



## DEPUTY DIRECTOR: STRATEGIC PLANNING

•Ref.: 2015/153 •Salary: R569 538 per annum (all inclusive package) •Centre: Head Office

**Requirements:** •A three-year tertiary qualification in Public Administration or equivalent plus appropriate junior management experience in Strategic 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 in 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.

**Enquiries:** Mrs A. Naicker, tel. (012) 406 1178.

## LEGAL ADMINISTRATIVE OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR5)

LEGAL SERVICES AND CONTRACTS ADMINISTRATION

•Salary: All-inclusive OSD - R287 292 per annum

•Centres: Polokwane Regional Office - Ref.: 2015/154 A •Port Elizabeth Regional Office - Ref.: 2015/154 B

**Requirements:** •An LLB degree or equivalent with a minimum of 8 years post-graduate legal experience •Knowledge of and experience in the drafting of contracts and other legal instruments •Knowledge and understanding of Government procurement systems and processes •Specialised knowledge of the Framework for Supply Chain Management; PFMA; Treasury Regulations; PPPFA; CIDB Act and Regulations; PAJA Act and PAIA Act; Works Control System (WCS); Prescripts of the GCC 2004 (Engineering and Construction Works) and JBCC (Principal Building Agreement); Mandate and Functions of the Department; System and operations of South African courts of law; Interpretation of legislation; and Magistrate's Court Act and Rules as well as the Supreme Court Act and Rules •Drafting and interpreting skills •Communication and interpersonal skills •Maintenance of confidentiality of information •Language proficiency •Computer literacy (MS Office) •A valid driver's licence.

**Duties:** •Assist in the acceptance of bids and enter into contracts on behalf of the Department •Assist in safekeeping of guarantees and contract documents •Ensure completeness of contract documents for safekeeping •Provide information and access to documentation to auditors and project managers •Assist Regional Offices and Head Office in registering financial details of contractors •Facilitate the release of guarantees upon completion of construction projects •Extract information from the Works Control System (WCS) and interact/liaise with officials from other Departments and members of the public •Prepare techno-legal opinions and peruse and comment on a variety of legal documents to ensure that they are legally compliant •Obtain responses and/or clarifications from line functionaries on queries and questions raised by the State Attorney's Office •Ensure the effective administration of legal matters of the Department •Draft contracts and forward them for signature •Receive and peruse correspondence from various Offices of the State Attorney to ensure that they are in accordance with the instructions of the Department •Receive and peruse summonses served on the Department, consider the claims and forward them to the Office of the State Attorney with clear instructions on whether to settle or defend the claims •Assist the supervisor in the training and management of staff.

**Enquiries:** Ms G. Appels tel. (041) 408 2132 (Port Elizabeth) or Mr M. Mokweti, tel. (015) 291 6470 (Polokwane).

## ASSISTANT DIRECTOR: KEY ACCOUNT MANAGEMENT (DEFENCE AND OTHERS)

•Ref.: 2015/155 •Salary: R361 659 per annum •Centre: Kimberley Regional Office

**Requirements:** •A three-year tertiary qualification in the Built Environment, Property Management, Marketing, Commerce or equivalent in Administrative fields with appropriate experience in client relations •The ideal candidate should have strong strategic planning, programme management and client relations skills •An understanding of the various facets of the built environment and property industry is essential and must be knowledgeable in customer relations and marketing •Sound budgeting, project management and financial management skills •Ability to follow a hands-on, proactive and creative problem solving approach •Computer literacy, knowledge of PFMA and knowledge in WCS •Ability to work under pressure, think analytically, and be innovative and self-motivated •Good verbal and written communication skills •A valid driver's licence.

**Duties:** •The incumbent will be responsible for the Key Account Management as a contact point between the National Department of Public Works and assigned client departments •Assist with the consolidation and compilation of accommodation related information in reporting to the client •Ensure monitoring of and implementation programmes for leased accommodation, Capital works and planned maintenance services •Analyse and monitor expenditure levels in line with MTEF allocations •Render assistance to assigned client departments in appropriately formulate accommodation requirements, asset plans and budget •Ensure efficient turn-around times on strategic initiatives and programme related reports •Facilitate and minute regular forum meetings with client departments •Advise, interact and source information from client departments and departmental service providers •Assist with the implementation and management of Service Level Agreements •Give inputs towards the compilation and implementation of annual business plans for the Directorate •Ensure effective utilisation of all Government resources allocated to his/her unit •Coach and develop personnel reporting to him/her •The post will require official travelling and the incumbent must be willing and able to travel as and when required.

**Enquiries:** Ms P. Chabalala, tel. (053) 838 5206.

## ASSISTANT DIRECTOR: CORRECTIONAL SERVICES, SAPS OTHER (KEY ACCOUNTS MANAGEMENT)

•Ref.: 2015/156 •Salary: R361 659 per annum •Centre: Kimberley Regional Office

**Requirements:** •A three-year tertiary qualification in the Built Environment, Property Management, Marketing, Commerce or equivalent in Administrative fields with appropriate experience in client relations •The ideal candidate should have strong strategic planning, programme management and client relations skills •An understanding of the various facets of the built environment and property industry is essential and must be knowledgeable in customer relations and marketing •Sound budgeting, project management and financial management skills •Ability to follow a hands-on, proactive and creative problem solving approach •Computer literacy, knowledge of PFMA and knowledge in WCS •Ability to work under pressure, think analytically, and be innovative and self-motivated •Good verbal and written communication skills •A valid driver's licence.

**Duties:** •The incumbent will be responsible for the Key Account Management as a contact point between the National Department of Public Works and assigned client departments •Assist with the consolidation and compilation of accommodation related information in reporting to the client •Ensure monitoring of and implementation programmes for leased accommodation, Capital works and planned maintenance services •Analyse and monitor expenditure levels in line with MTEF allocations •Render assistance to assigned client departments in appropriately formulating accommodation requirements, asset plans and budget •Ensure efficient turn-around times on strategic initiatives and programme related reports •Facilitate and minute regular forum meetings with client departments •Advise, interact and source information from client departments and departmental service providers •Assist with implementation and management of Service Level Agreements •Give inputs towards the compilation and implementation of annual business plans for the Directorate •Ensure effective utilisation of all Government resources allocated to his/her unit •Coach and develop personnel reporting to him/her •The post will require official travelling and the incumbent must be willing and able to travel as and when required.

**Enquiries:** Ms P. Chabalala, tel. (053) 838 5206.

## ASSISTANT DIRECTOR: KAM (JUSTICE AND DEFENCE)

•Ref.: 2015/157 •Salary: R361 659 per annum •Centre: Port Elizabeth Regional Office

**Requirements:** •A three-year tertiary qualification in the Built Environment, Management Science, Commerce, Marketing, Property Management or Administrative fields with appropriate experience in Client Relations and/or the property industry •The ideal candidate should have strong planning, excellent programme management and client relations skills •An understanding of the various facets of the built environment and property industry is essential •Sound budgeting and financial management skills •Ability to follow a hands on proactive and creative problem solving approach and be team-orientated •Computer literacy with specific reference to MS Word, Excel, PowerPoint and Outlook and the ability to learn other management programmes •Ability to work under pressure, think analytically, and be innovative as well as self-motivated •Good verbal and report-writing skills •An understanding of the PFMA, relevant government regulations and policies •A valid driver's licence •Must be willing to work overtime.

**Duties:** •Render support as a contact between the National Department Public Works and assigned client departments •Assist with consolidation and compilation of accommodation related information in reporting to the client •Render assistance to assigned client departments in formulating their accommodation requirements and budgets as well as formulating their fixed asset plan (UAMP) in terms of GIAMA •Analyse and monitor expenditure levels in line with Budget allocations •Ensure efficient turnaround times on strategic initiatives and programme related reports •Co-ordinate and minute regular bilateral forums with client departments •Manage terms and conditions of MOU / SLA between NDPW and assigned client departments •Advise, interact and source information from client departments and departmental service providers •Ensure efficient management and development of personnel reporting to him/her •The post will require official travelling and the incumbent must be willing to do so as required.

**Enquiries:** Mr P. van Rensburg, tel. (041) 408 2325.

## ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT

•Ref.: 2015/158 •Salary: R361 659 per annum •Centre: Port Elizabeth Regional Office

**Requirements:** •A three-year tertiary qualification in Human Resources Management, Public Management or equivalent qualification •Practical knowledge of PERSAL •Extensive Human Resource Development/Training experience •Supervisory experience in the relevant field •Thorough knowledge and understanding of SDA, OHS Act, BCEA, PFMA, LRA, PSA, etc. •Conflict and mediation management skills •Good communication, presentation and facilitation skills •Computer literacy •A valid driver's licence.

**Duties:** •Advise and consult with line managers on Training and Development, Bursary and Performance Management issues •Pro-actively manage departmental training interventions •Maintain bursary administration, performance management and training and development databases •Facilitate the implementation of the Performance Management Development System in the region •Implement and maintain all HR development programmes, policies and interventions for the region •Report to Head Office and PSETA on training and development needs and programmes •Assist with the drafting of WSP •Compile monthly, quarterly and annual training reports •Lead sub-projects on organisational development interventions in the Region •Provide reports to Management and Head Office on bursary administration, training and development and Performance Management Development System compliance •Establish a functional Training and Development Committee in the Region •Represent the Regional Office at the National Training Committee.

**Enquiries:** Ms F. Clark, tel. (041) 408 2322.

## ASSISTANT DIRECTOR: KEY ACCOUNTS MANAGEMENT (PBA)

•Ref.: 2015/159 Salary: R361 659 per annum •Centre: Nelspruit Regional Office

**Requirements:** •A three-year tertiary qualification in the Financial or Administrative field and relevant experience in project budget administration as well as space planning and development •Budget, financial and programme management and administrative skills with specific reference to the capital works and maintenance budget and application of space planning norms as used by organs of state •Strong supervisory abilities and strategic planning skills •Should be pro-active and possess analytical and problem solving skills •Knowledge of the works control system and the ability to source and analyse information to compile financial reports •Knowledge of the Gazette general notice containing the space planning norms and standards for office accommodation used by the state •Computer literacy (MS Excel and Word) •An understanding of the construction industry with specific reference to the programme management environment •A valid driver's licence.

**Duties:** •Programme services on the Works Control System •Report possible over planning of services to DD: PBA and N and KAM managers •Monitor the building programme with regards to Regional office services •Assist DD: PBA and A with budget control for Capital Works and planned maintenance allocations •Report shortage or surplus of funds to DD: PBA and N •Monitor and update cash flows of projects •Distribute the monthly Programme Management Schedules to all executing units and returns to relevant stakeholders within Head Office on or before the set deadlines for completion •Assist with the consolidation of monthly expenditure reports for the administration budget of all directorates within KAM •Assist with the co-ordination and solving of problems regarding PACE reports and other reports to be supplied to client departments and directorates within KAM •Ensure the correct application of relevant space and cost norms •Provide training (WCS and norms) to subordinates •Ensure efficient management of the sub-directorate and its personnel •Willingness and ability to travel as and when required.

**Enquiries:** Ms N. Luhlanga, tel. (013) 753 6321.

## OFFICE MANAGER: OFFICE OF THE REGIONAL MANAGER

•Ref.: 2015/160 •Salary: R289 761 per annum •Centre: Nelspruit Regional Office

**Requirements:** •A three-year tertiary qualification in the Secretarial/Administration field •Appropriate experience •Advanced computer literacy in MS Office packages (Word, Excel, Powerpoint) and the ability to use email •Interpersonal, organising and communication skills at all levels •Ability to take initiative •Ability to maintain confidentiality •Ability to work independently, with minimum supervision •Highly organised, hard working, dynamic, self-motivated and professional •Capable of learning quickly •Ability to work under stressful situations •Knowledge of the following will be an advantage: PFMA, Minimum Information Security Standards Act, medium term expenditure budgeting processes, procurement processes and procedures, financial administration processes and systems.

**Duties: Events (Diary) Management:** •Co-ordinate/Arrange meetings/workshops and arrange logistics •Co-ordinate/Arrange the Regional Manager's itinerary, travel arrangements and accommodation •Attend to external visitors (Head Office/Clients, etc.) •Co-ordinate/Arrange catering for events/meetings/workshops •Attend meetings, take minutes and prepare and distribute them appropriately •Review tenders and prepare schedules for the tender committee meetings. **Budget/Financial Administration:** •Manage the petty cash, prepare and submit relevant claims, manage/control the commitment register and budget. **Office Administration:** •Manage correspondence to and from the office (distribution, tracking, copying and filing) •Create/Type documents, co-ordinate/follow up on/consolidate inputs, reports, work plans and business plans from the Regional manager's direct reports •Manage telecommunications (phone, fax, email and internet) •Order office supplies •Ensure the security profile and classification of documents and information related to the office •Undertake office inventory control. **Reporting:** •Provide weekly and monthly reports (correspondence, pending matters, commitment register and expenditure).

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

**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 283, 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. **PORT ELIZABETH REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. **Attention:** Ms F. Clark. **POLOKWANE REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X9469, Polokwane, 0700 or 22 Hans van Rensburg Street, Polokwane. **Attention:** Mr J. Khotso. **KIMBERLEY REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley 8301. **Attention:** Ms L. Mothlala. **NELSPRUIT REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. **Attention:** Mr E. Nguyuza.

**CLOSING DATE: 30 OCTOBER 2015 AT 16H00**

