

**CHIEF TOWN PLANNER (GRADE A) (2 POSTS)**  
TOWN PLANNING SERVICES

•Salary: An all-inclusive OSD package of R652 281 – R745 815 per annum  
•Ref No.: 2015/42 •Centre: Head Office

**Requirements:** •An appropriate degree in Town and Regional Planning with six (6) years post-registration working experience  
•Experience in various facets of town and regional planning and related built environment legislation/policies •Registration as Professional Planner with the South African Council for Planners (SACPLAN) is compulsory •A valid driver's licence and the willingness to travel extensively. **Knowledge:** •Conversant with Built Environment related legislation/policies •In-depth understanding of Site Clearance processes •Well-developed project management •Knowledge of PFMA, Treasury regulations and other related Government prescripts •Understanding of property development. **Skills:** •Stakeholder management •Problem solving •Decision making •Communication •Interpersonal •Report writing •Presentation •Computer literacy •Negotiation

**Personal Attributes:** •Ability to work well under pressure •Ability to communicate at all levels •People orientated •Innovative •Flexibility and ability to adapt to change •Analytical thinking •Hardworking and highly motivated.

**Duties:** •Ensure rapid site clearance delivery for the construction of accommodation for National departments, in line with the Site Delivery Programme linked with Construction Programmes and budgets •Ensure verification and interpretation of Client departments' needs, preference and space norms •Ensure community involvement and stakeholder support in projects •Manage site analysis/audits as well as approval and clear sites for development •Provide timely progress reports and briefings to Client departments •Ensure the appointment, briefing, administration and payment of professional service providers in accordance with DPW and other related Government guidelines •Prepare consultant appointment terms of reference and scrutinise development conditions •Ensure effective relationships with Client departments, KAM, Portfolio Managers, Professional Services, Head and Regional Office Project Managers as well as other relevant Government role players •Apply project quality control and pro-actively remove constraints that delay the site clearance process •Negotiate land availability and enter into service level agreements with service providers •Provide professional and technical support to the implementation teams at Head and Regional offices •Conduct research with regard to international best practice on town planning •Develop and inform relevant stakeholders of site clearance processes •Verify and evaluate project compliance with legal and development conditions •Resolve issues pertaining to environmental and heritage impact, traffic engineering, land use, site demarcation and site development plans •Resolve any town planning and other related development matters that affect client sites or assets •Provide professional advice on town planning issues.

**Enquiries:** Mr M. Ganiso, tel. 012 406 1035.

**CHIEF ENGINEER: ELECTRICAL (GRADE A)**

•Salary: An all-inclusive OSD package of R756 999 – R865 551 per annum  
•Ref No.: 2015/43 •Centre: Bloemfontein Regional Office

**Requirements:** •An appropriate Bachelor's degree in Electrical Engineering (B.Eng or B.Sc. Eng) or equivalent qualification •Six (6) years post-qualification experience as a Registered Professional Engineer •Compulsory Professional registration with ECSA in the Electrical discipline •A Government Certificate of Competency in Electrical Engineering as a Pr Eng or Pr Tech Eng will serve as an advantage. **Knowledge:** •Clear demonstration of good understanding and competence in most facets of the practice, construction methods and techniques as well as the systems applied in the full spectrum of the electrical engineering field found in the built environment •A good understanding of all relevant legislation and construction industry contracts •Thorough knowledge and experience related to electrical services to buildings, streets and area lighting as well as HT and LT reticulation systems •Knowledge of and experience in the implementation of the OHSA is highly recommended. **Skills:** •Well-developed attention to detail and engineering observation and design •Strong analytical and built environment skills •Strong communication (verbal and written) and presentation •Financial and budgetary •Interpersonal •Training.

**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 engineering community •Provide input into the Department's operational agreements with its Clients regarding electrical facilities •Ensure that the construction, operation and maintenance of electrical installations in State buildings and facilities comply with the relevant legal requirements and Departmental technical standards •Undertake special investigations and incident management regarding electrical installations •Provide technical support to the Department and its Clients regarding electrical installations.

**Enquiries:** Mr D. Manus, tel. 051 408 7397.

**DEPUTY DIRECTOR: FACILITIES MANAGEMENT**  
FACILITIES MANAGEMENT

•Salary: An all-inclusive package of R630 822 per annum  
•Ref No.: 2015/44 •Centre: Cape Town Regional Office

**Requirements:** •A three-year tertiary qualification in Property Management or Facilities Management •Appropriate experience in Properties Management or Facilities Management •Knowledge and understanding of the maintenance of buildings, the Occupational Health and Safety Act, building regulations and the Environment Conservation Act •Good financial and budgeting skills •Knowledge of the Government Procurement System •Project management and leadership skills •Ability to work well under pressure •Computer literacy •A valid driver's licence •Sound analytical with good communication (both verbal and written) skills.

**Duties:** •Manage unplanned maintenance •Ensure the availability of sound, functional, safe and habitable structures and services •Prepare and control the budget of unplanned maintenance •Provide and co-ordinate a preventative maintenance schedule •Ensure quality control of workmanship and material by means of inspections and corrective actions •Ensure that service contracts are in place •Ensure that services provided are value for money.

**Enquiries:** Mr F. Johnson, tel. 021 402 2197.

**DEPUTY DIRECTOR: INTERNAL AUDIT (REGIONS)**

•Salary: An all-inclusive package of R630 822 per annum  
•Ref No.: 2015/46 •Centre: Head Office

**REQUIREMENTS:** •A three-year tertiary qualification in Auditing and Accounting •Appropriate experience in the auditing field •Computer literacy •Advanced communication and supervisory skills •Good project management skills •Effective report writing skills •Ability to follow a proactive and creative problem solving approach •Ability to work under pressure and meet deadlines •Knowledge of teammate and a driver's licence will be an advantage •Must be prepared to be subjected to security licence.

**DUTIES:** •Assist the Director with the planning of audit activities •Develop audit objectives that address the risk, controls and governance processes associated with the activities under review •Develop audit procedures that achieve the engagement objectives •Set both the scope and degree of testing required to achieve the assignment objectives in each phase •Submit audit programmes for approval to the Director prior to the commencement of audit assignments •Plan and monitor time frames, methods and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed •Ensure that conclusions and audit results are based on appropriate analyses and evaluations •Communicate to the Audit Supervisor the internal audit plan that establishes the procedures for identifying, analysing, evaluating and recording information during the audit •Attend exit conferences on completion of Audit assignments •Implement a Quality Assurance and Improvement programme in the Internal Audit section to ensure compliance to the IIA Standards and Unit policies and procedures.

**Enquiries:** Mr B. Modise, tel 012 406 1472.

**DEPUTY DIRECTOR:  
HR PAYROLL AND PERSAL ADMINISTRATION**

•Salary: An all-inclusive package of R630 822 per annum  
•Ref No.: 2015/47 •Centre: Head Office

**Requirements:** •A three-year tertiary qualification in Human Resources Management or Finance with relevant experience in Payroll administration •Knowledge of PERSAL and BAS as well as Vulindele, budget procedures, Treasury Regulations and PFMA •A good knowledge of conditions of service will serve as an advantage •Communication and writing, problem-solving, financial management, time management and project management skills •Computer literacy (MS Excel, Word and PowerPoint).

**Duties:** •Develop and implement an appropriate process and procedure which will ensure effective and efficient control of payroll and salary related matters •Update line managers on issuing and interpretation of circulars related to payroll and salary matters •Provide continuous training with regard to the effective and efficient management of payrolls and monitor the correctness of payrolls submitted •Manage the PERSAL system of the Department •Provide advice on Payroll issues •Provide guidance and training on PERSAL •Respond to audit queries and implement the recommendations of the Auditor-General and Internal Audit with regard to salaries and payroll related issues •Ensure the effective and efficient running of PERSAL in the Department •Provide user support to users in the Department •Ensure that the suspense file is cleared on a monthly basis •Play a key role in the management of the Personnel Budget of the Department •Supervise staff •Manage the Departmental code files (Responsibility and Objective codes) on the PERSAL system.

**Enquiries:** Ms R. Mostert, tel. 012 406 1750.

**DEPUTY DIRECTOR: STATUTORY COMPLIANCE, ELECTRICAL  
ENGINEERING AND OPERATIONS**

•Salary: An all-inclusive package of R630 822 per annum  
•Ref No.: 2015/45 •Centre: Head Office

**Requirements:** •A three-year tertiary qualification in Electrical/Mechanical Engineering with relevant working experience in the Built Environment •Registration with SACPCMP as a Construction Health and Safety Officer/Manager will serve as an advantage •Extensive knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) (OHS) and Regulations as well as the National Building Regulations and Standards Act •Appropriate middle management experience in the Public Service or Private sector •Financial control, training of staff, planning and organising skills •Computer literacy •He/she must have a valid driver's licence and the willingness to travel extensively.

**Duties:** •Visit regional offices regularly to evaluate Electrical engineering projects/proposals to ensure that all safety policies and the requirements of the OHS and Regulations as well as the National Building Regulations and Standards Acts are adhered to •Gather information and evaluate and advise all parties involved on the requirements regarding all electrical installations •Compile policies, standards and safety procedures with regard to the safe operation of all electrical/mechanical plant and machinery to the requirements of the OHS in all sections of the Department •Update and maintain policies, standards and safety procedures for all electrical engineering work regarding the compliance with the OHS and the National Building Regulations and Standards Act •Facilitate and monitor safety management on construction sites •Train clients on health and safety in the construction industry •Manage the database of safety records of all Plants and equipment for the entire Department •Give guidance and advice to colleagues, consultants and contractors as well as exercise control in connection with the requirements of the OHS in the execution of services and maintain and commission electrical equipment, systems and installations •Approve Safety files and investigate any incident that may occur in the workplace •Facilitate and ensure that all State and Leased facilities comply with the OHS •Promote health and safety campaigns within the Department of Public Works •Be involved in the development of policy for the implementation of the requirements of the OHS and monitor the implementation of the requirements of the Acts and policies by the various parties involved •Facilitate training of Safety Officers and safety representatives and provide guidance on statutory matters •Monitor the workings of all safety committees and the incidents that are being dealt with as required by the OHS •Co-ordinate quarterly reporting of regional managers to the DG with regard to the OHS on electrical engineering matters.

**Enquiries:** Ms G. Komane, tel. 012 406 1013.

**ASSISTANT DIRECTOR: EMPLOYEE RELATIONS**

•Salary: An all-inclusive package of R337 998 per annum  
•Ref No.: 2015/48 •Centre: Head Office

**Requirements:** •A three-year tertiary qualification in Human Resources Management, Labour Law or Labour Relations •Relevant experience in Labour Law/Relations. **Knowledge:** •Standards, practices, processes and procedures related to labour relations •Collective bargaining structures and processes •Structure and functioning of the Department •Employment Equity Plan of the Department •Diversity management •Constitution of the RSA •The Public Service Act and its Regulations, the Employment Equity Act, the Basic Conditions of Employment Act, the Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act •PSCBC Resolutions, GPSSBC Resolutions, CCMA Rules and GPSSBC Rules. **Skills:** •Basic numeracy •Interpersonal •General administration and organisational •Interpretation of policies •Ability to undertake basic research/gather information •Computer literacy •Analytical thinking •Problem solving •Motivational •Conflict management •Presentation •Negotiation •Communication •Report writing abilities •Questioning and cross examination skills. **Personal Attributes:** •Innovative •Creative •Resourceful •Objectivity •Ability to work well under stressful situations •Ability to communicate at all levels •People orientated •Trustworthy •Assertive •Hard-working •Self-motivated •Ability to work independently •A valid driver's licence and the willingness to travel and adapt to work schedules in accordance with office requirements.

**Duties:** •Effectively manage disciplinary processes •Provide advice to staff on Labour Related matters •Conduct investigations for both misconduct and grievance cases •Act as a designated employee to address and facilitate grievance meetings •Act as initiator and presiding officer during disciplinary enquiries •Accompany and assist appointed facilitators to deal with transversal issues •Encourage consistent application of fair employment practices in the workplace •Ensure speedy resolution of grievances, conflicts and misunderstandings •Prepare witnesses for disciplinary hearings and arbitration cases •Represent the Department in conciliation and arbitration processes •Prepare and forward submissions to management on labour related matters •Prepare proper submissions for appropriate mandate for conciliations and arbitrations •Prepare witnesses for an arbitration •Preparation of bundles for disciplinary hearings and arbitration •Advise and assist management and staff on dispute resolution procedures and multi-lateral forums •Management of staff within the unit •Assist in litigation cases •Attend consultations with external persons dealing with labour related matters.

**Enquiries:** Mrs M.J. Mahasha, tel. 012 406 1193.

**SCIENTIFIC TECHNICIAN:**

**WATER CARE SCIENCE (GRADE A, B OR C) (2 POSTS)**

•Salary: An all-inclusive OSD package of R222 150 – R239 313 per annum  
•Centres: Head Office - Ref No.: 2015/49A and Cape Town Regional Office - Ref No.: 2015/49B

**Requirements:** •A National diploma in Water Care, Analytical Chemistry or an equivalent qualification •A valid driver's licence •Registration with SACNASP as a Certified Natural Scientist •Three (3) years minimum 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 biofilters, 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 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) on laboratory administration •General housekeeping and care for electronic apparatus •Interpretation of analytical data and problem identification •Establishment of inspection routine schedules •Compilation of final sewage effluent and drinking water reports •Quality assessment and recommendations on improvement of water quality •Forming partnerships with Project Managers in addressing challenges during Water Management related projects execution.

**Note:** For the post Scientific Technician: Water Care Science (Grade A, B or C), ALL applications must be submitted to the Head Office address below.

**Enquiries:** Mr T.M. Moloi, tel. 012 406 2099.

**Applications, quoting the relevant reference number and the centre of the post, should be submitted as follows: •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. Attention: Ms N.P. Mudau. •BLOEMFONTEIN REGIONAL OFFICE: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein or hand-deliver at 18 President Brand Street, NDPW Building, Room 516 Attention: Mr D. Manus. •CAPE TOWN REGIONAL OFFICE: The Regional Manager, Department of Public Works Private Bag X9027, Cape Town, 8000. Attention: Ms E. Booysen or Ms N. Mtsulwana.

**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.

**CLOSING DATE: 29 May 2015 at 16H00**