

## DEPUTY DIRECTOR: EPWP TRAINING (WESTERN CAPE)

•Ref. No.: 2015/142 •Centre: Cape Town Regional Office

•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)

**Requirements:** •A three-year tertiary qualification in Human Resource Development or a related qualification •Relevant experience in training management and co-ordination •Computer literacy •Knowledge and understanding of training legislation in South Africa as well as community development •A valid driver's licence and the willingness to travel and work irregular hours •Good decision making, reporting, project management, facilitation and analytical skills.

**Duties:** •Ensure EPWP public bodies mainstream and access training for EPWP beneficiaries •Manage allocated training budget as requested •Process training applications and approvals as well as manage the contracts for training •Co-ordinate and report on training activities •Troubleshoot training challenges between the implementing bodies, founders and training providers •Participate in relevant training and skills development forums •Monitor training activities to ensure a high standard of training on EPWP projects •Provide leadership and management to training team.

**Enquiries:** Mr M. Gusha, tel. 021 402 2164.

## DEPUTY DIRECTOR: YOUTH DEVELOPMENT

•Ref. No.: 2015/143 •Centre: Head Office

•Salary: All-inclusive salary package of R569 538 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

**Requirements:** •A three-year tertiary qualification in Social Sciences or a related field •Appropriate experience in research, monitoring and evaluation •Knowledge of policy interpretation and analysis; research; monitoring and evaluation; and the Public Finance Management Act (PFMA) and Treasury Regulations •Skills in project management; report writing; strategic thinking; problem solving; decision making; interpersonal relations; and presentations •Willingness to adapt work schedule in accordance with professional requirements.

**Duties:** •Co-ordinate, monitor and evaluate youth development mainstreaming, nation building programmes and children's rights advocacy within the department and implementing agencies •Develop specific strategies on youth development •Influence policy processes to be biased towards youth development •Mobilise stakeholders to enhance youth development policy and programmes •Conduct research •Compile reports on youth development and children's rights •Facilitate workshops and other related engagements with business units in relation to youth development and children's rights •Initiate and facilitate specific departmental flagship youth development programmes •Participate in youth development and children's rights inter-departmental committee structures.

**Enquiries:** Ms M. Nefhere, tel. 012 406 1068.

## SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6)

•Ref. No.: 2015/144 •Centre: Kimberley Regional Office

•Salary: All-inclusive salary package of R592 806 - R886 107 per annum

**Requirements:** •A tertiary qualification (LLB) with at least eight years appropriate post-qualification experience or eight years experience as an in-house legal advisor or legal/contract administrator •Must be prepared to travel on an ad hoc basis and willing to adapt work schedule in accordance with professional requirements •A valid driver's licence •Knowledge: specialised knowledge of law of contracts and general administration of contracts within an organisational context •Legal research and professional legal assistance •In-depth knowledge of the Framework for Supply Chain Management (Regulations in terms of the Public Finance Management Act), Code of Conduct for Supply Chain Management Practitioners, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, State Information Technology Act, Public Service Act, Public Service Regulations and other relevant legislation •Skills: Thorough and proven legal drafting, communication and presentation •Sound analytical, problem identification and solving •Language proficiency •Maintenance of confidentiality of information •Computer literacy •Relationship management •Decision-making skills •Interpersonal and diplomacy •Motivational •Negotiation.

**Duties:** •Manage Departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents on respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents (contracts, guarantees, etc.); and engage with Legal Services and Contract Administration, Head Office, as and when required) •Ensure the extent and effectiveness of managed contracts and related legal matters •Ensure the extent and effectiveness of the safety and integrity of legal records •Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters •Implement and monitor delegated powers as required by National Treasury and the PFMA •Conduct research and provide professional legal assistance, advice and support •Draft and verify legal documents •Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services, regarding litigation and arbitration in which the Department is involved •Provide an advisory and supportive role to Project Managers and the Regional Office •Ensure the extent and effectiveness of advice, guidance and opinions provided •Ensure the extent of compliance with related standards •Ensure the extent and effectiveness of legal assistance provided.

**Enquiries:** Ms M.S. Moholo, tel. 053 838 5202.

## ASSISTANT DIRECTOR: BUDGETS FINANCE AND SCM

•Ref. No.: 2015/145 •Centre: Kimberley Regional Office •Salary: R361 659 per annum

**Requirements:** •A three-year tertiary qualification in Accounting, Finance or Economics and appropriate budgeting experience •Knowledge of PFMA, Treasury Regulations, guidelines and directives (MTEF, IYM, ENE and adjustment estimates) and transversal systems applicable in the Public Service will be an advantage •Ability to implement systems and exercise control to ensure sound financial management •Proven financial and strong verbal and written communication skills •Sound analytical, statistical and problem solving skills •Computer literacy, especially working with spreadsheets and report writing •A valid driver's licence will be an added advantage.

**Duties:** •Manage as well as perform the budget process and functions for the regional office including Medium Term Expenditure Framework inputs, monthly financial analysis, expenditure projection and cash flow reports •Analyse, co-ordinate and prepare budget inputs •Monitor the expenditure trends and ensure correct allocation of expenditure •Review budget to ensure that the required financial procedures are adhered to and ensure effective financial management •Ensure that budget estimates or proposals are complete, accurate and conform to established procedures, regulations and Departmental objectives •Analyse the Department's financial and general operating information to identify trends, strategies, service delivery indicators and opportunities •Support Accounting Officers and other officials in the execution of their business activities •Prepare and provide financial information to the relevant stakeholders.

**Enquiries:** Mr P. Mathinye, tel. 053 838 5313.

## ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

•Ref. No.: 2015/146 •Centre: Durban Regional Office •Salary: R361 659 per annum

**Requirements:** •A three-year tertiary qualification in Supply Chain Management or equivalent qualification in the relevant field, plus substantial administrative experience in Supply Chain Management •Experience in and knowledge of the PFMA, National Treasury Regulations, PPPFA, BBBEE, etc. •Good communication skills •Computer literacy •The ability to work in teams and independently •Willingness to go the extra mile to ensure delivery of services within the required period •The ability to work under pressure.

**Duties:** •Manage supply chain management (procurement) functions •Ensure the implementation of policies •Procure directives or delegations •Provide advice on supply chain management to bid committees and employees •Develop and maintain a database of service providers •Provide advisory and secretarial services (check quality of submissions to bid committees) •Ensure that the agenda for a bid is prepared and distributed in time •Undertake operational planning and work organisation for the unit •Manage the sectional budget •Co-ordinate and administer the bid and quotation process •Manage the staff of the unit •Check the correctness of minutes •Prepare weekly and monthly reports •Update the SCM systems for reporting purposes.

**Enquiries:** Ms C.N. Mthethwa, tel. 031 314 7151 / Ms B.V. Ngubane, tel. 031 314 7063.

## ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY OFFICER (ELECTRICAL) (2 POSTS)

•Centres: Port Elizabeth - Ref. No.: 2015/147A

and Nelspruit Regional Office - Ref. No.: 2015/147B

•Salary: R361 659 per annum

**Requirements:** •A three-year tertiary qualification in Property Management or equivalent and appropriate work experience in the field of electrical engineering •Extensive knowledge of HT Reticulation, electrical installations, wiring of premises, electrical designs and electrical equipment and machinery •Understanding of the OHSA and its regulations •Code of practice of South African National Standard and related prescripts and National Building regulations is vital •Good communication (verbal and written), computer literacy, interpersonal relations, incident investigation, report writing and presentation skills •A SAMTRAC NOSA qualification will serve as an advantage •A valid driver's licence is essential.

**Duties:** •Ensure and enforce the implementation of the OHSA and its regulations within the region •Effective management of general administration and safety regulations •Ensure workplaces are certified with an electrical certificate of compliance •Compile a database for HT equipment •Conduct construction work site audits/inspections •Evaluate and monitor the level of compliance at workplaces •Conduct incident investigations •Effective management of HIRA •Research and improve existing systems •Facilitate information sessions/training •Compile and conduct presentations •Provide technical advice to client departments •Prepare H&S specifications •Approve H&S plan and attend site meeting of departmental projects •Compile monthly/quarterly reports and make recommendations.

**Enquiries:** Mr P.T. Mashiane, tel. 013 753 6308 (Nelspruit) or Mr J. Van der Walt, tel. 041 408 2003 (Port Elizabeth).

## ASSISTANT DIRECTOR: PROPERTY PAYMENTS (2 POSTS)

•Centres: Cape Town Regional Office - Ref. No.: 2015/148A

and Port Elizabeth Regional Office - Ref. No.: 2015/148B

•Salary: R361 659 per annum

**Requirements:** •A three-year tertiary qualification in Property Administration or equivalent qualification •A valid driver's licence •Computer literacy •Knowledge and understanding of the PFMA and other property related legislation •Relevant experience in the property industry •Good communication (verbal and written) skills •Good financial as well as interpersonal skills •Ability to manage stakeholders (i.e. Municipalities, client departments and private individuals).

**Duties:** •Be responsible for expenditure on properties through payments of rates and taxes, municipal services and incidental expenses •Implement property expenditure including rates, services and leased payments in the region •Implement long term strategies to contain municipal services •Efficiently implement management of property expenditure in line with market trends •Ensure sound property expenditure, management systems including minimisation of accounts payable to avoid fruitless, irregular and unauthorised expenditure •Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all properties •Ensure that all financial transactions for the four stages of the life cycle of the property asset are recorded and monitored in the PMIS •Be responsible for implementing strategies to ensure good audit reports •Supervise staff and manage their performance according to the PMIS.

**Enquiries:** Ms M. Madyira, tel. 021 402 2069 (Cape Town) or Mrs M. Mangia, tel. 041 408 2000 (Port Elizabeth).

## ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT

•Ref. No.: 2015/149 •Centre: Head Office •Salary: R361 659 per annum

**Requirements:** •A three-year tertiary qualification or an equivalent qualification preferably in the Behavioral Science or Industrial Psychology field and extensive relevant experience in Performance Management •Excellent communication (written and verbal) •Analytical skills •Interpersonal skill •Conflict resolution skills •High level of computer literacy specifically with regard to MS Excel, Word and PowerPoint •The ability to perform independently and under pressure are prerequisites for this post •Knowledge of the Skills Development Act and other related legislation and data analysis techniques will be an added advantage.

**Duties:** •Manage the Performance Management System for staff on Salary Level 1-12, SMS Members, HODs for specific identified Regional Offices and Head Office components in the Department •Provide support and advice, including training to the identified Regional Office/Line functions on the administration/application of the above mentioned systems in general and particularly during Workplan Development, Progress Reviews, Annual Appraisals and Processing of Performance Bonuses •Analyse trends on Performance Management, including data/statistics on gender, race, disability, salary level, etc. •Provide secretarial support to the Department Moderating Committees •Provide administrative support services to the Head of the Sub-Directorate.

**Enquiries:** Mr S. Mwanza, tel. 012 406 1300.

## ASSISTANT DIRECTOR: VETTING INVESTIGATOR (2 POSTS) SECURITY MANAGEMENT

•Ref. No.: 2015/150 •Centre: Head Office •Salary: R361 659 per annum

**Requirements:** •A three-year tertiary qualification in Security Risk Management or an equivalent qualification •Appropriate experience in vetting investigations •State Security Agency (SSA) Security Vetting Course and a valid driver's licence •A Top Secret security clearance will be an advantage •Knowledge and understanding of the relevant legislation related to Public service security, including Security Vetting, Minimum Information Security Standards, Disciplinary Procedures and National Information Security Policy, Risk and Threats management.

**Duties:** •Conduct in-depth investigations on the Department's officials, contractors and private companies •Arrange and conduct interviews with new staff and confirm references •Protect information obtained during interview processes •Obtain information from other resources and contacts •Ensure confidentiality of information collected •Conduct security clearances on newly hired staff •Brief/Inform subjects with regards to the vetting process •Compile vetting reports •File and manage vetting documents •Determine if information collected is relevant •Conduct administration of vetting in accordance with NIA norms •Assist in identifying risks and threats to the security of the departmental information •Make recommendations justified by the facts and ensure they comply with regulations •Report findings and recommendations to the supervisor •Monitor and report to management, cases of non-adherence to security policy source information on available technology regarding security related issues •Seek advice and guidance regarding vetting processes •Finalise the vetting process.

**Enquiries:** Mr R. Muthanyi, tel. 012 406 1629.

**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 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. No faxed or e-mailed applications will be accepted.

**Applications quoting the relevant reference number must be submitted as follows: HEAD OFFICE:** The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Central Government Offices Building, corner Vermeulen (Madiba) and Bosman Streets, Pretoria. **Attention:** Ms N.P. Mudau. **CAPE TOWN REGIONAL OFFICE:** The Regional Manager, Department of Public Works Private Bag X9027, Cape Town, 8000. **Attention:** Ms E. Booyesen or Ms N. Mtsulwana. **PORT ELIZABETH REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. **Attention:** Ms F. Clark. **KIMBERLEY REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. **Attention:** Ms L. Motlhalo. **DURBAN REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. **Attention:** Mr B.E. Mbatha. **NELSPRUIT REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. **Attention:** Mr E. Nguyuza.

**CLOSING DATE: 9 OCTOBER 2015 AT 16H00**

