

DIRECTOR: PROJECTS

Salary: All-inclusive salary package of R819 126 per annum (total package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2015/14)

Bloemfontein Regional Office

Requirements: • A tertiary qualification in Project Management, the built environment or related qualifications, with extensive experience in the built environment • Registration as a Professional Project or Construction Manager with SACPCM will be an added advantage • A driver's licence • Willingness to travel. **Knowledge:** • Financial administration processes and systems (WCS) • PMBOK Guidelines • Occupational health and safety • Client relations • Financial management • Contract management • Programme and project management • Information management • Public Finance Management Act • Technical knowledge of the built environment • Construction regulations. **Skills:** • Management • Advanced report-writing • Advanced communication • Language proficiency • Analytical thinking • Facilitation • Strategic planning • Advanced interpersonal and diplomacy • Negotiation • Programme and project management • Decision-making • Motivational • Time management • Negotiation. **Personal attributes:** • Innovative • Creative • Financial administration • Liaison • The ability to work effectively and efficiently under pressure • The ability to meet tight deadlines while delivering excellent results • The ability to communicate at all levels • The ability to participate at an Executive level • People-orientated • The ability to establish and maintain personal networks • Trustworthy • Assertive • Highly motivated • The ability to work independently • Willingness to adapt work schedule in accordance with professional requirements.

Duties: • Manage the Project and Professional Services Unit in the Regional Office • Manage environmental health and safety on capital and planned maintenance construction projects • Coordinate and manage the planning and execution of construction and renovation or refurbishment of projects within time, cost and specification targets • Develop and monitor a planning and reporting system to effectively plan and monitor projects • Ensure compliance with professional legislation as well as procurement and departmental policies • Procure consultants and contractors for construction projects • Make recommendations on approval and extension of contract periods • Establish and promote effective relationships with clients • Provide expert advice to the Department • Manage communication and documentation of projects for auditing purposes • Manage contractor and client conflicts • Monitor and control expenditure • Manage component and project budgets • Ensure correct value for money for payments to consultants and contractors • Manage client budget allocation • Compile management reports on budget and expenditure • Maintain data integrity on WCS, etc • Manage Project Managers, professional and administrative staff • Coach, mentor and train staff • Manage employment-related processes.

Note: It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement.

Enquiries: Mr D Manus, tel. (051) 408 7397

DIRECTOR:

PRECINCT CONCEPTUALISATION AND MASTER PLANNING

Inner-city Regeneration

Salary: All-inclusive salary package of R819 126 per annum (total package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2015/15)

Head Office

Requirements: • A degree in Town and Regional Planning with extensive relevant applied post-registration experience in various facets of metropolitan planning and property development • Registration as Professional Planner with the South African Council for Planners (SACPLAN) is compulsory • A valid driver's licence • Experience in urban design will serve as an advantage. **Knowledge:** • Proper developed knowledge and understanding of National Government's responsibility to improve access to Government social services • Inter-related macro/micro design aspects related to the revitalisation and development of metropolitan urban centres for improved metro inner-city (CBD) economics • Development of concept development and site development to meet inner-city regeneration and initiatives • Project management principles (including the coordination of various activities of others) • Liaison with metropolitan authorities • Feasibility studies • Legislative and legal aspects of built environment developments and informed decision-making. **Skills:** • Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, report-writing and presentation skills • Computer literacy.

Duties: The main purpose of the position is to manage spatial development for State accommodation solutions within the spatial development plans of metropolitan municipalities to ensure integration. This is to be achieved through, inter alia: • Collaboration with clients and communities regarding needs and distribution exploration • Government estate footprint assessment and adjustment • Definition of short-, medium- and long-term based State Interventions • Development of opportunities into packaged accommodation solutions • Integration of site development plans with urban fabric • Identification of State buildings for brownfield development.

Note: It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement.

Enquiries: Mr G Damstra, cell: 082 902 9233

CHIEF CONSTRUCTION PROJECT MANAGERS GRADE A (SENIOR PROJECT MANAGERS) (2 POSTS)

Salary: All-inclusive salary package of R756 999 per annum (Ref. 2015/16)

Bloemfontein Regional Office

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 SACPCM OR BTEch degree in the built environment field with a minimum of 6 years' experience as a Registered Professional Construction Project Manager with the SACPCM OR Honours degree in any built environment field with a minimum of 6 years' experience as a Registered Professional Construction Project Manager with the SACPCM • A valid driver's licence • Compulsory registration with the SACPCM as a Professional Construction Manager upon appointment. **Knowledge:** • Programme and project management • Project design and analysis • Legal and operational compliance • The creation of a high-performance culture. **Skills:** • Communication • Problem-solving and analysis • Decision-making • Conflict management.

Duties: • Monitor the performance of project managers under his/her supervision • Mentor, develop and offer technical support to improve performance • Manage construction projects on his/her own, ranging from large-scale capital projects to maintenance projects and service contracts • Ensure that the needs of clients are well interpreted into manageable scopes of work • Procure the services of built environment professionals through stipulated supply chain management processes • Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery in accordance with project execution plans • Coordinate all internal resources required to ensure the bidding process for 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, and 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 project information to be filed to the Head of Directorate • Secure all required funding for the projects through internal set processes • Ensure that project information is filed appropriately for easy access during audit • Cultivate a culture of good working relationships with fellow colleagues within the Department.

Enquiries: Mr D Manus, tel. (051) 408-7397

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

Salary: All-inclusive salary package of R340 716-R614 883 per annum (Ref. 2015/17)

Bloemfontein Regional Office

Requirements: • A tertiary qualification (LLB) with at least 8 years' appropriate post-qualification experience or 8 years' experience as an in-house legal advisor or legal contract administrator • Prepared to travel on an ad hoc basis, 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 and 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); 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: Mr D Manus, tel. (051) 408-7397

OFFICE MANAGER: OFFICE OF THE REGIONAL MANAGER

Salary: R270 804 per annum (Ref. 2015/18)

Johannesburg Regional Office

Requirements: • An appropriate 3-year diploma or Bachelor's degree in Administration or equivalent qualification, coupled with relevant and appropriate experience in office management • A valid driver's licence will be an added advantage. **Knowledge:** A good understanding of PFMA, PPPFA and Government policies relating to Public Works. **Skills:** • Excellent verbal and written communication • Exceptional report-writing, presentation, general office and project management • Computer literacy (MS Word/Excel/PowerPoint) • Sound financial management and budgeting • Strong analytical skills and assertiveness • Good interpersonal relations • The ability to work under pressure • The ability to deal with and manage outside stakeholders as well as internal staff.

Duties: • Ensure the smooth functioning of the Regional Manager's office and uphold a positive image in the office • Set up systems to coordinate the flow of correspondence between the Regional Manager and Head Office and within the Regional Office and other stakeholders • Track and follow up issues on behalf of the Regional Manager to ensure that issues are dealt with timeously • Ensure proper preparation of documentation and assist the Regional Manager by ensuring compilation of quality reports and other communication (letters, etc) in terms of language and inclusion of relevant and adequate information before such documents leave the office • Ensure that the administrative matters in the office of the Regional Manager are dealt with • Coordinate the activities of the Regional Manager and provide an advisory function • Assist with the compilation of presentations on PowerPoint and executive reports to Head Office • Actively intervene in the promotion and development of the office in all aspects, including Human Resources • Accompany the Regional Manager to meetings as and when required • Attend to all delegated functions and take such actions to conclusion • Consolidate all component reports to produce a monthly office report • Take and distribute minutes of meetings attended with or on behalf of the Regional Manager • Monitor and report progress on all decisions taken (fully prepare for meetings, ie venues, agendas, take and distribute minutes, refreshments) • Assist the Regional Manager in the interrogation and analysis of Regional Manager's quarterly business plan reports to ensure adherence to set targets, and communicate with Management in writing on non-adherence on the Regional Manager's behalf • Assist in organising the region's special events • Make appropriate travel and accommodation arrangements for the Regional Manager.

Enquiries: Advocate J Monare, tel. (011) 339-6443 or (011) 713-6051/2

EXECUTIVE OFFICE MANAGER:

SPECIAL PROJECTS (36-month contract)

Salary: All-inclusive salary package of R532 278 per annum (Ref. 2015/19)

Head Office

Requirements: • A tertiary qualification (degree/diploma) in any of the following fields: Financial-related or related field administration, Building Sciences, Social Science; Administration, or related fields • Extensive working experience. **Knowledge:** • A wide range of office management and administrative tasks • Structure and functioning of the Department • Conflict management • Project management. **Skills:** • Demonstrable computer literacy • Advanced communication (verbal and written) • Administrative • Networking • Basic numeracy • Interpersonal and diplomacy • Organisational • Leadership and coordination • Change/diversity management • Problem-solving • Coordination and facilitation • Motivational • Team building • Presentation • Report-writing. **Personal attributes:** • People-orientated • Resourceful • Creative • Trustworthy • Assertive • Hardworking • Self-motivated • The ability to work independently and under pressure • Willingness to adapt work schedule in accordance with office requirements.

Duties: Provide effective and efficient Office Management: • Manage the work flow of the component • Coordinate high-level meetings in all aspects • Take charge of invitations and RSVP functions, etc • Act as formal channel of communication between office of the DDG and other Departments and organisations • Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings • Contribute to the development and promotion of the programmes under the jurisdiction of the DDG • Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate • Represent DDG at meetings as and when required • Attend certain branch meetings • Liaise with relevant stakeholders regarding outstanding information and issues • Coordinate meetings/workshops (venues, travel, catering, etc) • Manage due dates of correspondence • Prepare documentation for meetings, presentations and reports • Undertake research and develop appropriate policies, strategies and programmes to be used to promote the Branch • Consolidate all relevant reports of the Chief Director to produce a monthly and quarterly Branch report • Manage records • Administer office correspondence, documents and reports • Coordinate and organise office activities • Draft and type correspondence and documents • Manage communication and flow of information in the office • Manage the process forms and documents related to claims, payments and invoices relevant to the office • Manage the budget of the Special Projects Unit DDG.

Enquiries: Ms L Bici, tel. (012) 406-1994/1941

ASSISTANT DIRECTOR: ADMINISTRATION: SPECIAL PROJECTS (36-month contract)

Salary: R270 804 per annum (Ref. 2015/20)

Head Office

Requirements: • A tertiary qualification (degree/diploma) in any of the following fields: Social Science; Administration; Financial-related; or related field • Relevant working experience. **Knowledge:** • A wide range of office management and administrative tasks • Structure and functioning of the Department • Conflict management • Project management. **Skills:** • Demonstrable computer literacy • Advanced communication (verbal and written) • Administrative • Networking • Basic numeracy • Interpersonal and diplomacy • Organisational • Leadership and coordination • Change/diversity management • Problem-solving • Coordination and facilitation • Motivational • Teambuilding • Presentation • Report-writing. **Personal attributes:** • People-orientated • Resourceful • Creative • Trustworthy • Assertive • Hardworking • Self-motivated • The ability to work independently • The ability to work under pressure.

Duties: Provide effective and efficient administrative support services: • Manage the work flow of the component • Coordinate high-level meetings in all aspects • Take charge of invitations and RSVP functions, etc • Act as formal channel of communication between office of the Deputy Director-General: Special Projects and relevant stakeholders, Minister and advisors • Compile briefing notes as well as other documentation to adequately prepare the Deputy Director-General: Special Projects and Minister's Advisors for such meetings • Contribute to the development and promotion of the programmes under the jurisdiction of the Special Projects Unit Minister's Advisors • Liaise with relevant stakeholders regarding outstanding information and issues • Manage due dates of correspondence • Prepare documentation for meetings, presentations and reports • Consolidate all relevant reports of the Chief Director to produce a monthly and quarterly Branch report • Manage records, and administer office correspondence, documents and reports • Draft and type correspondence and documents • Manage communication and flow of information in the office • Support the administration of the functional responsibility of the office • Liaise with stakeholders relevant to the office • Prepare documentation for meetings, presentations and reports • Organise office logistical matters and act as general receptionist • Administer the diary and coordinate office activities • Draft and type correspondence and documents • Manage the flow of information and documents in the office • Comment and/or make recommendations with regard to status, progress and impact of departmental and inter-departmental programmes and projects.

Enquiries: Ms L Bici, tel. (012) 406-1994/1941

ASSISTANT DIRECTOR: REGIONAL SECURITY MANAGERS (8 POSTS)

Salary: R337 998 per annum

- Bloemfontein Regional Office (Ref. 2015/21A) • Cape Town Regional Office (Ref. 2015/21B)
 - Durban Regional Office (Ref. 2015/21C) • Kimberley Regional Office (Ref. 2015/21D)
 - Mmabatho Regional Office (Ref. 2015/21E) • Nelspruit Regional Office (Ref. 2015/21F)
 - Pretoria Regional Office (Ref. 2015/21G) • Mthatha Regional Office (Ref. 2015/21H)

Requirements: • A National Diploma/degree in Security Management/Social Sciences/Criminal Justice and intensive relevant working experience • SSA Security Advisors course will be an added advantage. **Knowledge:** • The SSA environment will be an added advantage • Familiarity with the Minimum Information Security Standards, OHSAA, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to Information Act, National Archives Act, IT, National Vetting Policies • Familiarity with, but ideally formal training, in the practice and principles on the execution of general security and security project management. **Recommendations:** • The ability to work independently, analyse problem areas and initiate corrective measures • Experience in policy development • A valid driver's licence and willingness to travel on a regular basis • Good communication skills at all levels • Good writing and analytical skills regarding submissions and briefing notes • The ability to make presentations on security matters • Project management skills.

Duties: • Assist in the management of the total security function of the region (personnel, document, communication, physical, computer security, contingency planning and security awareness) • Implement the departmental security policy and the development of procedural guidelines in the Region • Evaluate and optimise the implementation of appropriate security measures and procedures with the assistance of Head Office • Develop and implement training and awareness programmes with the assistance of Head Office • Interact with security-related and relevant authorities, ie SSA Agency, South African Police Services, Comsec • Manage the capacity of Security Management, with the assistance of the Head Office and SSA Provincial Office.

Enquiries: Mr R Muthanyani, 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.

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 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 Madiba (Vermeulen) and Bosman Streets, Pretoria, for attention: Ms NP Mudau
- **Bloemfontein Regional Office:** The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein or Room 51618, NDPW Building, President Brand Street, Bloemfontein, for attention: Mr D Manus
- **Johannesburg Regional Office:** The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein 2017, for attention: Mr N Zondi
- **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
- **Durban Regional Office:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban 4000, for attention: Mr BE Mbatsha
- **Kimberley Regional Office:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley 8301, for attention: Ms L Mthothala
- **Nelspruit Regional Office:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit 1200, for attention: Mr E Ngyuyuzza
- **Mthatha Regional Office:** The Regional Manager, Department of Public Works, Private Bag X5007, Mthatha 5099, for attention: Ms N Tyusha
- **Pretoria Regional Office:** The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001or AVN Building, 251 Skinner Street, cnr Andries and Skinner Streets, Pretoria, for attention: Ms K Thapane/Ms C Lekganyane

Closing date: 10 April 2015 at 16:00



public works

Department: Public Works
REPUBLIC OF SOUTH AFRICA



People with disabilities are encouraged to apply.