

**NATIONAL PROJECT CO-ORDINATOR:
OPERATION BRING BACK (OBB)**

GOVERNANCE, RISK AND COMPLIANCE BRANCH

•Ref. No.: 2015/161 •Centre: Head Office •2 Year Contract Appointment

•Salary: R1 042 500 per annum (all inclusive package - total package to be structured in accordance with the rules of the Senior Management Service)

Requirements: •At least a relevant post-graduate Project Management qualification and PMBOK / Prince II / CAPM Certificate
•A minimum of 5 - 7 years experience at senior management level and proven project management skills •Demonstrate ability to manage timelines, quality and resources (human and financial) related to a large national project •Good interpersonal, organisational and communication skills •Good report writing and presentation skills •Analytical and innovative thinking abilities •Computer literacy in MS Office software •A valid driver's licence and willingness to travel extensively.

Duties: •The incumbent will be responsible for the following duties in the office of the Deputy Director-General: **Governance, Risk and Compliance:** •Plan, implement and manage Operation Bring Back (OBB) Projects through the National OBB Forum which includes the management of national and provincial custodians •Prepare and present OBB reports to the Department, ExCo and MinMec •Provide overall direction of the project •Convene the National OBB forum on a quarterly basis •Implement and manage the OBB Case Management Tool •Serve as a liaison between the National Department and the Provincial Departments, other state custodians and stakeholders i.e. SSA, SIU, DRDLR, Surveyor General, etc. **The incumbent will also be expected to render the following functions:** •Planning and Support functions encompassing charter development, milestone management, budget estimation and risk planning •Execution Assistance and Monitoring functions encompassing Issues Management, Scope Change Management, Project Communications Management and Programme/Project Reporting •Risk Management •Integration Management •Financial Management •Resource Management.

Notes: The appointment of the candidate will be subject to provision of contactable references in relation to past projects executed and a positive security clearance. All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement.

Enquiries: Mr I. Fazel, tel. 012 406 1681 / 1104.

**CHIEF ENGINEER: STRUCTURAL
PROFESSIONAL SERVICES**

•Ref. No.: 2015/162 •Centre: Durban Regional Office

•Salary: R809 988 to R926 139 per annum (all inclusive OSD package)

Requirements: •An appropriate Bachelor's degree in Civil/Structural Engineering (B.Eng or B.Sc. Eng) or equivalent qualification •6 years post-qualification experience as a Registered Professional Engineer •Compulsory professional registration with ECSA in the Civil discipline •A Government Certificate of competency in Civil Engineering as a Pr Eng or Pr Tech Eng will serve as an advantage •Good understanding of all relevant legislation and construction industry contracts, a well-developed attention to detail, engineering observations and design skills •Strong analytical and built environment skills •Good communication (verbal and written) and presentation skills •Preparedness to undertake training and mentoring of subordinates and young professionals •Thorough knowledge and experience related to civil/structural services in buildings •Knowledge, good understanding and competence in most facets of the practices, methods, techniques and the systems applied in the full spectrum of Structural Engineering •Experience in the application of the Occupational Health and Safety Act •A valid driver's licence.

Duties: •Manage the Sub-Directorate: Civil/Structural Engineering in the Directorate: Buildings •Compile specifications and schedules for all types of engineering structures and civil work on building projects •Apply and maintain norms, standards and cost matters relating to projects •Prepare Provincial Procurement submissions •Compile and check tender documentation for inviting tenders •Monitor performance of and exercise control over appointed consultants in connection with design and execution of work, as well as maintenance to existing structures and infrastructure, scrutinise and approve fee accounts of consulting engineers •Prepare, scrutinise and approve final accounts •Assist legal services with contractual matters relating to building contracts •Advise on the suitability of professional engineers for registration on the departmental roster of consultants •Mentor and ensure the registration of departmental professionals and technicians with the appropriate professional body.

Enquiries: Mr T. Mbhele, tel. 031 314 7119.

CHIEF ENGINEER: ELECTRICAL/MECHANICAL (GRADE A)

•Ref. No.: 2015/163 •Centre: Port Elizabeth Regional Office

•Salary: R809 988 to R926 139 per annum (all inclusive OSD package)

Requirements: •An appropriate Bachelor's degree in Electrical or Mechanical Engineering (B.Eng or B.Sc. Eng) or equivalent qualification •6 years post-qualification experience as a Registered Professional Engineer •Compulsory professional registration with ECSA in the Electrical or Mechanical discipline •A Government Certificate of competency in Electrical Engineering as a Pr Eng or Pr Tech Eng will serve as an advantage •Clear demonstration of good understanding and competencies in most facets of the practice, construction methods and techniques and systems applied in the full spectrum of the electrical / mechanical field as applicable in the building environment •A good understanding of all relevant legislation and construction industry contracts, a well-developed attention to detail, engineering observations and design skills •Strong analytical and built environment skills •Good communication (verbal and written) and presentation skills •Preparedness to undertake training and mentoring of subordinates and young professionals •Thorough knowledge and experience related to electrical / mechanical services in buildings (in the electrical environment it will extend to street and area lighting as well as HT and LT reticulation systems) •Knowledge of and experience in the application of the Occupational Health and Safety Act •A valid driver's licence.

Duties: •Develop, maintain and monitor the implementation of policies, standards and guidelines in the construction, operation and maintenance of electrical installations in State buildings and facilities •Represent the Department's interests at various stakeholder interactions in the electrical / mechanical engineering community •Provide input into the Department's operational agreements with their Clients regarding electrical / mechanical facilities •Ensure that the construction, operation and maintenance of electrical / mechanical installations in State Buildings and facilities comply with all the relevant legal requirements and Departmental technical standards •Undertake special investigations and incident management regarding electrical / mechanical installations •Provide technical support to the Department's Clients.

Enquiries: Mr E. Oosthuizen, tel. 041 408 2045.

**DEPUTY DIRECTOR: STRATEGIC PLANNING (3 POSTS) RE-ADVERTISEMENT
(36 months contract)**

•Ref. No.: 2015/164 •Centre: Head Office (Pretoria) •Salary: R569 538 per annum (all inclusive package)

Requirements: •A three-year tertiary qualification in Public Administration or equivalent qualification and experience in the field of strategic and business planning •Knowledge and understanding of the relevant public service legislative framework •Presentation skills •Communication and liaison skills •Co-ordination skills •Planning and organising skills •Analytical skills •Problem solving skills •Strategic capability and leadership skills •Monitoring and development evaluation skills •Client orientated and customer focus skills •Computer skills •Financial management skills •Research skills •Business and process facilitation skills •Managing people and change •Scenario planning •Thinking within the strategic environment. **Attributes:** •Integrity •Accuracy •Diplomacy •Assertiveness •Attention to detail •Ability to work under pressure •Ability to work within a team and independently.

Duties: •Facilitate the development of the Departmental strategic plan, annual performance plan with performance indicators, annual targets and quarterly targets in accordance with statutory requirements •Facilitate the development of operational plans for business units in the Department •Ensure the organisational alignment of strategic goals and objectives into operational plans and performance agreements •Co-ordinate inputs from various branches and evaluate •Assess and review the strategic management process •Facilitate the development and review of the Core Performance Indicators for the Sector •Facilitate the strategic planning sessions for the Department •Provide strategic planning support at Head Office and regional offices •Provide oversight and support the Department's Entities during the strategic planning process of Entities •Analyse information for strategic planning processes •Develop, maintain and update the strategic information portal for planning purposes •Prepare and submit the environmental scanning reports, which includes policy analysis and relevant Government policies •Assist with the reviewing of strategic areas within the Department •Attend to audit queries and implement action plans to address audit findings •Provide training and support to Head Office and Regional Offices on strategic business planning, government-wide planning and budgeting to ensure continuous improvement of performance information data and provide the necessary support to Branches.

Note: Candidates who applied previously are encouraged to re-apply.

Enquiries: Mrs A. Naicker, tel. 012 406 1178.

CONTROL WORKS MANAGER: BUILDING

•Ref. No.: 2015/165 •Centre: Nelspruit Regional Office •Salary: R361 659 per annum

Requirements: •A National diploma / degree and appropriate technical experience or an N3 certificate plus a completed Trade Test with 3 years technical experience in the built environment •A valid driver's licence •Computer literacy •Knowledge and understanding of the PFMA, the OHSA, National Building Regulations, the Environmental Conservation Act and the government procurement system •Willingness to travel and work irregular hours •Sound analytical and good communication (verbal and written) skills •Ability to work under pressure.

Duties: •Attend to day to day maintenance requests from clients •Compile scopes of work and prepare estimates and technical reports •Inspect and report on leased building •Inspect and report on optimum use of building equipment and installation •Ensure building works and drawings comply with the OHSA •Preparation of procurement documentation •Verify and certify invoices from contractors •Ensure effective and efficient management of the building management functions •Prepare and compile reports.

Enquiries: Ms M. Mokgohloa, tel. 013 753 6301.

CONTROL SCIENTIFIC TECHNICIAN: WATER CARE SCIENCE

PROFESSIONAL SERVICES

•Ref. No.: 2015/166 •Centre: Port Elizabeth Regional Office

•Salary: R343 317 to R392 547 per annum (all inclusive OSD package)

Requirements: •A National diploma in Water Care, Analytical Chemistry or an equivalent qualification •A valid driver's licence •Registration with SACNASP as a Certificated Natural Scientist •A minimum of 3 years post-qualification experience demonstrating a high level of competencies in sewage and water purification practices as well as sound knowledge of commercially available plants •A sound understanding of legislation pertaining to water and the environment as well as performance of analytical techniques for the analysis of water samples, handling of glassware and electronic laboratory equipment and the handling of purification plant equipment (pumps, dosing, siphons, distribution arms on bio-filters, aerators, mechanical screens, etc.) •Computer literacy •Good communication (verbal and written) and human relations skills •Technical problem solving, reasoning and persuasion abilities •Understanding of technology with regard to sewage and drinking water treatment processes •Working knowledge of the design and operational procedures of water care facilities will be of great advantage •Knowledge of the applicable legislative framework, i.e. the Water Act, the Water Service Act, the National Environmental Management Act and relevant Regulations, e.g. Blue and Green Drop.

Duties: •Schedule inspections on a monthly, quarterly and six-monthly basis •Sampling of sewage and drinking water purification plants, final effluent and plant components as necessary •Interpret the Operation and Maintenance Manual and built drawings •Operator training as necessary •Assessment of sewage and drinking water plants and the relevant processes •Evaluation of commercially available plants •Technical problem solving and analysis of final effluent •Perform calculations for determination of sludge age, dosage quantities, etc. from sewage and drinking water purification plants as well as report writing of compliance/non-compliance of plants •Liaise with the Chief Industrial Technician (Analytical Services).

Enquiries: Mr E. Oosthuizen, tel. 041 408 2045.

CHIEF CIVIL ENGINEER (GRADE A)

•Ref. No.: 2015/167 •Centre: Durban Regional Office

•Salary: R809 988 to R926 139 per annum (all inclusive OSD package)

Requirements: •An appropriate Bachelor's degree in Civil Engineering (B.Eng or B.Sc. Eng) or equivalent qualification •6 years post-qualification experience as a Registered Professional Engineer •Compulsory professional registration with ECSA in the Civil discipline •A Government Certificate of competency in Civil Engineering as a Pr Eng or Pr Tech Eng will serve as an advantage •A good understanding of all relevant legislation and construction industry contracts, a well-developed attention to detail, engineering observations and design skills •Strong analytical and built environment skills •Good communication (verbal and written) and presentation skills •Preparedness to undertake training and mentoring of subordinates and young professionals •Thorough knowledge and experience related to civil services in buildings •Knowledge of and experience in the application of the Occupational Health and Safety Act •A valid driver's licence.

Duties: •Provide technical support to Project Managers in evaluating effectiveness and/or efficiency of solutions offered by Consultants •Evaluate construction activities and ensure that the consultants design(s) are executed and performed to acceptable standards •Maintain operational agreements between Client Departments and the National Department of Public Works, ensuring compliance to the requirements of the relevant Acts •Investigate projects to determine the cause of non-compliance and failure(s) of specific designs and to offer solutions to address the problem(s) •Oversee that legal and environmental requirements are adhered to during the construction phase of projects •Interpret regulations, negotiate and establish the value of projects •Determine cost efficiency of civil engineering projects and life cycle costing.

Enquiries: Mr T. Mbhele, tel. 031 314 7163.

CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A)

•Ref. No.: 2015/168 •Centre: Nelspruit Regional Office

•Salary: R809 988 to R926 139 per annum (all inclusive OSD package)

Requirements: •A National Higher diploma in the Built environment field with a minimum of 6 years experience as a Registered Professional Construction Project Manager with the SACPCMP OR a B.Tech degree in the Built environment field with a minimum of 6 years experience as a Registered Professional Construction Project Manager with the SACPCMP OR an Honour's degree in any Built environment field with a minimum of 6 years experience as a Registered Professional Construction Project Manager with the SACPCMP •A valid driver's licence •Compulsory registration with the SACPCMP as a Professional Construction Manager upon appointment •Knowledge of programme and project management as well as project design and analysis •Knowledge of legal and operational compliance as well as the creation of a high performance culture •Candidates must have communication, problem-solving and analysis, decision making and conflict management skills.

Duties: •Monitor the performance of Project Managers under his/her supervision •Mentor, develop and offer technical support to improve their performance •Manage construction projects on his/her own, ranging from large scale capital projects, maintenance projects and service contracts •Ensure that the needs of the Clients are well interpreted into clear and manageable scopes of work •Procure the services of built environment Professionals through stipulated supply chain management processes •Co-ordinate the work of various Professionals to ensure the required design and documentation quality as well as delivery in accordance to project execution plans •Co-ordinate all internal resources required to ensure the bidding process for the appointment of Contractors •Ensure that appointed Consultants manage the quality of work within their professional scope and responsibility •Ensure that Contractors timeously receive all relevant specifications and details to construct •Adjudicate all applications of variation orders and extensions of time as well as make recommendations to the approving authority within the Department •Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously •Prepare and submit projects' performance reports to the Head of the Directorate •Secure all required funding for the projects through internal set processes •Ensure that project information is filed appropriately for easy access during audits •Cultivate a culture of good working relationships with fellow colleagues within the Department.

Enquiries: Mr P.T. Mashiane, tel. 013 753 6308.

CONSTRUCTION PROJECT MANAGER (GRADE A) (2 POSTS)

•Ref. No.: 2015/169 •Centre: Port Elizabeth Regional Office

•Salary: R552 489 to R595 185 per annum (all inclusive OSD package)

Requirements: •A National Higher diploma in the Built environment field with a minimum of 4 and a half years certified experience OR a B.Tech degree in the Built environment field with a minimum of 4 years certified managerial experience OR an Honour's degree in any Built environment field with a minimum of 3 years experience •A valid driver's licence •Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. **Technical Competencies:** •Programme and project management, project principles and methodologies, research and development •Creating high performance culture, technical consulting and professional judgment •Knowledge of legal compliance, technical report writing and computer-aided engineering applications. **Generic Competencies:** •Computer literacy, team leadership and analytical skills •Financial management •Innovative, customer focus and responsiveness •Planning and organising skills •Self-management, problem-solving and analysis, people management, change management and conflict management.

Duties: •Manage a portfolio of projects, ranging from large scale capital projects, maintenance projects and service contracts •Ensure that the needs of Clients are well interpreted into clear and manageable scopes of work •Procure the services of built environment Professionals through stipulated supply chain management processes •Co-ordinate the work of various Professionals to ensure the required design and documentation quality as well as delivery in accordance to project execution plans •Co-ordinate all internal resources required to ensure the bidding process for the appointment of Contractors •Ensure that appointed Consultants manage the quality of work within their professional scope and responsibility •Ensure that Contractors timeously receive all relevant specifications and details to construct •Adjudicate all applications of variation orders and extensions of time as well as make recommendations to the approving authority within the Department •Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously •Prepare and submit projects' performance reports to the Head of the Directorate •Secure all required funding for the projects through internal set processes •Ensure that project information is filed appropriately for easy access during audits •Cultivate a culture of good working relationships with fellow colleagues within the Department.

Enquiries: Mr E. Oosthuizen, tel. 041 408 2045.

CONTROL WORKS MANAGER: ELECTRICAL

•Ref. No.: 2015/170 •Centre: Port Elizabeth Regional Office •Salary: R361 659 per annum

Requirements: •A relevant recognised three-year Bachelor's degree/National diploma (or equivalent qualification in Electrical Engineering accompanied by proven technical experience or an N3 plus a Trade Test and 5 years technical experience in an electrical environment •A valid driver's licence •Computer literacy •Knowledge and understanding of PFMA, OHSA, National Building Regulations, the Environment Conservation Act as well as the Government Procurement System •Proven knowledge and understanding of estimating and scheduling techniques •Willingness to travel and work irregular hours •Sound analytical and good written and verbal communication skills.

Duties: •Manage and supervise the electrical works management component •Prepare comprehensive maintenance plans for all properties in the portfolio •Manage minor works, planned and unplanned maintenance requests from clients •Compile and prepare scopes of work, estimates and technical reports •Liaise with clients with regard to electrical-related matters •Effectively utilise electricity and certification of municipal accounts (monitor electricity consumption) •Ensure all tests of electrical installations have been carried out and a certificate of compliance has been obtained •Prepare tender documentation •Verify and certify invoices for contracts •Comply with OHASA •Ensure effective and efficient management of property management functions related to the electrical discipline •Prepare and compile monthly reports.

Enquiries: Mr M. Ntshona, tel. 041 408 2307.

CONTROL WORKS MANAGER: MECHANICAL

•Ref. No.: 2015/171 •Centre: Port Elizabeth Regional Office •Salary: R361 659 per annum

Requirements: •A relevant recognised Mechanical Engineering diploma or an N3 plus Trade Test certificate in Mechanical Engineering accompanied by 5 years proven Technical experience under technical maintenance working within the built environment •Working experience in air-conditioning, boilers, pumps, kitchen equipment, etc. •A valid driver's licence and computer literacy •Knowledge and understanding of PFMA, the OHSA, National Building Regulations and the Environmental Conservation Act as well as the Government procurement system •Proven knowledge and understanding of estimating and scheduling techniques •Willingness to travel •Candidates must have technical report writing, project management and financial administration skills •Registration with a Professional Body will serve as an advantage.

Duties: •Manage Work Managers and minor works, unplanned and day to day maintenance requests from clients •Compile and prepare scopes of work, estimates and technical reports •Compile and negotiate service level agreements with contractors •Verify and certify invoices from contractors •Manage updating of Asset Register •Comply with the OHSA and National Building Regulations as well as compile monthly reports.

Enquiries: Mr M. Ntshona, tel. 041 408 2307.

CHIEF ARTISAN

•Ref. No.: 2015/172 •Centre: Port Elizabeth Regional Office

•Salary: R297 372 to R340 002 per annum (all inclusive OSD package)

Requirements: •An appropriate degree / National diploma or N3 and proof of having passed a Trade Test plus 3 - 5 years relevant practical experience in technical and maintenance matters and 2 years managerial experience •Knowledge of the PFMA and the OHSA •A valid driver's licence.

Duties: •Effective supervision and management of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations •Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, monitor the removal of refuse and office furniture at state buildings, and attend maintenance related meetings with client departments •Assist with financial and procurement administration processes of workshops •Manage staff and yearly allocated budgets according to the PMDS and PFMA •Identify training needs •Leave management and personnel performance management •Compile reports on Workshop activities and related inputs when required.

Enquiries: Mr E. Oosthuizen, tel. 041 408 2045 or Ms R. Carolus, tel. 041 408 2327.

Note: 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 persons whose appointment will promote representativity 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. **NELSPRUIT REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. **Attention:** Mr E. Nguyuza. **PORT ELIZABETH REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. **Attention:** Ms F. Clark. **DURBAN REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. **Attention:** Mr B.E. Mbatha.

CLOSING DATE: 6 NOVEMBER 2015 AT 16H00