

CHIEF ENGINEER: STRUCTURAL (GRADE A)

Professional Services

•Salary: An all inclusive OSD package of R756 999 - R865 551 per annum •Ref No.: 2015/22 •Centre: Bloemfontein Regional Office

Requirements: •A Bachelor's degree in Civil Engineering (B.Eng or B.Sc. Eng) with six (6) years relevant post-graduate experience in various facets of structural engineering •Compulsory registration as a Professional Engineer with ECSA / extensive experience in the design, detailing and construction supervision of reinforced concrete and structural steel building structures as well as structural timber structures •Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations •Good technical and innovative problem solving abilities •Computer literacy and experience in the application of Structural Engineering software and Computer Aided Drawing systems •Good interpersonal and negotiation skills •Applied knowledge of all Built environment legislations/regulating requirements •Understanding of technology and skills transfer systems •Excellent writing and presentation skills •A valid driver's licence (minimum Code B) and the ability/willingness to travel.

Duties: •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 Regional Procurement submissions •Compile and check tender documentation for inviting tenders •Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures and infrastructure and 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 D. Manus, tel. (051) 408 7397.

DEPUTY DIRECTOR: EPWP PROVIDERS' CAPACITY BUILDING

•Salary: An all inclusive salary package of R630 822 per annum •Ref No.: 2015/23 •Centre: Head Office

Requirements: •A three-year tertiary qualification in Human Resources Development and Training or Social Sciences •Appropriate training experience in monitoring and evaluation •A valid driver's licence. **Knowledge of:** •The Expanded Public Works Programme (EPWP) and its Training Framework Education and Training sector •The National Skills Development Strategy SETA/SAQA/QCTO Regulations, Public Service Administration and Regulations •Procurement Regulation processes •The Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA). **Skills:** •Project management •Proposal writing •Negotiating •Computer literacy •Relationship management •Effective communication (verbal and written) •Interpersonal and diplomacy skills •Problem solving skills •Decision making skills •Innovation.

Duties: •Initiate, co-ordinate and manage capacity building initiatives of training providers across all Provinces to ensure relevance to EPWP programmes •Ensure the availability of sufficient training providers for the uptake of EPWP priority programmes •Provide support to the Director to identify possible funders and draft funding proposals to support EPWP training initiatives •Assist the Director to procure and contract relevant providers for EPWP training requests •Verify compliance of providers' invoices before approval by the Director.

Enquiries: Ms Tsholofelo Pooe, tel. (087) 357 2234.

DEPUTY DIRECTOR: TRAINING AND DEVELOPMENT

•Salary: An all inclusive salary package of R630 822 per annum •Ref No.: 2015/24 •Centre: Head Office

Requirements: •A three-year tertiary qualification in Human Resources Management, Skills Development, Public Management or Industrial Psychology and relevant experience in Skills Development •Excellent communication (verbal and written), analytical, interpersonal and conflict resolution skills •A high level of computer literacy specifically with regard to MS Excel, Word and PowerPoint •Ability to perform independently and under pressure are prerequisites for this post •Knowledge of the Skills Development Act, 1998 (Act 97 of 1998) and other related legislation as well as data analysis techniques •An Advanced Management Development Programme (AMDP) certificate, a Skills Development Facilitation certificate, Project Management certificate and Competency Audit Training certificate will be an advantage •Applicants should be currently in the Human Resource Environment.

Duties: •Facilitate skills auditing processes •Develop and implement the Workplace Skills Plan •Align training and development with skills requirements •Maintain a secure and comprehensive database system •Develop and implement supporting communication and awareness programmes •Develop, implement and maintain policies and processes related to skills auditing, workplace assessments and the management of the Workplace Skills Plan, including related delegations •Provide guidance and direction to staff responsible for the implementation of skills development facilitation processes •Conduct skills audits for the purposes of identifying the skills requirements of the Department and of the individual employees •Consolidate and accommodate the identified needs in the Workplace Skills Plan •Ensure the prioritisation and delivery of training and development activities within the context of the strategic objectives of the Department, individual developmental needs and transformation goals •Oversee the maintenance of a secure and comprehensive database system relating to training and development in the Department •Support the development and implementation of comprehensive communication and awareness programmes in support of skills development •Evaluate the impact of processes and submit related reports as prescribed •Submit consolidated Workplace Skills Plans for the Department •Submit quarterly and annual training reports against the implemented Workplace Skills Plan •Oversee the implementation of management development, ABET, artisan training, RPL and work integrated learning or experimental learning •Ensure compliance with prescribed ETD standards •Ensure alignment with performance management related processes and co-ordinate ETD research at organisational, sectoral and national levels.

Enquiries: Mr S. Mwanza, tel. (012) 406 1300.

DEPUTY DIRECTOR: MOVEABLE ASSETS MANAGEMENT

•Salary: An all inclusive salary package of R532 278 per annum •Ref No.: 2015/25 •Centre: Head Office

Requirements: •A three-year tertiary qualification in Financial Management and Administration or a relevant qualification •Appropriate experience in provisioning or the Built environment •In-depth knowledge of the Framework for Supply Chain Management. **Knowledge of:** •Finance, Accounting and Business processes •The structure and functioning of the Department •Business functions and processes of the Department •LOGIS and BAS. **Skills:** •Communication (verbal and written) •Problem solving •Financial management •Interpersonal relations •Project management. **Personal Attributes:** •Ability to handle confidential information •Analytical thinking, innovation, creativity and assertiveness •A valid driver's licence.

Duties: •Manage the full life cycle of moveable assets •Manage the acquisition, maintenance and disposal processes on moveable assets •Provide support to Prestige on moveable asset management •Review and implement policies and processes for the efficient management of moveable assets •Manage stock audits and stock takes, asset identification, bar coding and standardisation of asset naming and descriptions •Ensure effective execution of all functions pertaining to moveable asset management •Compile and consolidate Regional Office reconciliations to produce a consolidated Departmental movable asset register •Effectively manage the Sub-Directorate: Moveable Asset Management •Prepare relevant reports for Management, Annual Financial Statements and respond to audit queries •Provide advisory support to Management on acquiring moveable assets •Assist in ensuring the approval of annual asset acquisition, operational and maintenance strategies as well as moveable asset strategy •Ensure that performance appraisals are carried out quarterly and provide internal training.

Enquiries: Mr H. Sigwavhulimu, tel. (012) 406 1319.

ASSISTANT DIRECTOR: PROCUREMENT

•Salary: R337 998 per annum •Ref No.: 2015/26 •Centre: Port Elizabeth Regional Office

Requirements: •A three-year tertiary qualification with relevant experience •Knowledge of and experience in the Departmental procurement processes, committee secretariat function, tendering process and supplier/contractor/vendor databases •Knowledge of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA); the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations; Supply Chain Management; and Black Economic Empowerment (BEE) •Good communication (verbal and written) skills •Computer literacy, especially in spreadsheets (MS Office package) •Excellent analytical and problem solving skills •Excellent organisational and management skills •Good interpersonal skills.

Duties: •Manage and supervise the Procurement staff •Co-ordinate the procurement and processing of bids •Scrutinise specifications •Co-ordinate the compilation agenda for the Bid and Sub-Bid committees •Compile accurate minutes of the proceedings of the Bid and Sub-Bid committees •Advise the Bid and Bid committees on procurement policies and prescriptions •Assist the Head of Procurement on all procurement-related functions •Liaise with project managers and project leaders with respect to bid recommendation submissions •Follow up on decisions taken by the Sub-Bid and Bid committees •Keep record and report on all decisions taken by the Bid and Sub-Bid committees •Ensure monthly distribution of minutes to members of the Sub-Bid and Bid committees of all decisions taken •Maintain records for the awarding of bids and reporting thereof on a monthly basis •Assist in scrutinising bid recommendations •Check submitted bids for responsiveness criteria •Oversee the implementation and maintenance of a supplier database •Perform any other assigned duties in relation to the implementation of supply chain management.

Enquiries: Mr T. Matiso, tel. (041) 408 2007.

CLOSING DATE: 17 APRIL 2015 at 16H00

ASSISTANT DIRECTOR: UTILISATION AND CONTRACT ADMINISTRATION

Property Management

•Salary: R337 998 per annum •Ref No.: 2015/27 •Centre: Polokwane Regional Office

Requirements: •A three-year tertiary qualification in Real Estate / Property Science / Urban and Regional Planning or a related appropriate qualification with appropriate experience in Property Management and/or information systems or a fixed asset management environment •Knowledge of property related legislation •Computer literacy •Good communication and interpersonal skills •Good written, analytical and financial skills •Willingness to travel extensively •A valid driver's licence is a pre-requisite.

Duties: •Conduct physical verifications to ensure that State Owned Properties are utilised efficiently and optimally •Ensure that the Property Management Information System is able to reflect all relevant property related information •Keep track of developments with regard to property management trends •Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in good time •Assist in the preparation of reports to top management and all relevant stakeholders •Liaise with client Departments to ensure optimal utilisation of State Owned Properties •Supervision of staff •Comply with the requirements of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA).

Enquiries: Mr Y.T. Siweya, tel. (015) 291 6415.

ASSISTANT DIRECTOR: REGIONAL AUDITS

Internal Audits

•Salary: R337 998 per annum •Ref No.: 2015/28 •Centre: Polokwane Regional Office

Requirements: A three-year tertiary qualification in Auditing and Accounting •Studying towards a CIA will be an advantage •Relevant experience in the Internal Audit field •Good understanding of the Audit process and Audit approaches •Good communication and supervisory skills •Effective report writing •Computer literacy •Ability to follow a proactive and creative problem solving approach •A valid driver's licence, IAT or at least 6/8 modules completed and knowledge of Teammate will be an added advantage.

Duties: •Undertake the management functions of the Regional Internal Audit Section •Assist the Audit Manager with the development of the Audit Plan for the sub-Directorate •Assist with the planning of audit projects for the region •Develop and supervise the execution of the audit programme regarding risk management, control and governance processes associated with the activities under review •Communicate to the Internal Auditors, the audit programme that establishes the procedures for identifying, analysing, evaluating and recording information during the audit •Conduct entrance and exit conference meetings •Direct audit programme steps/procedures that achieve the engagement objectives •Plan and monitor timeframes and individuals responsible for the assignment •Supervise audit fieldwork •Assess and evaluate audit evidence •Ensure adequate audit working papers development •Evaluate audit findings •Develop conclusions on audit findings •Develop draft and final internal audit reports •Discuss the internal audit reports with Audit Manager, Regional Manager and Regional Audit Steering Committee •Manage and transfer auditing skills to Senior Internal Auditors.

Enquiries: Mr L. Gayiya, tel. (012) 406 1472.

ASSISTANT DIRECTOR: OPERATIONS SUPPORT

•Salary: R337 998 per annum •Ref No.: 2015/29 •Centre: Head Office

Requirements: •A three-year tertiary qualification in Public Administration or related qualification •Skills in planning, project management, communication and policy development •Advanced skills in various computer applications (MS Word, PowerPoint, Excel and Project, etc.) •Advanced report writing skills •Good understanding of development imperatives of the country •Good understanding of public service prescriptions (e.g. finance and supply management, etc.) and functioning of various Government systems (including planning cycle) •Excellent filing and general management skills •A valid driver's licence is a pre-requisite.

Duties: •Facilitate the business planning session of the unit and compile the plan •Monitor the performance of the Chief Directorate against the plan •Submit monthly and quarterly performance reports to management and relevant stakeholders •Facilitate the development of the Risk Management Plan of the Unit •Update the various clusters on the performance of the sectors within the Unit •Ensure the implementation of special projects in the Chief Directorate •Co-ordinate the work of the Social, Non-State and the Environment and Culture sectors •Liaise with stakeholders of the Unit •Provide secretariat support for the Chief Directorate •Liaise with provinces on all activities of the Chief Directorate •Manage partnership agreements within the Unit •Provide administrative support and ensure training of Operations staff.

Enquiries: Ms K. Sethibelo, cell: 087 357 2239.

ASSISTANT DIRECTOR: HUMAN RESOURCES RECRUITMENT (2 POSTS)

•Salary: R337 998 per annum •Ref No.: 2015/30 •Centre: Head Office

Requirements: •A three-year tertiary qualification in Human Resource Management / Social Science or a related field with relevant experience in recruitment and selection processes •Understanding of enabling legislation (the Basic Conditions of Employment Act, 1997 [Act 75 of 1997] [BCEA], the Employment Equity Act, 1998 [Act 55 of 1998], the Labour Relations Act, 1995 [Act 66 of 1995] [LRA], the Skills Development Act, 1998 [Act 97 of 1998] [SDA], the Public Service Act, 1994 [Act 103 of 1994] [PSA], etc.) •Knowledge of PERSAL •Organisational skills •Change/Diversity management •Problem solving skills •Presentation and report writing skills. **Personal Attributes:** •Ability to communicate at all levels •People oriented •Hard working •Ability to work well under pressure and work independently.

Duties: •Manage the implementation and maintenance of recruitment policies •Facilitate, co-ordinate and implement advertising processes •Ensure compliance to recruitment policies •Co-ordinate and implement recruitment and selection processes •Assist in the development and implementation of recruitment plans •Supervision of staff •Manage applications and conduct response handling •Manage recruitment records/interviews •Ensure compliance to EE targets •Compile management reports on Recruitment and Selection •Assist in the management of audit findings •Advise Line Managers on recruitment best practices •Execute any other given duties by the supervisor.

Enquiries: Ms N.P. Mudau, tel. (012) 406 1548.

ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT

•Salary: R337 998 per annum •Ref No.: 2015/31 •Centre: Head Office

Requirements: •A three-year tertiary qualification in Human Resources Management / Development and relevant experience in performance management and development •Excellent communication (verbal and written), analytical, interpersonal and conflict resolution skills •A high level of computer literacy specifically with regard to MS Excel, Word and PowerPoint •Ability to perform independently and under pressure are prerequisites for this post •Knowledge of the Skills Development Act, 1998 (Act 97 of 1998) and other related legislation and data analysis techniques will be an advantage.

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

Enquiries: Mr S. Mwanza, tel. (012) 406 1300.

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 hand-deliver at the Central Government Building, corner Madiba (Vermeulen) 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 •**POLOKWANE REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X9469, Polokwane, 0700 or hand-deliver to 22 Hans van Rensburg Street, Polokwane. **Attention:** Mr Jackie Khotso •**PORT ELIZABETH REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. **Attention:** Ms F. Clark.

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 Identity Document. Applications not complying with the above will be disqualified. Should you not hear from us within the next month, please regard your application as unsuccessful.

Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by the South African Qualifications Authority (SAQA). Recognition of prior learning will only be considered on submission of proof by candidates. No faxed or emailed applications will be accepted.



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