for the Vuk'uphile Programme • Liaise with all relevant stakeholders to ensure their buy-in and participation on the Vuk'uphile Programme for particular public bodies.

**Enquiries:** Mr T Mackaukau, tel. (012) 492-1450/1/2

**DEPUTY DIRECTOR: (EPWP) EVALUATION AND RESEARCH**

**Social and Environment and Culture Sectors**

**Salary: All-inclusive salary package of R674 979 per annum (total package to be structured in  
accordance with the rules of the Middle Management Service) (Ref. 2015/112)**

**Head Office**

**Requirements:** • 3-year tertiary qualification in Social Sciences/Statistics or related qualification • Experience in evaluation and research • Knowledge of Local Government and Non-State entities protocol, Public Finance Management Act, EPWP strategic goals, financial management, policies and regulations • Strong research and statistical analysis • Effective communication (verbal and written) skills • Knowledge of and skills in computers and competency in statistical packages eg STATA, SPSS • Advanced report-writing skills • Effective management, sound analytical, problem identification and solving skills • Valid driver's licence.

**Duties:** • Plan and implement evaluation studies as per the Evaluation Plan • Commission evaluation (process, outcome and impact) studies as per the Evaluation Plan • Oversee EPWP performance evaluations undertaken • Communicate evaluation findings to all stakeholders • Analyse EPWP quarterly data, identify trends and prepare reports per Sector and produce specific progress reports against set targets • Analyse secondary data to determine the impact of the programme • Conduct sector-specific and cross-cutting research for the EPWP programme • Disseminate programme results through workshops and forums.

**Enquiries:** Ms K Zantsi, tel. (012) 492-3014

**DEPUTY DIRECTOR: PORTFOLIO PERFORMANCE  
AND MONITORING (JUSTICE AND OTHERS)**

**Salary: All-inclusive salary package of R674 979 per annum (total package to be structured in  
accordance with the rules of the Middle Management Service) (Ref. 2015/113)**

**Head Office**

**Requirements:** • 3-year tertiary qualification in Asset (immovable)/Property Management/Construction or related field with appropriate experience in Asset (immovable)/Property Management • Knowledge of asset (immovable) management, property management, Government Immovable Asset Management Act, 2007, Public Finance Management Act, 1999, Treasury Regulations, property-related legislation and project management • Problem-solving skills • Planning and organising skills • Strategic planning skills • Time management skills • Computer literacy • Facilitation skills • Report-writing skills • Feasibility analysis skills • Analytical thinking • Good communication skills • Interpersonal skills • Goal and solution orientated • Assertiveness • People and client orientated • Team player • Innovative • Ability to adapt work schedule in response to operational requirements • Willingness to travel and driver's licence.

**Duties:** The incumbent will be responsible for immovable asset management functions within the Department with the following key result areas in accordance with the approved Strategic Plan, Annual Performance Plan and Business Plan: • Develop and review property strategies • Assist with the development and review of Custodian Asset (immovable) Management Plans • Develop Implementation Programmes to address user departments and custodian's accommodation requirements • Programme management • Assess the performance of assets (immovable) • Prioritise investment solutions in line with life cycle asset (immovable) management principles • Exercise custodial activities on assets (immovable) • Develop asset (immovable) management policies, strategies and guidelines • Provide management support to the unit/section.

**Enquiries:** Ms M Mabaso, tel. (012) 406-1923/4

**ASSISTANT DIRECTOR:  
ACCOUNTS RECEIVABLE FINANCIAL ACCOUNTING**

**Salary: R361 659 per annum (Ref. 2015/114)**

**Head Office**

**Requirements:** • 3-year tertiary qualification in Financial Accounting or Management coupled with appropriate extensive experience • Knowledge of the Public Finance Management Act, Treasury Regulations, financial administration, finance directives and procedures, business, accounting and financial systems, legal framework for the recovery of monies and Service Level Agreements • Accounting skills • Organising skills • Decision-making skills • Problem-solving skills • Interpersonal skills • Diplomacy • Ability to follow a proactive and creative problem solving approach • Communication skills • Computer literacy • Innovative • Creative • Trustworthy • Hardworking • Self-motivated • Ability to work well under pressure • Ability to communicate at all levels • Analytical thinking • Conflict resolution skills • Facilitation skills • Integrity • Research skills.

**Duties:** • Manage, coordinate and execute all financial processes in respect of accounts receivable • Reconcile receivables on a monthly basis • Administer all assets and liabilities relating to accounts receivable • Interface accounting, business and financial systems for reconciling reports • Inform debtors of monies due by dispatching invoices • Coordinate accounts receivable in terms of Service Level Agreements • Inform Regional Offices regarding payments received • Reconcile debtors against income • Liaise with Legal Services and Tracing Agents for the institution of legal action against debtors for monies outstanding • Arrange for interest or non-interest bearing payments by staff (in or out of service) • Provide recommendations to Legal Services with regard to the writing off of debt • Effectively manage the Sub-directorate • Manage human resources-related matters in the section • Ensure the implementation and compliance with the Public Finance Management Act (PFMA) and Generally Recognised Accounting Practices • Maintain a good working relationship with customers and stakeholders • Ensure effective utilisation of resources allocated • Ensure safe keeping of all documents regarding the accounts receivable reports • Address audit queries • Attend to requests.

**Enquiries:** Ms S Pool, tel. (012) 406-1688.

**ASSISTANT DIRECTOR: PAYMENTS COMPLIANCE**

**Inspectorate & Compliance**

**Salary: R289 761 per annum (Ref. 2015/115)**

**Head Office**

**Requirements:** • 3-year tertiary qualification in Finance with appropriate working experience in finance and/or supply chain management • Knowledge of financial prescripts (GAAP and GRAP standards), international standards and property industry • Working knowledge of Government financial systems (BAS, PERSAL, PMIS & LOGIS) • Valid driver's licence • Knowledge of and understanding of the PFMA, Treasury Regulations and Supply Chain Management Framework • Problem-solving and decision-making skills • Ability to work under pressure and meet deadlines • Computer literacy (MS Word, Excel, PowerPoint and Outlook) • Numerical, analytical, reporting and financial skills • Assertiveness, accuracy and attention to detail • Willingness to travel and work irregular hours.

**Duties:** • Monitor whether finance and supply chain objectives are consistent with Government's broader policy • Ensure that the Departmental SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts • Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes • Review and provide inputs for the updating of SCM standard operating procedure manual and delegations document and policy for the Department • Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury • Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis • Identify possible and emerging risks in SCM and update the risk register • Consolidate the registers of unauthorised expenditure, irregular expenditure and fruitless and wasteful expenditure from the Regional Offices and submit to the National Treasury on a monthly basis • Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties • Make follow up on cases of financial misconduct referred for investigations • Supervise staff and employment related-processes.

**Enquiries:** Mr S Seaka, tel. (012) 406-1871

**ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING**

**Salary: R361 659 per annum (Ref. 2015/116)**

**Head Office**

**Requirements:** • 3-year tertiary qualification in Financial Management with Accounting as one of the major subjects • Adequate experience in budget planning and control ideal for an organisation such as the National Department of Public Works • Computer literacy with more emphasis on MS Excel, Word and PowerPoint • Sound knowledge of computerised accounting and personnel administration systems as used in an organisation, Public Finance Management Act; Treasury Regulations as well as any policy framework governing all budget planning and control processes in Government • Excellent communication and interpersonal skills • Analytical skills • Ability to work under pressure and to meet set deadlines.

**Duties:** • Assist in co-coordinating inputs for the compilation of the Estimates of National Expenditure (ENE) • Assist in compiling consolidated reports for various budget processes (such as Medium-Term Expenditure Framework, Early Warning System, Adjustment Estimates, Monthly and Quarterly reports, etc) • Prepare submissions to National Treasury for various budget purposes and coordinate internal budget submissions • Assist with budget allocations and expenditure management • Support the regions with budgeting and expenditure management • Assist in preparing capacity building programmes on budget planning and control • Make arrangements for departmental workshops/meetings on budgeting • Liaise with the Budget Analyst within the Directorate to facilitate the flow of budget information for purposes of consolidation and reporting.

**Enquiries:** Mr S Abdool, tel. (012) 406-1414

**Note:** 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 hear from us within the next 2 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. No faxed or e-mailed applications will be accepted

**Please forward your application, quoting the relevant reference number, to the following addresses:**

**Head Office:** 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.

**Cape Town Regional Office:** The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town 8000, for attention: Ms E Booysen or Ms N Mtsulwana.

**Mmabatho Regional Office:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho 2735, for attention: Mr T Oagile.

**Closing date:** 2 October 2015 at 16:00



public works

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