

## DIRECTOR: ELECTRICAL ENGINEERING

•Salary: An all-inclusive package of R819 126 per annum (total package to be structured in accordance with the rules of the Senior Management Service)  
•Centre: Head Office •Ref No.: 2015/60

**Requirements:** •A three-year tertiary qualification in Electrical Engineering •Extensive relevant experience in the construction or built environment of which five-years must be at middle/senior managerial level •Registration with the Engineering Council of South Africa will be an advantage. **Personal Attributes:** •Resourceful •Solution orientated •Creative •Ability to work under stressful situations •Highly motivated •Trustworthy •Punctuality •Assertive •Hard-working •Ability to work independently. **Knowledge:** •The Occupational Health and Safety Act (OHSA) •Electrical Engineering Industry •Construction Industry. **Skills:** •Computer literacy •Planning and organising •Problem solving •Analytical thinking •Numeric skills •Decision making •Advanced communication •Conflict management •Interpersonal skills •Time management •Motivational skills •Project management •A valid driver's licence •Prepared to travel •Willing to adapt to a working schedule in accordance with office requirements.

**Duties:** •Provide expert advice on electrical safety and risk management •Ensure technical hands-on specialised support to Project Managers in evaluating the effectiveness and efficiency of proposed electrical engineering designs, maintenance of operational agreements between Client departments and the Department of Public Works •Manage cost efficiency of electrical engineering projects and life cycle costing •Ensure compliance to the OHSA with regard to the installation of electrical appliances •Manage the evaluation of installation activities to ensure that the designs and specifications are executed and performed to acceptable standards and are installed according to specifications •Ensure that legal and environmental requirements are adhered to during the execution of projects as well as apply and maintain norms, standards and cost matters relating to projects •Assist legal services with contractual matters relating to mechanical contracts •Provide assistance on water conservation and energy efficiency on projects •Ensure that electrically installed equipment are installed according to the Client's need •Work closely with Project Managers, Quantity Surveyors, Engineers and Architects •Provide assistance with the recruitment of Electrical Engineering Consultants •Make recommendations for consultants recruitment on building projects •Manage the review and evaluation of Electrical Engineering Consultants' designs, drawings, details and tender documentation against best practice norms as applicable to new, rehabilitation and/or maintenance contracts as well as ensure compliance with Departmental requirements •Assist with appointment processes of consultants •Monitor, guide and supervise consultants on building projects •Ensure timeous and correct payment of consultants •Review electrical survey reports •Assist with establishing and maintaining a consultant database •Manage the Directorate •Provide reports on Human Resources Management performance •Oversee the development of staff •Monitor the budget and expenditures within the Directorate.

**Enquiries:** Mr O. Molotsi, tel. 012 406 1524/1984.

## DIRECTOR: CONTRACT ADMINISTRATION AND LEGISLATIVE DRAFTING

•Salary: An all-inclusive package of R819 126 per annum (total package to be structured in accordance with the rules of the Senior Management Service) •Centre: Head Office •Ref No.: 2015/61

**Requirements:** •A four-year tertiary qualification in the Legal discipline •Extensive relevant experience in Legal Services and/or Contract Administration of which 5 years must be at middle/senior managerial level in Management, Law of Contract, Property Industry and Asset Management and Constitutional Law. **Personal Attributes:** •Innovative •Creative •Resourceful •Trustworthy •Hardworking •Assertive •Highly motivated •People orientated •Ability to work independently •Ability to establish and maintain personal networks •Ability to communicate at all levels, particularly at an executive level •Ability to meet tight deadlines whilst delivering excellent results •Ability to work effectively and efficiently under pressure. **Skills:** Management skills •Legislation drafting •Excellent communication •Report writing •Organising and planning •Computer literacy •Analytical thinking •Advanced interpersonal and diplomacy skills •Time management •Decision making •Conflict management •Negotiation •Motivational skills •Influencing skills. **Knowledge:** •Property Industry and Asset Management •Constitution of the Republic of South Africa •Intellectual and Property Law •Mandate and functions of the Department •System and operation of South African Courts of Law •Interpretation of Legislation •Functioning of National, Provincial and Local Government •Employment Equity Act and related policies •Public Finance Management Act •Public Service Act •Promotion of Access to Information Act •Magistrates Court Act •Supreme Court Act •Promotion of Administrative Justice Act •Willing to adapt to the work schedule in accordance with professional requirements.

**Duties:** •Ensure the effective and efficient administration of legally binding documents for the Department •Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents for respective parties •Manage Departmental Contracts and Guarantees and safekeeping of related legal documents •Manage the capturing/administration of financial details of Contractors on WCS for the Department and general updating of contract related information •Ensure a complete and accurate database for administration and research purposes •Manage administration of Guarantees and instating Court Orders •Ensure that guarantees are called up on time in order to avoid prescription of claims •Resolve contract related enquiries and provide expert and reliable advice to prevent delays •Collate and provide information requested by the Auditor-General relating to Departmental contracts •Ensure the proper functioning of contract administration Components in the Regional Offices •Assist with queries from Regional Offices and conduct regular visits to Regional Offices •Provide training and guidance to Regional Offices •Drafting and/or amending of legislation that is administered by the Department •Provide legal advice, guidance and opinions to the Minister, Top Management and the Department at large (including Regional Offices) in respect of matters relating to contract administration and legislation •Draft and amend various contracts to ensure legal acceptability thereof and the protection of the interest of the Department, including the drafting of and commenting on standard contract forms draft and/or amending legislation and pilot it through the Parliamentary Process for Departmental use •Comment on draft legislation of other Departments on behalf of the Department •Scrutinise legislation submitted to Cabinet and advise whether such legislation contains any provision pertaining to financial and fiscal matters •Scrutinise legislation which the Constitution requires to be introduced by the Minister of Public Works only or for which the Minister's approval is required before introduction •Assist with the legal support and piloting of legislation through the Parliamentary process •Ensure effective management of the component •Provide training of subordinates as well as identify training for all staff within the Contract Administration and Legislative Drafting component •Allocate work according to the urgency of the matter and according to the individual workload, expertise, and developmental needs of the Officials •Circulation of general notifications to keep the Officials within the Component informed of developments within the Department •Respond to general queries directed to the Head of the Component •Ensure finalisation and submission to HR of Component's performance appraisals and work plans.

**Enquiries:** Mr B. Ntlou, tel. 012 406 1249.

## DIRECTOR: MECHANICAL ENGINEER

•Salary: An all-inclusive package of R819 126 per annum (total package to be structured in accordance with the rules of the Senior Management Service) •Centre: Head Office •Ref No.: 2015/62

**Requirements:** •A three-year tertiary qualification in Mechanical Engineering or equivalent qualification •Extensive relevant experience of which five-years must be at middle/senior managerial level •Registration with the Engineering Council of South Africa. **Personal Attributes:** •Analytical thinking •Innovative •Creative •Solution orientated •Ability to work under stressful situations •Ability to communicate at all levels •People oriented •Trustworthy •Assertive •Hard-working •Ability to work independently. **Skills:** •Ability to undertake critical review/analysis and provide technical advice •Ability to maintain integrity of confidential information •Financial administration •Effective verbal communication •Advanced technical report writing •Numeracy •Computer literacy •Planning and organising •Relationship management •Programme and project management •Interpersonal and diplomacy skills •Problem solving •Decision making •Motivational skills •Conflict resolution •Negotiation skills. **Knowledge:** •Mechanical Engineering best practice •Project Management •Extensive knowledge of all mechanical engineering aspects of the building and construction environment •Public Finance Management Act •Occupational Health and Safety Act •Supply Chain Management •Contract Management •Registered with the Engineering Council South Africa •A valid driver's licence •Prepared to travel •Willing to adapt to a working schedule in accordance with office requirements.

**Duties:** •Implementation and maintenance of mechanical engineering related policies, guidelines and professional standards •Undertake research on the latest development of policies, professional guidelines and standards •Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives •Undertake effective training of Project Managers on professional standards •Monitor and ensure the implementation and continuous adherence to professional guidelines and standards •Develop and maintain professional best practice parameters and quality standards •Develop and maintain manuals and guidelines on professional standards •Provide effective professional advice on mechanical engineering related projects •Advise on the designing of cost effective modification of projects •Advise on the development of projects specification and outlining of designs •Draft and manage Service Level Agreements •Brief consultants and service providers •Undertake the effective auditing of change in project costs •Effective management of the Directorate •Provide management support to the bid committee on bid processes •Provide tender specifications for development of tender documents •Ensure skills transfer and human development •Ensure effective implementation of good corporate governance •Manage all human resources allocated to the Directorate.

**Enquiries:** Mr O. Molotsi, tel. 012 406 1524/1984.

**Note for all posts:** All shortlisted 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.

**Applications, quoting the relevant reference number and the centre of the post, should be submitted as follows:**  
**Applications:** 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.

## DIRECTOR: INTERNAL COMMUNICATIONS AND MOBILISATION

•Salary: An all-inclusive package of R819 126 per annum (total package to be structured in accordance with the rules of the Senior Management Service)  
•Centre: Head Office •Ref No.: 2015/63

**Requirements:** •A three-year tertiary qualification with relevant working experience in Communication, Communication management practices, executive management and marketing strategies of which five-years must be at middle/senior managerial level. **Personal Attributes:** •Innovative •Creative •Resourceful •Energetic •Helpful •Ability to work effectively and efficiently under sustained pressure •Ability to meet tight deadlines whilst delivering excellent results •Ability to communicate at all levels, particularly at an executive level •People orientated •Ability to establish and maintain personal networks •Trustworthy •Assertive •Hard-working •Highly motivated •Ability to work independently. **Knowledge:** •Marketing and communications •Change management •Structure and functioning of the Department. **Skills:** •Executive management skills •Sound analytical and problem identification and solving skills •Advanced marketing •Language proficiency •Advanced report writing •Research methodology •Financial administration •Organising and planning •Computer utilisation •Policy formulation •Negotiation skills •Advanced communication (verbal and written) •Advanced interpersonal and diplomacy skills •Time management •Decision making •Conflict management •Motivational skills •Influencing skills •Programme management •Willing to adapt to a work schedule in accordance with professional requirements •Willing to travel •A valid driver's licence.

**Duties:** •Effective management and facilitation of internal communications and information flow •Manage mobilisation and internal corporate identity •Develop and formulate strategies of communication projects •Manage and improve the internal communication environment •Analyse, maintain and improve communication channels and the media •Contribute to the compilation and writing of literature related to newsletters, website, posters, speeches, magazines and memoranda •Assist with the compilation and writing of Ministerial speeches and articles on request •Manage the calendar of social events and activities •Manage relationships with external stakeholders •Establish and sustain efficient communication models through the Department •Advise Management on new communication technologies •Contribute to effective change management •Compile updated reports on progress and management of Internal Communications •Effective marketing and implementation of internal communications •Facilitate the process of language policy and promote easy access to public information •Co-ordinate printing and publishing of internal publications •Manage the roll-out of internal branding •Manage and design the Departmental intranet •Effective management of the Component •Manage employment related processes •Execute advisory commitments •Determine and plan work procedures and methods of the Component •Manage the budget of the Component efficiently •Maintain and sustain value chain of suppliers, distributors and consumers for effective information packaging and distribution •Compile budgetary reports •Ensure the effectiveness and efficiency of: managed internal communications; extent of managed mobilisation and corporate identity; extent of developing strategies; effective analyses of communication channels and media; extent of contribution of compilation of literature; quality of compilation of Ministerial speeches on request; extent of managed calendar for social events and activities; quality of establishment of sustained communication models; extent and relevancy of provision of advice to management; nature and extent of contribution to change management; and quality and extent of compiled reports •Effectiveness and efficiency of facilitation of flow of information •Extent of facilitation of language policy and promotion of access to information •Effective co-ordination of printing and published publications •Extent of managed internal branding •Quality of designed Departmental intranet •Extent, efficiency and effectiveness of management of the Component •Effective management of staff •Extent and efficiency of managed budgets •Nature and extent of maintained and sustained value chain of suppliers, distributors and consumers •Quality of compiled reports.

**Enquiries:** Mr S.C. Zaba, tel. 012 406 1544.

## DIRECTOR: CIVIL/STRUCTURAL ENGINEERING

•Salary: An all-inclusive package of R819 126 per annum (total package to be structured in accordance with the rules of the Senior Management Service) •Centre: Head Office •Ref No.: 2015/64

**Requirements:** •A three-year tertiary qualification in Civil Engineering or related field with extensive relevant professional experience in the Civil Engineering industry of which five-years must be at middle/senior managerial level •Registration with the Engineering Council of South Africa. **Personal Attributes:** •Analytical thinking •Innovative •Solution orientated •Ability to design ideas without direction •Ability to work under stressful situations •Ability to communicate at all levels •People orientated •Hard-working •Highly motivated. **Skills:** •Ability to undertake critical review/analysis and provide technical advice •Ability to maintain integrity of confidential information •Financial administration •Report writing •Numeracy •Computer literacy •Organisation and planning •Relationship management •Programme and project management •Interpersonal and diplomacy skills •Problem solving •Decision making •Motivational skills •Conflict resolution and negotiation skills. **Knowledge:** •Public Finance Management Act •National Environmental Management Act •Environmental Conservation Act •Occupational Health and Safety Act •Technical knowledge of the civil engineering industry •SANS Codes of Practice for civil engineering projects •Civil engineering industry manuals, guidelines and standards •Best practices within the civil engineering industry •Procurement directives and guidelines •Registration with the Engineering Council of South Africa •A valid driver's licence •Willing to travel •Willing to adapt to a work schedule in accordance with office requirements.

**Duties:** •Provide management and advisory services on Civil Engineering related activities •Provide guidance regarding standards, guidelines and technical advice •Support and assess Civil Engineering design reviews •Provide support and advice regarding dam safety and dolomite risk management •Determine best practices, design parameters and quality standards •Develop and maintain manuals and guidelines •Provide advice on risk and safety management •Develop, implement and monitor the execution of safety and risk management policies •Manage safety and risk management programmes •Manage and maintain the safety database •Support the safer fixed property portfolio •Review geological survey reports •Issue dolomite risk clearance certificates •Facilitate and undertake environmental impact investigations •Undertake emergency and disaster investigations relating to the built environment •Develop and implement education and awareness programmes regarding dolomite interventions at provincial and local Government levels •Manage service providers •Facilitate the appointment of Civil Engineering consultants •Oversee and sign-off service providers assignments •Oversee timeous payment of services rendered •Manage Service Level Agreements •Prepare Service Level Agreements and Addenda for service providers •Ensure that all parties to the Service Level Agreement sign consent forms •Ensure that service providers understand what is expected from them •Ensure that service deliverables are delivered on agreed timeframes •Manage the Directorate •Provide reports on Human Resources Management performance •Oversee development of staff •Monitor the budget and expenditure within the Directorate.

**Enquiries:** Mr O. Molotsi, tel. 012 406 1524/1984.

## DIRECTOR: PRECINCT DEVELOPMENT

### Inner City Regeneration

•Salary: An all-inclusive package of R819 126 per annum (total package to be structured in accordance with the rules of the Senior Management Service) •Centre: Head Office •Ref No.: 2015/65

**Requirements:** •A degree in Town and Regional Planning with extensive relevant applied post-registration experience in various facets of metropolitan planning and property development of which five-years must be at middle/senior managerial level •Registration as a Professional Planner with the South African Council for Planners (SACPLAN) is compulsory. **Skills:** •Well-developed project management •Analytical •Planning •Legal compliance •Interpersonal skills •Communication •Report writing and presentation •Computer literacy •A valid driver's licence. **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 district, local and rural regeneration and initiatives, project management principles (including the co-ordination of various activities of others), liaison with local authorities/structures, feasibility studies, legislative and legal aspects of built environment developments and informed decision making.

**Duties:** •The main purpose of the position is to manage spatial development for State accommodation solutions within the spatial development plans/integrated development plans of district, local and rural Municipalities to ensure integration •This is to be achieved, inter alia, through: collaboration with clients and communities regarding needs and distribution exploitation •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 district, local and/or rural fabric •Identification of State buildings for Greenfield development.

**Enquiries:** Mr G. Damstra, tel. 012 406 1390 / cell: 082 902 9233.

**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: 14 August 2015 at 16h00**

