

**CHIEF DIRECTOR: INFORMATION TECHNOLOGY**

•Ref.: 2015/175 •Salary: All-inclusive salary package of R1 042 500 per annum (total package to be structured in accordance with the rules of the Senior Management Service) •Centre: Head Office

**Note:** All short-listed 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 and be subjected to security clearance.

**Requirements:** •A three-year tertiary qualification in Computer Sciences and/or Information Technology •Five (5) years relevant experience in Information Services Management at a senior management level •Relevant management and/or supervisory experience •Training in management courses •Preparedness to travel. **Knowledge:** •Information Technology policies and standards •GITO policies and objectives •Business process modelling •Contract management •Policy formulation •System development lifecycle •Information Technology infrastructure management policies •Information Technology audit and governance •Supply Chain Management •Computer systems analysis •The Public Finance Management Act, 1999 •Public Service regulations •System management •Project management •Network strategy (LAN, WAN, etc.) •Financial systems •Infrastructure project systems •Enterprise resource planning systems. **Skills:** •Leadership and management •Good customer relations •Advanced report-writing •Advanced communication •Language proficiency •Computer utilisation •Analytical thinking •Strategic planning •Conflict management •Sound analytical and problem identification and solving skills •Organising and planning •Policy formulation •Decision-making •Motivational •Numeracy •Advanced interpersonal and diplomacy skills. **Personal Attributes:** •The ability to interact with clients and stakeholders in a professional and assertive manner •High ethical standards •The ability to conduct business with integrity and in a fair and reasonable manner •The ability to promote mutual trust and respect •Innovative •Creative •Solution orientated •The ability to design ideas without direction •People orientated •Hard-working •Highly motivated •The ability to work effectively and efficiently under sustained pressure •The ability to meet tight deadlines whilst delivering excellent results •Willingness to adapt work schedules in accordance with professional requirements.

**Duties:** •Provide management support in the development of effective ICT strategies and manage the implementation and maintenance thereof •Undertake research on Government information management directives and guidelines •Provide professional advice on latest ICT management trends •Ensure that current ICT issues are strategically addressed •Ensure that the ICT strategy is in line with the Department's strategic objectives and mandate •Undertake continuous monitoring and evaluation of the ICT strategy •Ensure the inclusion of IS quality, governance and risk management frameworks in the ICT strategy •Collate and present reports on the performance of the ICT strategy •Coordinate all ICT functions in support of the Department's strategic objectives •Manage the undertaking of an effective system analysis •Define and implement a systems architecture in line with the IT strategy •Implement measures to improve the system maturity across the organisation •Ensure effective Web and Database administration •Manage the implementation and maintenance of an ICT network infrastructure •Manage the procurement and deployment of hardware infrastructure in alignment with business needs and priorities •Coordinate and manage all Information Services-related projects in support of the Department's strategic objectives •Ensure that ICT projects are executed in line with defined plans and remain on track to meet stated benefits •Manage the identification of the Department's ICT needs •Manage the acquisition of identified needs •Oversee the provision of an effective ICT client support service and implement a continuous improvement plan •Ensure the implementation and maintenance of an effective ICT policy •Implement and maintain good corporate governance within the Department •Define measures required to achieve alignment with ICT governance requirements, including the King III Code of Conduct •Define and implement an ICT governance framework within the Department •Ensure that ICT monitoring and reporting is performed in line with the defined Governance framework •Define and implement ICT policies in alignment with the ICT governance framework •Serve as the chairperson of any ICT governance forums that may be implemented within DPW •Ensure appropriate ICT representation at other governance forums where potential ICT impact is expected •Oversee the implementation and maintenance of IT processes •Ensure that all control systems comply with all statutory frameworks established within the Department •Effectively manage budget inputs and allocations •Oversee the monitoring of expenditure against allocations and the Government policies •Ensure that all applications and use of ICT equipment are in line with the DPSA and GITO •Report any breach or failure to comply with any corporate governance guidelines and frameworks •Effectively manage the Information Technology component •Contribute strategic inputs to enhance the effective management of the Department •Develop and maintain conducive relationships with stakeholders, including other business units within DPW •Facilitate capacity building initiatives •Oversee timely resolution of audit queries •Manage all human resources allocated to the Directorate •Effectively engage with and manage any vendors or sub-contractors within the ICT environment •Ensure accurate financial accounts are kept and that financial procedures are being adhered to for proper, effective and efficient use of resources within the law as well as provide such information required by the Minister, Parliament and Auditor-General to enable reporting and an internal audit of the accounts.

**NB:** Please note that this is a re-advertisement and candidates who previously applied **must re-apply**.

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

**DEPUTY DIRECTOR: EPWP TRAINING MANAGER**

•Ref.: 2015/176 •Salary: All-inclusive salary package of R674 979 per annum •Centre: Western Cape - Cape Town Regional Office

**Requirements:** •A three-year tertiary qualification within Human Resources Development / Human Resource Management / Public Management / Behavioural Sciences •Experience in Training Coordination, Social Facilitation, Supply Chain Management, Contract Management and Staff Management •A valid driver's licence •Computer literacy in Microsoft Office packages •Must be prepared to travel and work long hours.

**Duties:** •Manage the Expanded Public Works Training in the province •Manage the allocated training budget •Facilitate as Project Manager in Supply Chain Management, the process of appointing Training Providers •Support Training Providers on contractual matters •Report training performance and expenditure •Participate in training and skills development forums •Provide leadership and management to the Regional Training Unit •Coordinate the EPWP Learning Programmes •Ensure compliance to audits •Support Training Providers with processing of claims for payments.

**NB:** Please note that this is a re-advertisement and candidates who previously applied **must re-apply (applications should be posted to the Cape Town Regional Office)**.

**Enquiries:** Ms C. Makunike, tel. (012) 492 3075.

**ASSISTANT DIRECTOR: INTERNAL CONTROL AND INVESTIGATIONS**

DIRECTORATE: COMPLIANCE AND INSPECTORATE (12 POSTS) (12 MONTH CONTRACTS)

•Ref.: 2015/177 •Salary: R361 659 per annum •Centres: Bloemfontein Regional Office (Ref.: 2015/177 A); Cape Town Regional Office (Ref.: 2015/177 B); Durban Regional Office (Ref.: 2015/177 C);

Head Office (Ref.: 2015/177 D); Johannesburg Regional Office (Ref.: 2015/177 E); Kimberley Regional Office (Ref.: 2015/177 F); Mmabatho Regional Office (Ref.: 2015/177 G); Mthatha Regional Office (Ref.: 2015/177 H);

Nelspruit Regional Office (Ref.: 2015/177 I); Pretoria Regional Office (Ref.: 2015/177 J); Polokwane Regional Office (Ref.: 2015/177 K); Port Elizabeth Regional Office (Ref.: 2015/177 L)

**Requirements:** •A three-year tertiary qualification in Finance / Accounting or Auditing •Appropriate working experience in the field of internal control, finance and/or Auditing experience •Knowledge of financial prescripts (GAAP and GRAP standards) and international standards •Working knowledge of Government Financial systems (BAS, PERSAL and LOGIS) •Knowledge of understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework and National Treasury Guidelines on Irregular, Fruitless and Wasteful expenditure •Good communication skills both written and verbal •Ability to work under pressure and meet deadlines •Willingness to work irregular hours.

**Duties:** •Manage the process of irregular, fruitless and wasteful expenditure investigation transactions •Review investigations performed by the employees before signing investigation reports •Liaison with Project Managers or relevant stakeholders on outstanding documents •Analysis of evidence gathered and request further information, where necessary •Review of evidence gathered to determine if all supporting documents are adequate for conclusion of investigations •Consolidation of all the investigation working papers and make appropriate recommendations to the relevant governance structures •Preparation of meeting packs of reports on cases investigated for submission to the Committees •Provide assistance with the secretariat functions to the Technical Advisory Committee (TAC) and National Condonation Committee (NCC) meetings •Present cases of investigations conducted to the TAC and management for a decision •Prepare regular reports to management on the progress of investigations •Prepare presentations for management and staff on causes of irregular, fruitless and wasteful expenditure.

**Enquiries:** Mr L. Njwabule, tel. (012) 406 2119.

**Note:** The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of vacant posts, and persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Applications should be submitted on a signed Z83 Form, obtainable from any Public Service department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Certified documents should not be older than three (3) months. Applications not complying with the above will be disqualified. Should you not hear from us within the next two months, please regard your application as unsuccessful. No faxed or emailed applications will be accepted.

**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 on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. Applications must reach us by no later than 16h00 on the closing date. Applications received after the closing date will not be considered. Please forward your application, quoting the relevant reference number, to the addresses mentioned below:

**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 •**BLOEMFONTEIN REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein or 18 President Brand Street, NDPW Building, Room 516. Attention: Mr D. Manus •**MMABATHO REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or 810 corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. Attention: Mr T. Oagile •**KIMBERLEY REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. Attention: Ms L. Mthatha •**NELSPRUIT REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Attention: Mr E. Nguyuza •**PORT ELIZABETH REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Attention: Ms F. Clark •**JOHANNESBURG REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017. Attention: Mr N. Zondi •**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 •**DURBAN REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Attention: Mr B.E. Mbatha •**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. Khotsa •**MTHATHA REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X5007 Mthatha, 5099. Attention: Ms N. Tyusha.

**CLOSING DATE: 11 DECEMBER 2015 AT 16H00**

